**Risk Assessment**: Flitton Church **Activity**  Refreshments served in Church

**Date assessed**: 20th April 2017 revised 1st June 2019  **Name of Assessor** Clare Butler Ellis

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
| Hot water |
| Spillages | All | Ensure no trailing cables for kettle and urn – place them directly next to power socket or otherwise ensure no one can walk between socket and applianceKeep kettle, urn and refreshments table separate from activitiesMake sure urn and kettle are securely placed in the centre of a table, which is stable on the floor (not wobbling). Ensure enough space for people to access refreshments and encourage them to move awayUse sight gauge on the side to estimate water level when in use – taking the lid off will result in a release of steam so never look into the top.Do not over-fill. Only use the amount of water needed – this will save energy as well as reducing the risk in the event of a spill. If we need it more than 2/3 full we should probably think about moving to the church hall.Do not leave urn unattended when in useLeave to cool before moving or emptying When the number of people requiring refreshments exceeds 30, serve refreshments in church hall. | When space allows, move baskets of toys so they are well away from urnConsider a lower, more stable table than the one currently used | Person in charge of refreshments; PCC |  |  |
| Crafts |
| Glue, paint, pens, scissors, glitter etc | Small children | Only child-friendly materials to be availableEnsure choking hazards are kept out of reach of under 3’s Parents/carers to be informed that they must supervise their own childrenMember of PCC to also to be present while activities are under way | None | Person in charge of activities; PCC |  |  |
| Refreshments |
| Food allergies, choking | All | Provide wrappers indicating ingredients for bought items where possibleKeep food out of reach of small childrenCheck with parents before giving food to small children |  | Person in charge of refreshments |  |  |