

Risk Assessment - RA 2

Club/Activity:	Light Party ~ Family Outreach	Date Assessed:	31 st October 2019	
Location(s):	Cromer Parish Church, Cromer	Date of Event:	31 st October 2019	
No. of Young People/Children:	80 children plus accompanying adults	No. of Staff:	14	
Hazard	Who may be affected	Risk Rating	Control Measure	Any Further Action
Lack of appropriate safeguarding	Staff/YP	L	Core team DBS checked / Children & YP will be accompanied by a responsible adult.	Staff training/awareness
Children getting lost / Abducted	YP	L	Children supervised at all times by parents / Staff at entrance / Others areas of Parish Church secured & locked	Staff team member always at back of church/entrance
Injury whilst moving equipment, setting up & pack down	Staff	L	Ensure staff move equipment in pairs and are made aware of hazards	
Injury whilst playing games/ activities	Staff/YPs	L	Establish ground rules for behaviour and ensure all follow instructions / All to wear appropriate footwear and/or clothing	Simon Fenn
Allergies/Food poisoning	Staff/YP	L	Food prepared on-site in accordance with our Food hygiene guidelines / Any particular allergies to be highlighted by parents	Some 'free from' pack teas will be available upon request
Bad/Inappropriate Behaviour	Staff/YPs	L	Ground rules & supervision	Asked to leave if necessary
Slips / Trips / Falls	Staff/YPs	M	Ensure appropriate clothing & footwear / All made aware of hazards / Area is clean and spills are cleared immediately / All lighting equipment & cables made safe	First aider on site and first aid is checked before the event

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Fire and/or major incident	Staff/YPs	L	Ensure all fire exits are clear and all are made aware / Team leader to call the emergency services if needed	Fire exit signs in place and keys in 3 exit external doors. Staff briefed at team meeting re-evaluation process.
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Team Leader: Simon Fenn

Signed:

Team:

Jackie Austin / Ray Loten / Carol Loten / Christine Lockwood / Mary Pallister / Heidi Skillen / Hazel Beazley / Jon Mardlin Hazel Mardin / Amy Broughton / Phil Broughton / Emma Broughton / Anna Coghlan / Jo Masters