

Risk Assessment – BBQ, Flower and Produce Show, Sales Hut and Visits

Organisation name: **Capel St Mary Allotments Association**

Date of risk assessment: **March 2018**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Members and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out continuously and with two work-ins each year to keep the site clear and tidy. Both annual Show at village hall and the BBQ on the allotment site are well organized with committee members in attendance at all times aware of their responsibilities regarding risks. Sales hut is operated by committee members and/or members. All areas are well lit on site for the BBQ.				
Injury using equipment or lifting	Members lifting hut stock, eg, compost bags. Members/helpers lifting trestle tables for the Show. Plotolders using mowers and equipment on site	Training given on how to operate all equipment before use.	Notices required in sales hut on how to lift/move objects safely. Note about health and safety to go on Show duty rota	Stores manager Show Secretary	April 2018 September 2018	
Hygiene preparing food and drink	Members and visitors consuming food and drink at the BBQ, the Show and AGM	Food sourced from reliable suppliers and kept in fridges/freezes until required. Where food is cooked such as the BBQ, preparation is carried out by experienced members in providing catering. Well equipped kitchen is used having hot and cold water and full washing facilities.				
Hazards relating to cooking at the BBQ	Members/visitors may injure themselves on hot BBQ equipment	A purpose built BBQ is used to cook food. Aprons are worn Only authorised members/helpers are allowed in the cooking area.	Notice in BBQ cooking area warning of danger of iinjury	Stores manager	July 2018	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Finance.	Risk of loss of cash and incomplete record keeping	Finance is handled by our Treasurer. Balances are reported at all ten committee meetings throughout the year. A full annual audit is carried out at the year end by an independent auditor. Accounts are presented and approved at the AGM Cheques require two signatures. Any large expenditure project has Committee approval.				
Danger area is the wildlife pond	Members and visitors	Area around the wildlife is fenced and gated. A full individual risk is done for each visit.				