



Movie and Pizza Night

18th August 2023

Event Risk Assessment

Event Organiser	PCCs Christ Church and St. Peter's Church	Risk Assessor:	Kat Jenkins
Team Members:		Date of Assessment:	8 th August 2023
Team Lead:	Kat Jenkins	Date of Review:	
Maximum Capacity	80 Participants		
Approved by and Date:			

HAZARD	PERSONS AT RISK	CONTROL MEASURES IN PLACE	SEVERITY OF RISK Low/Medium/High	FURTHER ACTION NEEDED
IT Failure	Participants	Film to be set up well in advance of start time by a competent person and test sound levels before doors are open.	Low	
Age Inappropriate Content	Participants	Age restriction of 11+ placed on the event. Tickets are pre-booked and those aged under 11 will not be permitted to attend. Participants parents will be advised of film at drop-off or if asked directly prior to the event.	Low	All under 18 will need a parental consent form prior to attending and parents will be asked to confirm their child's age at the time of the event.
Slips, Trips and Falls.	ALL	First Aid trained person will be on site throughout the event and first aid box checked prior to the event and restocked if necessary. Bower Room to be used as Medical Room, all accidents will be recorded in accident book.	Low/Medium	Accident book to be readily available. Adequate Volunteers needed to supervise

		Mobile phones on hand to call emergency services if needed.		Mop to be used to wipe floor if any spillages from refreshments and wet floor signs utilised.
Poor or inappropriate behaviour	ALL	Ticketed event maximum 80 in the main Church. All inappropriate behaviour will be dealt with at the time by the Team Lead with volunteers to support if necessary. Over 18 participants will be asked to leave. If under 18 , participants' parents/guardians will be asked to collect and participant removed from activity area and supervised 1:1 whilst they wait for collection.	Medium	Adequate supervision with a ratio of 1:10 All volunteers aware of their responsibilities All those under 18 will need to complete a parental consent form prior to admittance.
Food Safety	ALL	Those preparing food to have an up-to-date Food Hygiene Certificate. Ingredients list to be kept and made available until all food has been consumed. Food ordered from reputable business and ensure it is hot on arrival. Participants over 18 will be responsible for their own choice of food. Participants under 18 need to have a completed parental consent form to advise of any allergies or dietary requirements.	Medium	Kat to ensure that volunteer responsible for catering has a relevant Food Hygiene Certificate and is familiar with the equipment used. Kat to ensure all kitchen equipment is in good working order prior to the event and that any relevant allergies from the consent forms are passed onto the volunteers responsible for catering.
Burns and Scolds	Catering Volunteers	Ensure that only those preparing/serving the food have access to the kitchen. First aid kit and first aider to be available	Medium	
Physical Hazards present at site entrance e.g. fallen trees.	ALL	Site inspection prior to the start of each session Ensure adequate lighting is available for exiting the building.	Low	Ensure site entrance and exist is clear and unobstructed. Ensure exterior lights are on at least 15 minutes prior to end of

				activity.
Fire	ALL	Fire suppression available within the building, fire blanket in the kitchen and extinguishes in the hallway.	Low	Fire Assembly point on the grass area next to the lytch gate. Team Leader to ensure all participants and volunteers are accounted for and liaise with fire services.
Mix of younger and older youth	Participants under 18	Vigilance will be required at all times to ensure the safety of all youth under 18 especially in the areas between the main hall and the toilets. Bower room to be out of bounds except for first aid. Kitchen out of bounds accept for designated volunteers	Medium	All under 18s to have a parental consent form prior to the event which includes medical information and parental contacts. This will also include pick up arrangements. Team Lead to supervise pick up Level of supervision required 1:10