St. Donats’ Community Council

**CHRISTMAS PARTY RISK ANALYSIS**

The Event

1. The Christmas party will take place on ……………… between the hours of ……………. The event is sponsored by the St. Donats Community Council and aims to allow families to meet their neighbours in a relaxed and friendly environment. Entertainment will be in the form of a family film show in the Tythe Barn theatre, a bespoke area equipped with appropriate emergency lighting and escape routes. Refreshments will be served in the Glass Room with food and drink, both alcoholic and non alcoholic, available in small quantities. A paid member of the Arts centre will be on –site throughout the event. All children at the event will be accompanied by a member of their family or an adult known to the parents.

The Location

2. St Donats Arts Centre, situated within the grounds of St Donats Castle. The Centre is open to the public throughout the year and is ideally suited to hold such an event. Both the Tythe Barn and the Glass Room have appropriate emergency escape routes which are well marked and kept clear of obstructions. All stairs are wide with substantial handrails. A lift is available for the disabled to facilitate access to the toilets. There is a small kitchen with a dishwasher, refrigerator and coffee machine. Access to the kitchen area, situated behind a substantial counter, is via a small opening in the counter. Identified hazards are scalding from the hot water should the coffee machine or the dishwasher malfunction and the possibility of cuts resulting from glass should there be a breakage. These risks will be minimized by controlling access to the kitchen and having the area manned continuously by a responsible adult, likely to be a member of the community council.

Food and Drink

3. A small amount of food and drink will be available. Tea, coffee, soft drinks and wine will be served from the kitchen counter by an adult. All foods will be purchased from a recognised provider and stored in controlled conditions in the Atlantic College kitchens under the supervision of the College Domestic Bursar who will also prepare the food on trays for use on the day of the event. The Domestic Bursar and her kitchen staff hold all the requisite food handling certificates. Food will be transported by Councillors from the College kitchens to the Arts Centre immediately before use in cling-film covered trays which will remain covered until required. Proper control, storage and preparation of the food by suitably qualified and responsible persons will control any risk associated with contaminated food.

Safety of the Children

4. The event has been advertised as a gathering for families. The Community Council has stipulated in its advertising of the event that all unaccompanied children cannot be accommodated, therefore all children will be accompanied by an adult member of their family or an adult known and trusted by the parents. In addition Councillors will keep a watching brief on all aspects of the event at all times. The film to be shown in the Tythe Barn will have the appropriate classification and will be suitable for viewing by children of all ages. There are no dangerous or unusual aspects to the event that may put children at risk.

Conclusion.

5. The event will be held in a place designed to host gatherings of the general public and has the appropriate safety precautions and certificates in place. There are no significant hazards to either children or adults. Suitable controls will be in place to manage and minimize any hazards associated with food and drink preparation and presentation. The film to be shown will be appropriate for the target audience. The event does not involve any out of the ordinary risks to children or adults and will provide a safe experience for all attending.