**Example of completed risk assessment**

**St Nicolas Church Great Bookham**

**Activity Risk Assessment**

**Risk assessment for:** *(lunch, activity session) Ad hoc fellowship meal*

**Brief Description:** *(activity type, food served? target group) One-off meal to promote fellowship*

**Venue:** *Pastoral Centre* **Postcode:** *KT23 3PG*

**Number attending:** *30*

**Date(s) of activity:** *31 April 2019*

**Activity Times:** *Set-up from 5pm; meal from 7:30; clearing-up complete by 10pm*

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

*Dinner for 30 people in Pastoral Centre*

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**Date risk assessment completed:** *10 April 2019*……………………………………..

**Assessment prepared by:** *Mr D Brown*

**Position/ Role:**  *(group name, chairman? Relevant qualifications*)*Chair, Fellowship Co-ordination Group*

**Activity Coordinator / supervisor:** *(Print Name) MR D BROWN* ...................................................

**Date:** *10 April 2019*……………………………..

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

**Name:** *Miss C Smith*.................…………………………….……………………………………..

**Food hygiene certificate holders:**

**Name:** *Mr D Brown*………….……… **Date of qualification:** *10 May 2018*………………………………

**Name:** *Miss D Jones*………..……… **Date of qualification:** *4 June 2017*..………………………………

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

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

**Risk assessment approved by:** *(Print Name) Mrs A Stevens*……………………………………………………………

**Position/ Role** *(PCC nominee***):** *PCC designated risk assessment reviewer*

**Date of approval:** *15 April 2019*………………………………………..

**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.* | *Med*  *Med*  *Med* | * *Unlock rear door (fire exit).* * *Check access paths are clear and free from trip hazards (especially if those with limited mobility are expected).* * *Check paths are adequately lit.* | *Low*  *Low*  *Low* | *Miss D Jones* |
| **2.** | *Room and setting up* | *Cleanliness. Chairs, tables. Toilet* | *Med*  *Med*  *High*  *High*  *High* | * *Check toilets are clean, floors dry, and there are adequate supplies of soap, paper towels and toilet rolls.* * *Ensure tables are laid out to allow easy access, particular for any with limited mobility or who may require assistance.* * *Keep floor area clear of clutter.* * *Ensure handbags and walking aids don’t provide trip hazards.* * *All leads to be run around edge of room where possible or taped/covered with mats.* * *Only use freshly laundered tablecloths/paper napkins for tables.* | *Low*  *Low*  *Low*  *Low*  *Low* | *Mrs C Smith* |
| **3.** | *Personnel* | *Helpers. Visitors – adults, children* | *High*  *High*  *Med*  *High*  *Med*  *High* | * *Guests asked to state any allergies in responding to invitation.* * *Ensure helpers are familiar with equipment they are expected to use (e.g. water heater) and aware of any necessary precautions.* * *Helpers to be alert to any special needs which guests might have.* * *Potential hazards to be kept out of reach of children. Young children not to be allowed in kitchen.* * *Guests to be requested to go up to buffet in small numbers to avoid overcrowding and minimise risk of spillages. Helpers to assist those with limited mobility.* * *Copy of risk assessment provided to those named as responsible.* | *Low*  *Low*  *Low*  *Low*  *Low*  *Low* | *Miss C Smith* |
| **4a.** | *Kitchen* | *Cleanliness/hygiene. Equipment – cloths, spray (to be provided by those preparing the food). Storage* | *Med*  *Med*  *Med* | * *Clean surfaces with anti-bacterial spray before food preparation begins.* * *Provide sufficient clean tea towels and dishcloths/pan scrubbers.* * *Check first aid kit and fire blanket are present.* | *Low*  *Low*  *Low* | *Miss D Jones* |
| **4b.** | *Resources & Equipment* | *Insufficient resources to prepare food safely?* | *High*  *Med* | * *Check in advance that there is adequate fridge, hob and oven space and that these are in good working order.* * *Ensure adequate bin bags are provided for rubbish, including separate bag for re-cycling.* | *Low*  *Low* | *Miss D Jones* |
| **5.** | *Food* | *Purchase/receipts*  *Transporting food to venue*  *Storage*  *Cooking/reheating*  *Temperature probe*  *Serving – hot plates*  *Waste*  *Ref: to Food Safety First Principles* | *Med*  *High*  *High*  *High*  *High*  *High*  *High*  *High* | * *All food to be bought by Miss D Jones and receipts to be provided to Office for attachment to risk assessment (as most receipts won’t be available when the risk assessment is approved)..* * *Food requiring refrigeration to be placed in fridge as soon as possible after purchase and refrigerated on arrival in Pastoral Centre.* * *Food to be transported to venue cold where possible and in securely sealed containers.* * *Ensure any food that is heated or cooked is checked using a temperature probe and served immediately.* * *Those handling or serving food to maintain hand cleanliness at all times.* * *All food to be kept covered until served.* * *Cups/glasses/mugs not to be filled too full to minimise risk of spillage, particularly with hot drinks.* * *Spills to be mopped up immediately.* | *Low*  *Low*  *Low*  *Low*  *Low*  *Low*  *Low*  *Low* | *Miss D Jones* |
| **6.** | *Cakes: sales or refreshments* | *Covered/storage*  *Ingredient list*  *Allergies* | *High* | * *Ingredients lists for cakes and puddings to be displayed on serving table.* | *Low* | *Miss D Jones* |
| **7.** | *Clearing Up* | *Dishwasher*  *Avoid tea towels*  *Removal of rubbish*  *Closing down room*  *Clearing refrigerators* | *Med*  *Med*  *Med*  *Med*  *Med*  *Med*  *High* | * *Dishwasher to be switched on in good time to allow it to heat up prior to use.* * *Where possible crockery etc. to be allowed to dry naturally. If tea towels need to be used only freshly laundered ones should be used and they should be taken away and washed afterwards.* * *Used plates etc. and rubbish to be cleared quickly.* * *All rubbish to be taken away at end of event and refrigerator emptied.* * *Surfaces to be cleaned with antibacterial spray.* * *Floors and toilets to be left clean and tidy. Chairs stacked in designated places.* * *Water heaters, dishwasher and lights to be switched of and doors and windows locked.* | *Low*  *Low*  *Low*  *Low*  *Low*  *Low*  *Low* | *Mr D Brown* |