

St Ursula's Church, Berne - Activity Risk Assessment

Activity: Summer Sale

Location: St Ursula's

Dates and Times: 10 June 2023 - 10.00-15.00

Leader: **Sue Higson / Maria**

Other Adults: Members of the Sales Team

Participants: General public

Date of Assessment: 05.06.2023

Assessment Carried Out By: Maria / Sue

Approved By / On: 06.06.2023 Council

Signed: <Name> (<Role> e.g. Council Secretary)

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			
Bad Weather	Outdoor activities are only planned if the forecast is fine. Most of the activities can take place inside.	Check the weather forecast and inform people. Use tents as needed.	Sue
Covid precautions	At the moment no particular precautions are required for events. However, windows will be kept open and disinfectants will be available.	Windows will be kept open. Disinfectants available.	Maria
Theft of money	Stall holders are instructed not to leave cash tins unattended. Treasurer regularly collects money.	None.	Sue
Carrying heavy things	Helpers are requested who should be able to carry weights. Everyone involved knows what to expect.	Organise a team to set up and clear up.	Maria & Sue
Moving bookcases	Only done by TCom members who know what they are doing.	Ensure the locks are in position once placed.	Hans
Location	See general buildings assessment		
Trip hazards: - some paving slabs are uneven - base of parasol	None	Base of parasol to be protected or marked to avoid stumbles. Tent strings not in line of paths.	Sue

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
Road outside	None (individual responsibility - parents to be responsible for children).	Gates to be kept closed as much as possible.	Road outside
Travel	n/a	None	
Food			
General:	The church-provided food is all bought fresh and prepared on the day. There are hand washing and sterilising materials available in the kitchen and everyone working there knows about this.	Person in charge of the kitchen is responsible that not too many people are in there at any one time, and those hazardous items, such as knives etc are correctly handled. Aprons to be worn.	
Cakes	None. These are provided by known volunteers, so there is no means of knowing the ingredients.	Provide notice stating this	Person in charge of coffee bar
Money	Person to take money has no contact with those serving food. Money not left unattended.	Tickets or cashbox used with no contact to food servers. Cash collected periodically by Treasurer to avoid loss.	Sue
Restaurant:	See General		
Grill:	Only designated people to operate it following manufacturer instructions. Grill sited away from the Children's activities space.	Long hair & long sleeves tied back. Oven gloves to guard against contact with hot surfaces. First Aid box and first aider available in case of accidents. Personal hygiene rules are followed at all times.	Dan
Allergies	We assume the people buying the food will only buy what they can eat. Details of the ingredients in the food provided by the church are available – and there are gluten free and	Ask people providing the food to provide a list of ingredients and where not possible, produce a notice to that effect.	Sue

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
	vegetarian options.		
Broken Glass	Care is taken with glasses. Reusable plastic cups used for young people	Broken glass to be immediately cleared away. Glass recycling in Kitchen and not elsewhere.	all
Rubbish Disposal	Recycling and disposal in the designated containers in a timely manner.	No garbage to be left unattended where young children can access it.	all
Food Stall:	Everything is original and has its sell-by date.	Anything past its sell-by date is declared as such, and thrown away or given away.	Sue
Book Stall: - Stairs	None. Assume people will take care.	None	
Activities	n/a		
Children's activities	They will be run by Parents n Tots and they are responsible for their stall.		
Safeguarding Aspects	When not in a Church run activity then Parents are responsible for their children. The same rule applies to vulnerable adults who may attend the event.		Parents n Tots
Medical			
Accident	First-aid kit available and emergency numbers known	Ensure all helpers are informed who the contact person is. Stairs to be roped off to office.	Lynn
Other			
Alcohol	The restaurant and the bar are staffed by adults only. There are a choice of beverages, and alcohol is not served to under-age young people.	Alcohol not to be left open away from the restaurant or serving area. Nobody can serve themselves, only restaurant staff to do this.	Sandra, Lynn

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
Setting up tents	Only set up by experienced people, 4 needed for each tent.	Ensure no tie ropes or other hazards in way once set up. In case of rain they are not set up.	Jana

The following contains notes and hints to help you fill in this form. They do not need to be included with the form – so delete the remaining page(s) before sending the form for approval.

Notes - Aspects to Consider

1. Location - consider the risks of fire, water activities, traffic etc.
2. Does the planned activity have an accident risk? If so, what? And what precautions have been taken? Is there a trained first-aider available and known?
3. How is the travel organised? Do we have permission forms, where needed?
4. Is food on offer? What kind of food? Is allergy information available?

Safeguarding Aspects to Consider

- a) Who will be present? Does this include children or other vulnerable people?
- b) Are there sufficient adults present?
 - in general there should be one adult (with clearance) for each 4 – 5 children, with a minimum of 2 adults
 - state if parents are to be responsible for their children
 - **TODO find out what is required for “vulnerable adults”**
- c) Do we have contact details for each participant? And, where needed, a permission form?