

St Ursula's Church, Berne - Activity Risk Assessment

(for a recurring activity / event)

Activity:	Pentecost International Lunch
Location:	St Ursula's Church – Upper Hall
Dates and Times:	Pentecost 12:00 (after church service)
Leader:	Organiser – to be determined each year by council
Other Adults:	Various helpers
Participants:	Members of the church family – all ages
Date of Assessment:	1 May 2023
Assessment Carried Out By:	Tricia Carrick
Approved By / On:	Council / xx May 2023
Assessment to be Reviewed:	Each year

General Risk Assessments

The general risk assessments for buildings, kitchen, medical etc. can be found in the folder in the Outer Office.

Specific for this Activity

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
General			
More than 50 people attend (limit for the upper hall)	Chairs and tables will be made available in the garden for the extra people to use	None	
Bad Weather	Lower Hall is available for use (organiser checks when planning the event)	Decision on the day.	Organiser
Location			
Fire	See general buildings risk assessment		
Injury while moving tables and / or chairs	None	People to be warned to take care. Carrying tables, chairs etc is the responsibility of each individual.	Organiser
Trip hazards: - some paving slabs are uneven - base of parasol	See general grounds risk assessment		
Road outside	See general grounds risk assessment		
Travel	n/a. No travel during the event. People are responsible for their own travel to and from the event.		

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
Food and Drink			
Incident in Kitchen	See general kitchens risk assessment		
Spillages on floor / furniture	See general kitchens risk assessment		
Spillages on clothing	None. Assume common sense	Warn people to take care, especially if they are wearing special clothes (e.g. international dress)	Organiser
Allergies	None	<ol style="list-style-type: none"> 1. Ask the people providing the food to produce a full list of ingredients 2. Display a notice explaining that the food is provided by volunteers 	Organiser
Food poisoning / Infection	Normal hygiene standards - see general kitchens risk assessment		
Activities	n/a. No activities organised		
Safeguarding Aspects			
Children may attend	None	Parents to be told to supervise their own children and that they are responsible	Organiser
Vulnerable adults may attend	Normal safeguarding procedures	None	
Contact Details	Not needed		
Attendance List	Not needed		
Medical	See general medical risk assessment		
Other	None identified		