

Cromer Church Risk Assessment - RA 23

Event Name: BeachFest Extra event at St Martin's

Date of Event: 31st October 2021

Name of Person with overall responsibility: Jackie Austin

Leader for this event: Jackie Austin

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Cleanliness of the toilets	Exposing children and families to risk of infection	Medium	Check all toilets to ensure they are in a suitable condition for people to use and have enough supplies of loo roll and soap. Check toilets again midway through the event	Low
	Children preferring not to use the toilets	Medium		Low
Hazards in the rooms to be used	Slips and trips	High	Remove all hazards from all rooms Lock away all liquids and cleaning materials	Low
	Danger of children tasting liquids	High		Low
Fire exits blocked	Preventing swift and easy exit from the building	High	Remove all items in front of fire exits	Low
Personal items	Risk of being misplaced or stolen	Medium	Remove personal possessions to secure location	Low
Public entering the building during the event	Children coming into contact with adults they don't know	High	BeachFest team member on the door from when the event opens for registration.	Low
			Front door closed and secure whilst event in progress.	Low
			Front door manned again at end of event.	Low

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Children arriving or leaving the building unattended	Children could become lost, meet unknown adults, come to harm outside the building including on the road.	High	<p>Having a BeachFest Team member on the door throughout the event.</p> <p>Parent/carer responsible for their children. Reminded verbally and having a notice displayed to state this too.</p>	<p>Low</p> <p>Low</p>
Families not aware who leaders are during the event	Families may approach other parents rather than BeachFest team for help and support	Medium	<p>All BeachFest team to wear yellow BeachFest T shirts for the duration of the event</p> <p>Leader to explain to those who are attending that if they need help of any kind they need to speak to someone in a named BeachFest T shirt</p> <p>All BeachFest team will be DBS checked</p>	<p>Low</p> <p>Low</p> <p>Low</p>
Allergies	Children or adults coming into contact with identified allergy items	High	<p>Ask for any allergies to be recorded on the registration form</p> <p>The named first aider to check all the registration forms and communicate the allergies to the leader(s) of the event and to team members where allergies need to be taken into consideration eg caterer</p>	<p>Low</p> <p>Low</p>

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Pumpkin carving	Injuries through use of knives	High	Using table knives rather than sharp knives	Medium
			Children must be accompanied by a parent/ carer	Medium
			Parents/carers to be responsible for carving pumpkins with knives	Medium
			All knives to be kept out of reach when not in use	Medium
			Reminder to all attendees that only adults to use knives on pumpkin activity	Medium

A first aider will be present at the event.

Date of Risk Assessment: 7th September 2021

To be reviewed each year: September 2022