

Cromer Church Risk Assessment - RA 40

Event Name: BeachFest Light Party at Cromer Parish Church

Date of Event: Wednesday 15th February 2023

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.	Low
	Children preferring not to use the toilets	Medium	Check toilets again midway through the event	Low
Hazards in the rooms to be used	Slips and trips	High	Remove all hazards from all rooms	Low
	Danger of children tasting liquids	High	Lock away all liquids and cleaning materials	Low
Fire exits blocked	Preventing swift and easy exit from the building	High	Ensure all fire exits are clear before event starts Key in external door of chancel meeting room & internal door to CMR room unlocked	Low
Personal items of the team	Risk of being misplaced or stolen	Medium	Personal possessions secured in old vestry before event starts	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 door when the event opens.	Low
			Team networking in cafe area to be attentive to adults without children entering church	Low
			Display notice at church door to state church only open for those attending this family event	

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Children 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. Display notice to state this.	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, CC Kids leaders to wear organ T shirt, for the duration of the event All BeachFest team will be DBS checked	Low
Allergies	Children or adults coming into contact with identified allergy items	High	List of allergies in food available displayed on cafe counter Complete record in Food Hygiene/Catering Book Have named First Aider	Low
Sharp objects used during craft activities	Injuries through the use of tools	High	Children must be supervised by parent/carer/team member when using scissors.	Low

A first aider will be present at the event.

Date of Risk Assessment: January 2023

To be reviewed each year: January 2024