

CHART FAIR COMMITTEE WEDNESDAY MORNING TEAS AND CAKE IN ST ANDREW'S VILLAGE HALL

Assessment completed by: JOHN DAVY
Date of Risk Assessment: 20TH FEBRUARY 2023

DRAFT... To be considered for approval by Committee on 27th February 2023

Risk Area	What is the Hazard	What is already done to control risk(s)	Action required to reduce risk(s)	By whom	By when	Completed (date)
Access (Building)	Car Parking is at the side of and across a public highway	Nothing – this access is used with care and frequently	Traffic cones (in hall boiler room) can be placed across path access to hall, to prevent obstruction of access for any emergency vehicles	Organiser	As needed	
Handling tables and chairs	Individuals tripping	Chair carrier available.	Sharing the carrying of tables. Moving chairs with carrier,	Organiser	8 March +	

			offloading a suitable number at a time.			
Toilet Facilities	Toilets may become dirty	Commercially cleaned periodically	Toilets to be inspected before and after the event. (To ensure cleanliness and provision of toilet rolls, hand wash (+ hand drying paper and baby change area in the handicapped toilet)	Organiser	8 March+	
Access (General)	Slips, trips and falls during access, and delivery of teas and cakes	Disabled slope access to hall, fixed rail alongside step access	Ensure that all possible trip hazards are clearly marked and that pathways are clear of debris. Outside tables are placed on even ground. Any fluid spills to be cleared immediately.	Organiser	8 March +	
Weather (hot)	Risk of sunburn/heat stroke	Some tables placed in shady areas	Take account of weather conditions during event. Move as necessary. Possible use of gazebo or umbrellas.	Organiser	8March+	
Weather (wet)	Slipping on wet grass	Be ready to move event	Take account of weather conditions	Organiser	8 March+	

		inside the hall.	during event. Give assistance as necessary to any customer with mobility issue.			
Tea making	Servers may accidentally be scalded	Water heater provides boiling water in safe fixed position.	Hot drinks prepared at serving counter only. Servers made aware of procedures.	Organiser	8 March+	
Food hygiene for preparing and serving cakes	Risk of bacterial transmission or allergic reaction.	“Kitchen Hygiene” notes on kitchen door – to be followed by all users. Food baking is done off-site by volunteers.	Bring volunteers’ attention to the notes. Kitchen surfaces cleaned and disinfected. Scones and cakes served with tongs OR blue gloves. All food displayed protected with appropriate cover. ALLERGY notice on display + allergy stickers marked if possible. Cake makers to provide description of ingredients.	Organiser and Cake makers Allergy notice to be in place.	8 March+	
Delivering trays to tables	Falling and/or dropping tray	Option slope to outside. Trays well-balanced, and	Servers made aware of risks, customers carrying own tray warned as necessary.	Serving team.	8 March+	

		anti-slip lining option.				
Cash Handling	Misunderstandings may arise. Possible cross-contamination with food.	No cash will be requested but there could be donations	Box to be available to receive cash donations	Organiser	8 March+	
Fire Precautions	There is a possibility of a fire	A fire alarm is fitted (Hall) and there are two emergency exits	Naked flames are to be prohibited in the Hall except for kitchen gas cooker. The fire exits are to be accessible by internal pathway a minimum of two meters wide Fire extinguishers are to be used by trained representatives of the organisers.	Organiser	8 March+	
Electrical equipment	Risk of fire or electrocution	PAT testing and Electrical safety certificate up to date.	Ensure no loose cables are on site.	Organiser.	8 March+	
Medical Emergencies	Sickness, accidents	The nearest defibrillator is at the Carpenters	Confirm that a first aid box is available in the Hall and Kitchen	Organiser	8 March+	

Insurance	That risks may be uninsured	Insurance policy in place from 13 March		Organiser	8 March+	
Safeguarding	Vulnerable “guests” may attend	Several “Helpers” have attended Safeguarding training courses	Great care must be taken by all Helpers. Whenever possible, a formally trained “safeguarder” should be present	Organiser	8 March+	
Hall Letting Agreement	Non-compliance	Letting Agreement contains various conditions and rules	Detailed compliance with the Letting Agreement should ensure that many risks are reduced	Organiser	8 March+	
Health and Safety Policy	Non-compliance	The H&S policy is available to read in the Hall.	The Health and safety Policy is a document required by law. All volunteers should read and understand the Policy	Organiser	8 March+	
*COVID Precautions	Risk of transmission	Government Covid regulations have been relaxed but the virus is still around.	Considering nature of this event, it is advisable that food handling involves tongs or blue gloves and that sanitising hand gel is available	Organiser	8 March+	

			to volunteers and customers.			
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