Event/Activity Risk Assessment

Event/activity: Location/venue: Date:

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| Parent & child participation | Participants – Crafts and food assembly activity. | Parents verbal consent to take part and are responsible for their children at all times during the event | Ground rules to be discussed with parents and children as a group activity before the beginning of the games |  | At the beginning of the event |  |
| Photos | Participants/children | Consent to be gained before any photos taken – if no consent – there will be no photos taken of that participant | This will be discussed with parents prior to the session |  | At the beginning of the event |  |
| Allergies | Participants – food allergies/intolerances | All foods provided say what ingredients are in them. | Make them aware and ask if individuals have any allergies. |  | Anytime during the session. |  |
| Food prep – food safety/hygiene | Participants – food contamination/food poisoning | * All participants to wash their hands and use food safe hand sanitiser before handling ingredients/cooking
* Food safety management system in place for preparing work surfaces/cooking equipment prior to session
 | General safety brief for participants and volunteers at the beginning of the sessionHandwashing sink identified |  | Throughout the event |  |
| Electrical wires/cables | Participants/staff - tripping | Wires tucked away and taped down/ taped with bright coloured tape | Lay out of area when arrive to minimise trailing wires/trip hazards |  | Before event |  |
| Trip hazards | Participants/staff  | Individuals advised to take care of environment | General safety brief for participants at the beginning of the event |  | At the beginning of the event |  |

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| Signed (lead facilitator) |  | Date:  |

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