

St Ursula's Church, Berne

Risk Assessment – Social Evening

Activity Description

Activity:	Social Evening
Location:	St Ursula's Church Hall
Dates and Times:	Variable
Leader(s):	To be defined by council when the event is planned
Participants:	Members of the church family and guests / visitors. Children may be present

Assessment / Review Carried Out:

On:	By:	Approved On:
19 June 2024	Tricia Carrick	

Assessment to be reviewed:	June 2025
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Summary

<p><i>No significant risks identified.</i></p> <p><i>Organiser of each event should look at the checklist attached to this assessment and take appropriate action.</i></p>
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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
General			
More than 50 people attend (limit for the upper hall)	None	Make plans to expand into the garden or lower hall, depending on the weather	Organiser
Location	See general buildings risk assessment	See general buildings risk assessment	
Travel	n/a. No travel during the event. People are responsible for their own travel to and from the event	None	
Food	Only relevant if food is provided.		
Incident in Kitchen	See general kitchens risk assessment	See general kitchens risk assessment	
Allergies	None	Ask the people providing the food to produce a full list of ingredients Display a notice explaining that the food is provided by volunteers	Organiser
Food poisoning / Infection	Normal hygiene standards - see general kitchens risk assessment	See general kitchens risk assessment	
Activities	None. Usually the activities are sedentary – quiz, music, talk etc. No real risks involved.	If something different is planned a separate, specific risk assessment must be written.	
Safeguarding Aspects			
Children may attend	None. Parents are responsible for their own children	None	
Vulnerable adults may	Normal safeguarding procedures	None	

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
attend			
Contact Details	Not needed	None	
Attendance List	Not needed	None	
Children running around could cause an accident	None	Parents to be asked to take care of their children	Organiser
Medical	See general medical risk assessment	See general medical risk assessment	
Other	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 Social Evening

1. Prepare for more than 50 people attending – good weather and bad weather scenarios
2. Ask the people providing the food to produce a full list of ingredients – for allergy sufferers
3. Display a notice explaining that the food is provided by volunteers
4. Remind parents to take care of their children – especially to prevent them running around when people are carrying food or drinks
5. Check the general risk assessments (buildings, kitchen, medical) to see whether any actions are necessary