**St Nicolas Church Great Bookham**

**Activity Risk Assessment**

**Risk assessment for:** *(lunch, activity session)*

**Brief Description:** *(activity type, food served? target group)*

**Venue: Postcode:**

**Number attending:**

**Date(s) of activity:**

**Activity Times:**

**Brief description and any relevant information further to the table attached** *(e.g. guidance and procedures followed).*

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**Date risk assessment completed:** ……………………………………..

**Assessment prepared by:**

**Position/ Role:**  *(group name, chairman? Relevant qualifications*)

**Activity Coordinator / supervisor:** *(Print Name)* ...................................................

**Date:** ……………………………..

**First aider with activity (if appropriate):** *(Print Name)*

**Name:**.................…………………………….……………………………………..

**Food hygiene certificate holders:**

**Name:**.................……………………… **Date of qualification:** ………………………………

**Name:**.................……………………… **Date of qualification:** ………………………………

**Name:**.................……………………… **Date of qualification:** ………………………………

**Name:**.................……………………… **Date of qualification:** ………………………………

**Risk assessment approved by:** *(Print Name)* ……………………………………………………………

**Position/ Role** *(PCC nominee***):** ………………………………………………………………………

**Date of approval:** ………………………………………..

**Purpose of form:**

This document is designed to assess actual and potential risk to participants of non-standard ON or OFF site trips and activities undertaken by, or on the premises of, St Nicolas Church Great Bookham. The assessment should be undertaken and document completed and approved by the St Nicolas PCC or its named representative two weeks before the activity is due to take place.

Under no circumstances predate approval. This is an official safeguarding document that will be used in the case of emergencies or disputes by St Nicolas Church Great Bookham to show what actions are planned to minimise risk.

A copy of the risk assessment is to be kept by an appropriate adult on the activity and one copy filed in the risk assessment folder in the parish office at St Nicolas Church Great Bookham.

**Risk Ratings:**

A risk rating of low, medium or high should be applied to each aspect of the activity.

Approval of a proposed activity will take all controlling measures into account. If the overall risk is considered to be insufficiently controlled the activity will not be approved.

**St Nicolas Church Great Bookham – ACTIVITY RISK ASSESSMENT FORM**

***Think about:*** Supervision; behaviour management; health; safety; first aid; emergency contacts; food preparation; parental permissions; travel; venue/environment; cost and financial implications; insurance; legal aspects; impact on St Nicolas Church Great Bookham reputation.

|  | **Activity** | **Risk factors** | **Risk Level without controls & measures** | **Controls & measures** | **Risk Level with controls & measures** | **Named person responsible** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | *Site/venue access* | *Foot access. Steps. Lighting.* |  |  |  |  |
| **2.** | *Room and setting up* | *Cleanliness. Chairs, tables. Toilet* |  |  |  |  |
| **3.** | *Personnel* | *Helpers. Visitors – adults, children* |  |  |  |  |
| **4a.** | *Kitchen* | *Cleanliness/hygiene. Equipment – cloths, spray (to be provided by those preparing the food). Storage* |  |  |  |  |
| **4b.** | *Resources* |  |  |  |  |  |
| **5.** | *Food* | *Purchase/receipts*  *Transporting food to venue*  *Storage*  *Cooking/reheating*  *Temperature probe*  *Serving – hot plates*  *Waste*  *Ref: to Food Safety First Principles* |  | *Central purchase*  *Receipts to be stored in office* |  |  |
| **6.** | *Cakes: sales or refreshments* | *Covered/storage*  *Ingredient list*  *Allergies* |  |  |  |  |
| **7.** | *Clearing Up* | *Dishwasher*  *Avoid tea towels*  *Removal of rubbish*  *Closing down room*  *Clearing refrigerators* |  |  |  |  |