

## Cromer Church Risk Assessment - RA 25

**Event Name:** BeachFest Extra event at St Martin's

**Date of Event:** Monday 14th February 2022

**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.<br><br>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<br>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 front and side doors from when the event opens for registration.   | Low  |
|   |  |        | Front door and side door closed and secure whilst event in progress.  | Low  |
|   |  |        | Front door and side 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   | Parent/carer responsible for their children. Parents/carer/ children reminded of this verbally at the start of event   | Low<br><br>Low            |
| Families not aware who leaders are during the event  | Families may approach other parents rather than BeachFest team for help and support                       | Medium | All BeachFest team to wear yellow BeachFest T shirts for the duration of the event<br><br>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<br><br>All BeachFest team will be DBS checked | Low<br><br>Low<br><br>Low |
| Allergies  | Children or adults coming into contact with identified allergy items                                      | High   | Ask for any allergies to be recorded on the registration form<br><br>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      | Low<br><br>Low            |

| IDENTIFY HAZARD                            | RISK INVOLVED                 | RISK | MINIMISE RISK BY  | RISK   |
|--|-------------------------------|------|---|--------|
| Sharp objects used during craft activities | Injuries through use of tools | High | Children must be supervised by a parent/carer when using scissors | Medium |

A first aider will be present at the event.

**Date of Risk Assessment:** 7th September 2021

**To be reviewed each year:** September 2022