



Living Waters Lynton United Reformed Church



Social Events Risk Assessment

Event	Social Events at Church			
Type of Event	Various – Coffee Morning, Games Evening, Soup & Sweet, Carols & Mince Pies, Afternoon Tea, Shared Lunch, Refreshments after services			
Location	Church Hall, Lee Road, Lynton EX35 6BS			
Contact Details	Julia Dolan, Church Secretary			
Phone	07941 412186			
Email	livingwaterslynton@gmail.com/juliadolan@live.co.uk			
Date Completed	14th January 2024			
Review Date	January 2025			
Activity	Possible Risk	Prevention	Action to Reduce Risk	Responsibility
Arrival – new visitors	Low People unfamiliar with site layout and emergency/ fire procedures	A Church member will explain the layout of the building and point out the emergency/ fire procedures which are clearly displayed on the notice board	Arrange for someone at each event to be responsible for explaining the layout and emergency procedures	Event organiser
Safeguarding	Low Assault on any person present	It is for every person who engages with Living Waters Lynton URC to actively consider the safeguarding needs of themselves and those around them on an ongoing basis and to take responsibility for addressing/referring any	All volunteers to be trained in safeguarding and DBS checked if likely to come into contact with children and/or vulnerable adults. Safeguarding policy available in Hall hirers handbook	Julia Dolan, Church Secretary

		identified risks to the Safeguarding Co-ordinator who will decide on further action	Safeguarding contacts poster on noticeboard	
Health & Safety	Low Tripping or slipping and causing injury Injuries caused by handling furniture, eg weight of chairs and folding tables	Health & Safety policy and risk assessment reviewed yearly. Floor coverings anti-slip Chairs and tables only to be moved by designated people in charge of events	Attention drawn to all members of its whereabouts (in hirers' handbook and on website) Floor coverings checked regularly First Aid box to be readily available and fully stocked in kitchen List of First Aiders displayed on notice board Chairs and tables only to be moved for specific purposes and only by those who have physical strength and dexterity to do so	Leadership Team The organiser of the event All volunteer helpers
Risk of Fire	Low	Fire doors in place and Fire/Emergency procedures clearly visible on notice board. Fire exits clearly marked and access clear. Members to be aware of Fire Risk Assessment and to have knowledge of procedures for evacuation.	Members to be reminded of policies and procedures for evacuating the church in an emergency.	Leadership Team Event Organisers Volunteers and other Church Members

Refreshments	Low Allergies Food poisoning	One person trained in food safety and allergies attends each event Kitchen staff trained to a competent level Food ingredients available/ listed Notices explaining who to approach are displayed along with other certification Clear notices that people are to wait to be served	Two church members are trained in food safety and allergies The kitchen is maintained to official food hygiene standards The social events checklist is used on every occasion to ensure standards are maintained Notices obvious so that serving of food is only carried out by those in charge	Church Leadership Team Event organisers Kitchen staff Attendees
During the activities	Low Theft of possessions Someone is taken ill	Ensure that all attendees are responsible for their personal possessions	List of First Aiders on notice board and First Aid box in kitchen kept up-to-date	All volunteers/members present First Aiders
Covid	Medium Possibility of infection	Hand sanitisers and face masks available at all entrances and in toilets	Ensure hand sanitisers are full and that there are enough face masks Keep toilets clean and ensure supply of soap, paper towels and sanitiser available at all times	All volunteers/members present The housekeeping team