

UNITED BENEFICE OF MOUNTSORREL

RISK ASSESSMENT FORM



Activity Mocktail Workshop				Date of Activity Thursday 14th August			
Venue Christ Church				Organiser Kat			
Hazard	Who is affected	Risk Level L M H	What Controls are in place	Controlled Risk Level L M H	Injury Level L M H		
Physical Hazards present at site entrance e.g. fallen trees.	All	L	Site inspection prior to the start of each session to ensure adequate lighting is available for exiting the building and that there are no obvious hazards.	L	L		
Slips, Trips and Falls	All	L	Floor to be kept free of obstacles and any spills cleaned up in a timely manner. People advised not to run around and be careful on the steps. First Aid kit available if needed and recorded appropriately. Adequate supervision levels, at least 1:10.	L	L		
Fire	All	L	Fire suppression available within the building, fire blanket in the kitchen and extinguishes in the hallway. Fire Assembly point on the grass area next to the Lychgate. Team Leader to ensure all participants and volunteers are accounted for and liaise with fire services.	L	L		
Food Safety	All	M	Hand hygiene to be observed by all those handling food and the area for preparing mocktails to be clearly marked and kept separate from other activities, including food. Team Leader and volunteers supervising kitchen to have an up-to-date food hygiene certificate. Kitchen team to be competent in the use of equipment and follow any safety requirements.	L	L		
Burns and Scolds	Kitchen Team	M	Ensure that only authorised persons have access to the kitchen, signage on the door to advise of this. Kitchen team to be familiar with equipment and location of safety equipment. First aid kit available.	L	L		
Allergies and food intolerances	All	M	Any allergies and food intolerances to be communicated prior to the event at the time of booking via the eventbrite booking form. A List of these to be printed out and team members made aware. Ingredients of individual items to be retained for reference until the end of the event. Emergency contact details of participants to be available.	L	L		
Poor or inappropriate behaviour	All	M	Adequate supervision with a ratio of 1:10 and all team members to be aware of their responsibilities. All those under 18 will need to complete a parental consent form prior to the event. All inappropriate behaviour will be dealt with at the time by the Team Lead with	M	L		

			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.		
Mix of younger and older youth and or parents	Participants under 18	M	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. Level of supervision required 1:10 (not including kitchen team)	M	L
Use of photography by young people	Participants under 18	L	Discussion with young people about consent and use of photos, especially on personal devices. Advise young people to delete any photos that those in them aren't happy with. Tablets to be available for young people to use, and informed that these photos may be shared as part of the celebration service on Sunday morning, but will not be shared elsewhere unless separate consent is obtained from them and their parents.	L	L
Assessment Completed on 25/7/24 by Kat Jenkins			signed		