

St Ursula's Church, Berne - Activity Risk Assessment

(for a one-off activity / event)

Activity: Coronation Celebration (King Charles III)

Location: St Ursula's Church Hall

Date(s) and Time(s): Saturday 6 May 2023 / 11:30 onwards

Leader: Chaplain

Other Adults: Various helpers

Participants: Anyone (members of the church family and others)

Date of Assessment: 27 April 2023

Assessment Carried Out By: Tricia Carrick

Approved By / On: Council / xx May 2023

General Risk Assessments

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

Specific for this Activity

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
General			
Moving furniture for set-up / clear-up	None. Carrying tables, chairs etc is the responsibility of each individual.	None	
Moving chairs during the event	None	Chairs should all be moved from the viewing configuration to the eating configuration at one time and under supervision	Organiser
Location			
Fire	See general buildings risk assessment		
Electrical Hazard	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			
Incident while preparing or serving food or while clearing up	See general kitchens risk assessment		Catering team
Allergies	None	1. Ask the people providing the food to produce a full list of ingredients	Catering team

What could cause harm?	Existing Precautions in Place	Additional Precautions Required	Responsible Person
		2. Display a notice explaining that the food is provided by volunteers	
Activities			
Inappropriate equipment for live-streaming	The equipment is provided by TCom	None	
Incorrect operation of equipment for live-streaming	The equipment is only operated by trained members of TCom	None	
Safeguarding Aspects			
Children may attend	None	Parents to be told to supervise their own children and that they are responsible	Organiser
Vulnerable adults may attend	Normal safeguarding procedures	None	
Contact Details	Not needed		
Attendance List	Not needed		
Medical	See general medical risk assessment		
Other	None identified		