

# UNITED BENEFICE OF MOUNTSORREL

## RISK ASSESSMENT FORM



Activity <b>Coffee Morning with Board Games</b>			Date of Activity <b>Friday 16 August 2024</b>		
Venue <b>Christ Church, Rothley Road, Mountsorrel</b>			Organiser <b>Elizabeth Resch</b>		
Hazard	Who is affected	Risk Level	What Controls are in place	Controlled Risk Level	Injury Level
		L M H		L M H	L M H
Fire or other need to evacuate	Everyone	L	Give announcement about safe evacuation procedure at the start of the event.	L	L
Tripping over as move round venue.	Everyone	L	Ensure all trip hazards are removed before event.	L	M
Slipping on spills	Everyone	L	Ensure all spills are cleaned up immediately. Use wet floor signage.	L	M
Drinks and snacks	Everyone	L	Only those with a current food hygiene certificate to be responsible for preparing and serving food. Ensure that food allergen information is available for the food on offer. All drinks and snacks to be taken to tables by designated servers.	L	L
General Accidents, slips, trips, falls, stings, cuts, splinters	Everyone	L	First aid trained personnel will be available if required. A first aid kit is available opposite the table store. All accidents/Incidents to be recorded in the Accident Book.	L	L
Standing on board game items.	Everyone	L	Keep board game tables away from route between coffee area, kitchen & toilets. Ask players to put games away before starting another.	L	L
Swallowing small board game items.	Children	L	Make sure parents are aware they are responsible for children at all times. Provide a mix of age related games.	L	L
Assessment Completed on <b>17/07/24</b> by <b>Elizabeth Resch</b>			Signed 		