

St Ursula's Church, Berne Risk Assessment - Sales

Activity Description

Activity:	Church Sale
Location:	St Ursula's Halls, Kitchen and Grounds
Dates and Times:	<i>to be decided by the church council (see church calendar)</i>
Leader(s):	<i>to be defined by council when the event is planned</i>
Participants:	Anyone; General public

Assessment / Revision Carried Out:

On:	By:	Approved On:
26 June 2023	Tricia Carrick	26 May 2024

Assessment to be reviewed:	June 2025
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Summary

Apart from the general risks (which are covered by the general buildings, kitchens and medical risk assessments), the main risks identified relate to the provision of food and organisation of activities.

*The organiser of each sale **must** identify the specific risks associated with the event and ensure that appropriate precautions are put into place.*

Notes:

1. A review of this assessment will be undertaken before each sale – at least once a year.

Risks for this Activity

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
General			
Bad weather	Outdoor activities are only planned if the forecast is fine. Most of the activities can take place inside (with limited numbers)	Check the weather forecast and inform people. Use tents as needed.	Organiser
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
Setting up tents	Only set up by experienced people, 4 needed for each tent.	Ensure no tie ropes or other hazards are in the way once the tents are set up.	Organiser
Location			
General	See general buildings assessment	See general buildings assessment	
Stairs	None. Assume people will take care.	None	
Trip hazards: - some paving slabs are uneven - base of parasol	None	Base of parasol to be protected or marked to avoid stumbles.	Organiser
Road outside	None (individual responsibility - parents to be responsible for children)	Gates to be kept closed as much as possible – define who is responsible for doing this.	Organiser

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Travel	n/a. No travel during the event. People are responsible for their own travel to and from the event	None	
Food			
General - Kitchen	See general kitchens risk assessment	See general kitchens risk assessment	
General – Money Hygiene	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
General - Allergies	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
Restaurant – Food Hygiene	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
Restaurant - Cakes	None. These are provided by volunteers, so there is no means of knowing the ingredients.	Provide notice stating this	Caterer
Bar - Broken Glass	Care is taken with glasses. Reusable plastic cups used for young people.	Broken glass to be immediately cleared away. Glass recycling in Kitchen and not elsewhere.	Bar Attendant
Bar - Alcohol	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	Bar Attendant

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
		serve themselves, only restaurant staff to do this.	
Bar - Rubbish Disposal	A sack is provided. To be put into the container.	No garbage to be left unattended where young children can access it.	Bar Attendant
Barbecue - Burns	Barbecue only operated by trained people in accordance with the manufacturer's instructions. Oven gloves are available which are to be used to guard against contact with hot surfaces.	Barbecue to be located away from children's activities. Keep children and vulnerable adults away. Long hair and long sleeves are to be tied back. Personal hygiene rules are to be followed at all times.	Organiser; Barbecue Staff
Barbecue - Uncooked food	Food is kept refrigerated before cooking. Cooks are responsible to ensure hygiene at all times	Uncooked food is not to be left unattended	Barbecue Staff
Barbecue - Rubbish disposal	A sack is provided. To be put into the container.	No garbage to be left unattended where young children can access it.	Barbecue Staff
Food Stall	Everything is original and has its sell-by date.	Anything past its sell-by date is declared as such, and thrown away if not sold at a discount.	Food Stall Organiser
Activities			
General	None	An informal risk assessment must be undertaken for each sale since the activities are different.	Organiser
Games / Competitions	None	Activities to be chosen with care so as to minimise the chance of injury. All reasonable	Organiser

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
		precautions must be taken e.g. provide sufficient space.	
Stalls (selling things)	No specific risks identified.	None	
Safeguarding Aspects	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
Medical	See general medical risk assessment	See general medical risk assessment	
Other	None identified		

Note that some of these risks may not apply to an individual sale – the organiser should decide which are relevant.

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 Church Sale

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.