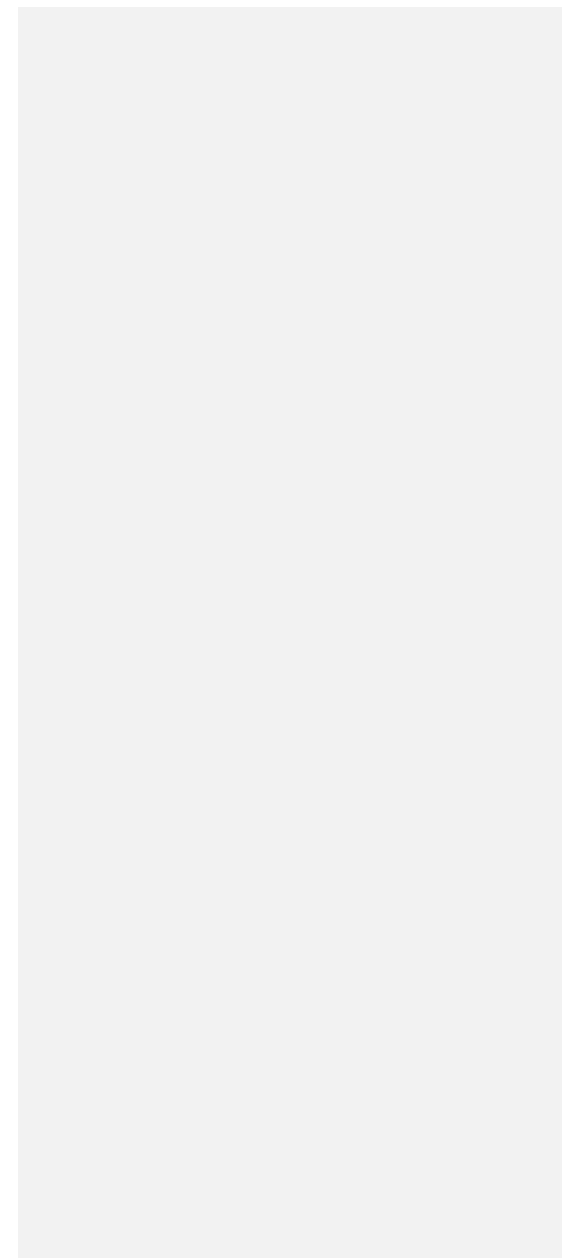


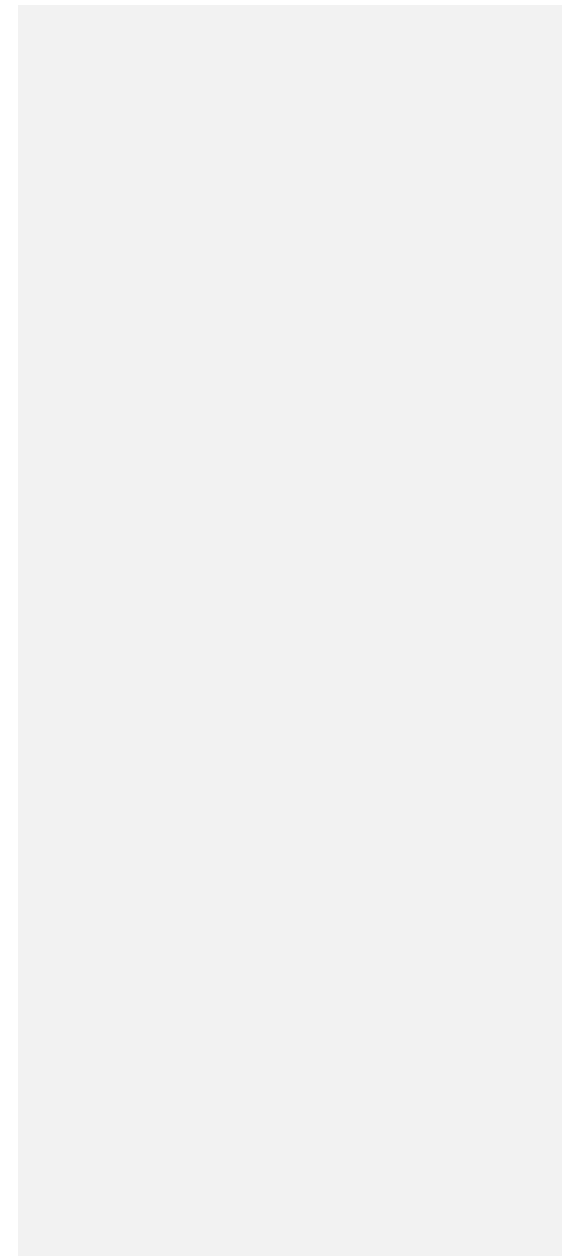
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	Risk	Level of Risk	Risk reduction	Risk Mitigated to	Reason for change And Date
Kitchen					
Oven	Burning to hands when Opening/retrieving items	High	Children in kitchen must be under supervision of appropriate adult. Adults only to open oven. Adults to use oven gloves that are functional.	Medium	
Warming pan	Burning to hands	Medium	Children in kitchen must be under supervision of appropriate adult. Adults only to operate. Adults to use oven gloves that are functional. No placing of hands on flat surface.	Low	



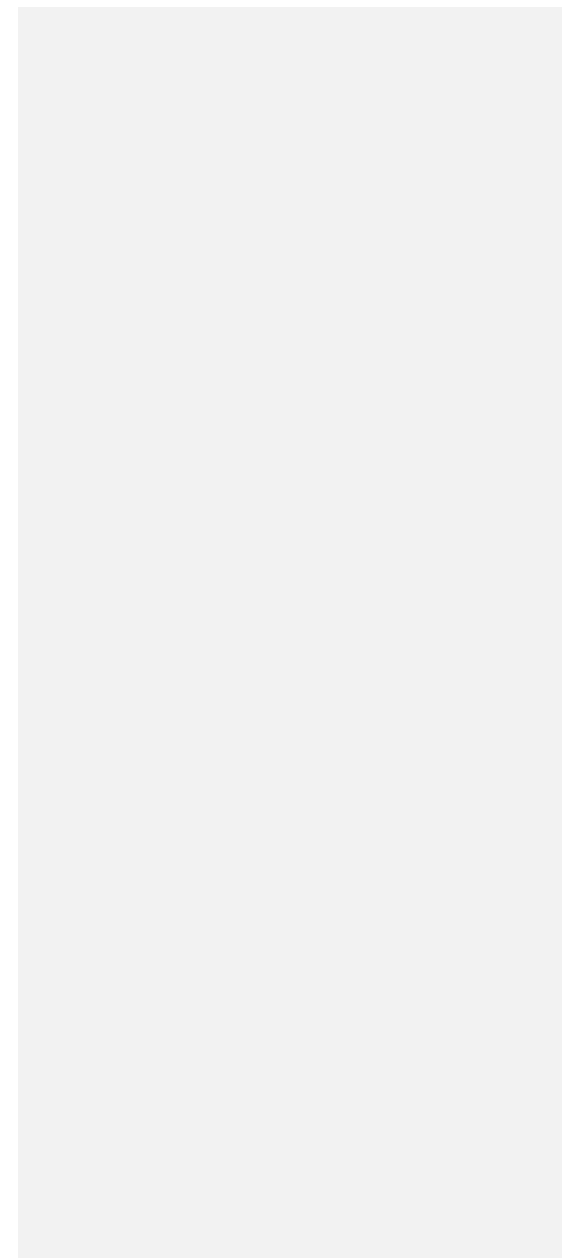
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Microwave	Burn to hands when removing item	Medium	No children in kitchen. Adults only to open operate. Adults to use oven gloves that are functional.	Low	
Tea Urn	Burn to hands/arms	High	Tea urn to be operated by adults only. Urn placed on flat surface. Urn placed to back of unit furthest from edge. When re-filling, take jugs of cold water to urn. When opening do not put face near open urn. Place non slip mat on floor in front of urn	Low	
Hot tap	Burns to hands/arm/face	Medium	Only operated by adults Limit the max water temperature.	Low	



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			Signage at tap alerting users to hot water.		
Chopping Knives	Stab/cut to body part	Medium	Knives to be kept in safe locked drawer only accessible by adults	Low	
Serving Hatch to outside	Hot food/water spilling onto body Trapping of finger	Medium	Only pass food to adults. Adults need to be appropriate height to pass tray to safely. Hatch not to be used when windy.	Low	
Floor	Fall due to wet floor.	High	Signage to be always used when floor is wet. Floor to be washed after an activity with minimal adults in room. Use appropriate floor cleaner. Use non slip mats on floor in front of sink and work area. No unauthorised persons in the kitchen.	Medium	



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Doors closing	Door hitting person or trapping body part such as finger.	High	Door closures to be fitted to all doors.	Low	
Cleaning fluids	Poisonous if swallowed.	High	Childproof bottles only to be used. To be stored in locked cupboard. To be kept on high shelf. All bottles to be closed correctly.	Medium	
Store Cupboard					
Tables	Tables fall on person Injury to back from over lifting	Medium	Only Adults to be in Store cupboard. Stacking plan on wall. Limit number of tables moved at any time by one person Initiate lets to wall plan. No unauthorised person to set up or take down table and chairs.	Low	
Chairs	Chairs fall and become trip hazard	Medium	Only Adults to be in Store cupboard.	Low	

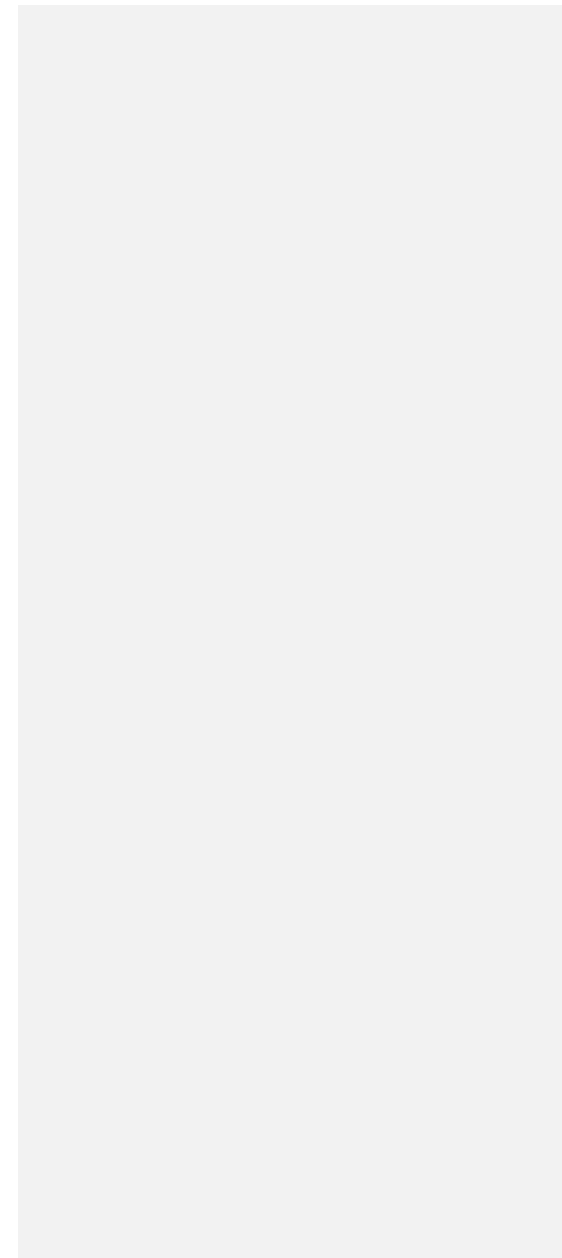
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			Stacking plan on wall. Initiate lets to wall plan.		
Hall					
	Blocking of entrance and exits	Medium	When setting up for an event all entrances and fire exits to be clear. Emergency evacuation instructions given verbally and in writing to all helpers. Seating plan to be approved in advance of event.	Low	
	Tripping over cables	Medium	All cables to be taped to floor or run along the side of the wall. Clear signage to be used.	Low	
	Burn to body part	High	Clear pathway to drinks containers. Server behind table to assist.	Medium	

Commented [HS1]: Stacking limit?

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			Server to assist in carrying of hot beverage for those who require assistance. Only servers can refill serving jugs/urns.		
	Slippage due to wet floor	High	All spillages on tables and floor to be cleaned immediately. Wet floor sign to be erected until floor is dry.	Medium	
Children	Access to alcohol	High	All children to be accompanied by a supervising adult No giving of alcohol to any aged 8-18	Low	
Grounds					
Outdoor table and Chairs	Table and or chairs tip as uneven.	Medium	All table and chairs to be set up on flat ground.		



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			Tables and chairs to be checked over before setting up.		
Children	Access to alcohol	High	All children to be accompanied by a supervising adult No giving of alcohol to any aged 8-18	Low	
Car Parking	Risk of collision	High	All cars to reverse park. Parking Marshals in Hi Viz in place to direct all traffic in and out. Marshall briefing prior to event.	Low	
	Disability access unclear and or full	High	Upper car park to be used as designated disability access. Clear signage to be used at entrance to grounds and car park. Briefing of all Marshalls prior to event. If car park is icy then grit to be laid prior	Low	

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			to event commencing.		
	Damage to trees	High	All small trees to be staked and encircled with hi viz tape. Cars to reverse park under guidance of parking marshals.	Low	
	Slipping when carrying beverage's and consumables	High	Servers to wear flat shoes with grip. Servers not to be laden. Servers to ensure there is a clear area away from people and edge of table before laying down items. Pre event briefing for servers.	Medium	

