



Cromer Church Risk Assessment RA 24

Event Name: Indoor BeachFest Extra event

Date of Event:

Name of Person with overall responsibility:

Leaders for this event:

| IDENTIFY HAZARD | RISK INVOLVED | RISK | MINIMISE RISK BY | RISK |
|---|--|--------|---|------|
| Cleanliness of the toilets | Exposing children and families to risk of infection | Medium | Ensuring toilets are clean and well stocked. | 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 | 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 | Having a BeachFest Team member on the door throughout the event. Parent/carer responsible for their children. Reminded verbally and having a notice displayed to state this too. | Low 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 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 All BeachFest team will be DBS checked | Low Low Low |
| Allergies | Children or adults coming into contact with identified allergy items | High | Ask for any allergies to be recorded on the registration form 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 |

A first aider will be present at the event.

Date of Risk Assessment: July 2022

To be reviewed each year: July 2023