



Risk assessment



NB This assessment is designed as a guide only and is not to be considered exhaustive of all potential risks.

1. Risk assessment can be considered to be a five step process:
 - identify potential hazards
 - decide who might be harmed and how
 - evaluate the risks and decide whether current control measures are adequate or if more should be done
 - record the significant findings
 - review the assessment periodically and revise if necessary
2. In deciding who might be harmed it is not necessary to list individuals by name, but consideration should be given to groups of people who may be affected.

Reg Charity 203644 (England and Wales) and SC037711 (Scotland)

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Power supplies	<ul style="list-style-type: none"> • Electric shock • Electrical fire 	<ul style="list-style-type: none"> • Host/s • Guests 	All power supplies provided should be checked for obvious damage See Fire below	
Food from a variety of sources	Food poisoning	<ul style="list-style-type: none"> • Host/s • Guests 	<ul style="list-style-type: none"> • Occasional caterers (fewer than 10 events per year) do not require formal food hygiene training, however the food produced must be fit for consumption. See www.food.gov.uk for more information • Servers should not be suffering from diarrhoea, vomiting, coughs and colds and should maintain a good standard of personal hygiene • Foodstuffs to be transported in clean, sealable containers. Unwrapped food should be kept covered • Make sure any foodstuffs containing cream or butter icing are out of the fridge for the shortest time possible • Use appropriate utensils to serve food • Have some means of washing hands and equipment • Put a 'Use by' date on all items 	
Slips, trips and falls	<ul style="list-style-type: none"> • Trip hazards • Cables • Uneven ground • Spills • Stands/displays • Safety ropes for marquees, gazebos etc 	<ul style="list-style-type: none"> • Host/s • Guests 	<ul style="list-style-type: none"> • Electrical cabling must be used in such a way as to not present a trip hazard. This may require cables to be taped down or run through rubber non-trip trucking • Care must be taken placing displays etc and support ropes etc should be easily visible • Spills should be cleared ASAP 	
Cash handling	Theft	<ul style="list-style-type: none"> • Host/s 	Collection and cash boxes to be secured or supervised at all times All cash to be banked as soon as possible following the event	

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Fire	<ul style="list-style-type: none"> • Electrical fires • Mains • Generator • Other fires • Smoking • Vehicles 	<ul style="list-style-type: none"> • Host/s • Guests 	<ul style="list-style-type: none"> • Electrical equipment should be checked for damage • Appropriate firefighting tools should be available – eg extinguishers, blankets, etc • Sand bins should be provided as cigarette disposal points • Waste containers kept away from buildings, marquees or gazebos 	
Hot equipment	Injury from burns and scalds	<ul style="list-style-type: none"> • Host/s • Guests 	<ul style="list-style-type: none"> • Guests prevented from handling hot equipment • Hot products to be served in appropriate containers such as insulated cups or mugs • Warnings given to guests if served hot products • Appropriate PPE to be worn by host/s • Hot equipment not to be moved during the event • Minimise number of people in area where hot equipment is being used • Ensure first aid kits are available and contents are in date and plentiful • Trained first-aider on site (see First aid below) 	
First aid	<ul style="list-style-type: none"> • General injuries • Medical emergencies • Heat stroke • Dehydration • Sprains • Strains • Cuts • Scratches • Allergic reactions 	<ul style="list-style-type: none"> • Host/s • Guests 	<ul style="list-style-type: none"> • Ensure first aid kits are available and contents are in-date and plentiful • Host or guest attending with appropriate and current first aid qualification • All food labelled with note if containing common allergens • Host/s to know the ingredients of food items and to ask if guest suffers from any allergies before serving 	

If cooking with children, also consider the following

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Hot surfaces, equipment and foodstuffs	Burns, scalds	<ul style="list-style-type: none"> • Host • Child/ren 	<ul style="list-style-type: none"> • Moving hot items of equipment and removing lids from pans only to be done by adults • Adequate number of adults present to supervise • Pan handles positioned so as not to hang over the edge of the cooker • Limit number of people around ovens and hot items 	
Knives	Cuts	<ul style="list-style-type: none"> • Host • Child/ren 	<ul style="list-style-type: none"> • Controlled access to knives • Child/ren taught correct and safe techniques for using knives under adequate adult supervision • Knives not to be left in the sink and to be washed separately 	
Slips, trips and falls	Slippery floors	<ul style="list-style-type: none"> • Host • Child/ren 	<ul style="list-style-type: none"> • Walkways to be kept clear at all times • Any spillages, litter and food debris should be cleared up immediately • Mop, hot water and appropriate detergent available 	
Use of ovens and cookers (electric/gas)	<ul style="list-style-type: none"> • Electric shock • Fire, explosion 	<ul style="list-style-type: none"> • Host • Child/ren 	<ul style="list-style-type: none"> • Child/ren must be adequately supervised at all times • All equipment is appropriately maintained • Have a fire blanket kept in the area and understand how to use it • Also see 'Fire' above 	

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Food poisoning	<ul style="list-style-type: none"> Poor standards of hygiene Incorrect storage of food 	<ul style="list-style-type: none"> Host/s Child/ren Guests 	<ul style="list-style-type: none"> Anyone involved in food preparation to wash hands thoroughly after visiting the toilet and before handling food Warm water, soap and towels available Waterproof, adhesive plasters available and used to cover any cuts Long hair tied back Foods appropriately covered/wrapped and stored in suitable containers 'Use by' and 'best before' dates should be checked and adhered to 	

For larger scale events also consider:

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Control of public Disturbance	<ul style="list-style-type: none"> Pedestrians and vehicles in same areas – accidents Injury from crowd, crush, trampling etc 	Guests	<ul style="list-style-type: none"> Defined car parking Where possible defined, marked or roped/fenced pedestrian routes Awareness of the potential number of visitors to event PA or loud hailer to communicate with public in an emergency Planned evacuation procedure for enclosed spaces, gardens etc 	
Vehicles at event	Traffic accident during access, egress or parking at event	Guests	<ul style="list-style-type: none"> Assess the numbers anticipated to attend and ensure adequate parking is available At busy events nominate parking stewards If there are likely to be access issues/queues then ensure that the local police are informed of the event times 	
Site management	Identification of volunteers from guests	Guests	<ul style="list-style-type: none"> Adequate volunteers to cope with the expected number of visitors Volunteers should be identifiable. T-shirt etc or badge (not necessarily with a name) indicating that they are helpers at the event 	

Signed assessor: Date:

