

## St Ursula's Church, Berne Risk Assessment – Christmas Bazaar

### Activity Description

<b>Activity:</b>	<b>Christmas Bazaar</b>
<b>Location:</b>	St Ursula's Church, Halls and Grounds
<b>Dates and Times:</b>	November each year – <i>dates and times to be determined by the church council (Usually a Friday evening and Saturday)</i>
<b>Leader(s):</b>	<i>to be decided each year (by council)</i>
<b>Participants:</b>	General public

### Assessment / Review Carried Out:

<b>On:</b>	<b>By:</b>	<b>Approved On:</b>
September 2022	Maria	4 October 2022
20 June 2023	Tricia Carrick	

<b>Assessment to be reviewed:</b>	October 2024
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### Summary

The risks are well-known.  
It is important that everyone involved, particularly the stall-holders, are acquainted with them and know what their responsibility is.

### Notes:

1. A review of this assessment will be undertaken every year.

### Risks for this Activity

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>General</b>			
Bad weather	No outdoor activities planned	None	
Theft of money	Treasurer regularly collects money.	Stall holders are to be instructed not to leave cash tins unattended.	Organiser
Carrying heavy things	Helpers are requested who should be able to carry weights.	Organise a team to set up and clear up.	Organiser
Moving bookcases	Only done by TCom members who know what they are doing.	Ensure the bookcases are set up correctly.	TCom
Heaters	One used in porch, set away from people	Ensure cables cannot be tripped over	Wreath stall holder
Open fires outside or candles	None	If used, they are to be lit and managed by responsible adults only. Children to be kept away. To be extinguished at the end.	Organiser
<b>Location</b>			
General	See general buildings assessment	See general buildings assessment	
Stairs	None. Assume people will take care.	None	
Road outside	None (individual responsibility - parents to be responsible for children)	None	
<b>Travel</b>	n/a. No travel during the event. People are responsible for their own travel to and from the event	None	

<b>Food</b>			
<b>General - Kitchen</b>	See general kitchens risk assessment	See general kitchens risk assessment	
<b>General – Money Hygiene</b>	Cashboxes provided in locations away from where the food / drink is served.	Ensure a separate person is responsible for taking the money. This person may not also serve food nor have any physical contact with those serving the food.	Caterer
<b>General - Allergies</b>	We assume the people buying the food will only buy what they can eat. Details of the ingredients in the food provided by the church are available – and there are gluten free and vegetarian options.	Ask people providing the food to provide a list of ingredients and where not possible, produce a notice to that effect.	Caterer
<b>Restaurant – Food Hygiene</b>	The church-provided food is all bought fresh and prepared on the day. There are hand washing and sterilising materials available in the kitchen.	Ensure everyone working in the kitchen is aware of hygiene requirements.	Caterer
<b>Restaurant - Cakes</b>	None. These are provided by volunteers, so there is no means of knowing the ingredients.	Provide notice stating this	Caterer
<b>Restaurant - Alcohol</b>	The restaurant is staffed by adults only.	Ensure alcohol is not served to under-age young people. Ensure alcohol is not left open away from the serving area. Nobody can serve themselves, only restaurant staff to do this.	Caterer
<b>Food Stall</b>	Everything is original and has its sell-by date.	Anything past its sell-by date must be declared as such, and thrown away if not sold at a discount.	Food stall holder
<b>Activities</b>			
<b>Children's activities</b>	If they happen, they are all well supervised by experienced (and safeguarding cleared) adults.	2 adults required, one with safeguarding clearance. No child to be left unattended.	Organiser

<b>Safeguarding Aspects</b>	Parents are responsible for their children.	Activities for children without parents must be run by church members with safeguarding clearance. Attendance lists must be kept for such activities.	Organiser
<b>Medical</b>	See general medical risk assessment	See general medical risk assessment	
<b>Other</b>	None identified		

### General Risk Assessments

The general risk assessments for buildings, kitchen, medical etc. can be found in the folder in the Outer Office.

## **Risk Checklist – for the Organiser of a Christmas Bazaar**

1. Read this risk assessment and check that everything is covered. Notify any changes needed to the risk assessment person.
2. Allocate names to each role and ensure each person is informed about the precautions they are expected to carry out.
3. Check the general risk assessments (buildings, kitchen, medical) to see whether any actions are necessary.
4. Carry out the additional precautions assigned to “Organiser”.
5. Consider the activities planned and any associated risks. Ensure appropriate precautions are defined and enacted.
6. Make sure the caterer(s) ask the people providing the food to produce a full list of ingredients – for allergy sufferers
7. Make sure the caterer(s) display a notice explaining that the food is provided by volunteers