

Risk Assessment Form

This template is a simple Risk Assessment form for anyone holding a sociable event such as a coffee morning, meal or quiz. Please complete a Risk Assessment before the event and keep until it is finished in order to comply with Bible Society's Public Liability Insurance. You can share the document with those involved to help with training.

Consider the venue

Can you see obvious trip hazards?

Note actions taken

Tick when complete

Minimise risk by removing or marking them

Can you see obvious slip hazards?

Note actions taken

Minimise risk by clearing them away or marking them

Are fire exits marked and accessible?

Note actions taken

Minimise risk by clearing access to them and marking them

Are fire extinguishers provided?

Note actions taken

Minimise risk by asking the venue to provide them

Are you using electricity?

Note actions taken

Minimise risk by visually checking the sockets are in good working order and report anything to the venue manager.

Is there anything about the venue that causes you concern?

Minimise the risk by reporting it to the venue manager and noting your concern to others.

Note concerns here

Consider your equipment

Are you using electrical equipment?

Note actions taken

Minimise risk by visually checking it is safe to use.

Are you working at height?

Note actions taken

Minimise risk by using a suitable ladder and footwear.

Are you lifting or carrying heavy items?

Minimise risk by lifting correctly and using a suitable trolley.

Is there anything about the equipment you are using that causes you concern?

Minimise the risk by using alternatives, changing the layout and noting your concern to others.

Note concerns here

Consider your activities

Are you working with sharp implements? Minimise risk by limiting the number of people in the area. Think about the abilities of people there.

Note actions taken

Are you working with hot food or water? Minimise risk by limiting the number of people in the area. Think about the abilities of people there, use trays/trolleys.

Note actions taken

Are you serving food? Check food preparation areas are clean and that all foods are stored and served at correct temperatures.

Note actions taken

Are you serving food with allergens? Minimise risk by listing all allergens such as nuts or gluten and ask people to say if they have an allergy.

Note action taken

Consider the people

Are there concerns about the team? Minimise risk by discussing capabilities/limitations together

Note actions taken

Are children (under 14), young people (14–18) or vulnerable adults assisting? Follow HSE guidelines with regard to these groups and reflect this in duties you give them.

Note actions taken

Are children (under 14), young people (14–18) or vulnerable adults expected to attend? Minimise risk by treating everyone with respect and dignity regardless of age or ability.

Note actions taken

Is there anything about the activities you are undertaking that cause you concern? Minimise the risk by taking reasonably practicable steps to remove the hazard or ensure people are aware of it.

Note concerns and actions

Want further advice?

Visit [food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)