

Cromer Church Risk Assessment

Event Name: BeachFest Extra Harvest Party at St Martin's Church

Date of Event: Saturday 28th September 2024

Name of Person with overall responsibility: Rev'd Joanna Haywood

Leader for this event: Rev'd Joanna Haywood

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 Fire exit to side alley to be unlocked, (IK) Fire door from main hall unlocked All three doors/exits monitored for unauthorized access and egress (IK/JMH/DL)	Low
Personal items of the team	Risk of being misplaced or stolen	Medium	Personal possessions secured in locked cupboard before event starts	Low
Public entering the building during the event	Children coming into contact with adults they don't know	High	Registration at front door and side door (for buggies) (DL/JMH) Table and chairs provided. Registration forms to be filled in – forms and pens available. BeachFest Extra team member on the front door when the event opens. (IK) All children to be registered and accompanying adults monitored. Refreshments provided for adults in lounge., otherwise adults need to stay with their children Fire doors to be monitored to prevent unauthorized access./egress (DL/IK/JMH)	Low Low

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
			Display notice at church door to state church only open for those attending this family event	
Bag left unattended with malicious intent	Explosion	High but very unlikely	Follow guidelines issued after Southport attack Being vigilant for unattended bags Clear procedure for evacuating area 'See, check, notify' procedures to be explained during briefing.	
Persons with malicious intent entering building or leaving bag u	Harm to children, adult and team members	High but very unlikely	Follow guidelines issued after Southport attack. All staff to be briefed on exits, 'See, check, notify' and 'Run, hide, tell' protocols.	
Children leaving the building unattended	Children could become lost, meet unknown adults, come to harm outside the building including on the road.	High	All doors monitored and children challenged if try to leave. Children only allowed to leave with their registered adult. All children to wear BeachFest sticker	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 and this will be made clear at registration that any 'yellow shirt' will be able to help or direct to help during the event. All BeachFest team will be DBS checked All team will be fully briefed	Low Low

IDENTIFY HAZARD	RISK INVOLVED	RISK	MINIMISE RISK BY	RISK
Allergies	Children or adults coming into contact with identified allergy items	High	All food prep overseen by L2 food hygiene certificated person.	Low
			List of allergens in food available displayed on kitchen counter	Low
			Registration form asks for allergies. Team to be made aware of those with allergies by the registration team.	Low
			Pizza making using food with minimal allergens and registration will identify those who are GF/DF and they will be provided with alternatives	Low
			Complete record in Food Hygiene/Catering Book by L2 food hygiene certificated person	Low
			Have named First Aider (DL/JMH)	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. Use of scissors not planned for children. Sharp objects not readily available.	Low
Pizza making	Food may become contaminated if children's hands are not clean	High	All children to clean hands before and after pizza making with wet wipe.	Low

A first aider will be present at the event.

Date of Risk Assessment: September 2024

To be reviewed each year: September 2025