**Venue: Activity: Member of Ethos Team: Date: Risk Assessment Date:**

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| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Controls Adequate?** | |
| **Yes** | **No\*** |
| **Travelling to site** | Staff, other road users | Risk of road traffic collision | * Take great care when driving, leaving plenty of time for travel * Ensure adherence to the Highway code | LOW | Y |  |
| **Serving Hot Drinks** | Staff and Parents, Young Children | Risk of burn or spillage | * Urn is in the kitchen with a door so it can be closed to prevent any unauthorized people entering * Lids provided for drinks * Individual disposable packaging used * Gloves worn when preparing food and drink * Washing hands before and after serving food | LOW | **Y** |  |
| **Serving food** | Staff and Parents, Young Children | Risk of food poisoning, spreading infection | * Snacks must be in individual wrappers or have sufficient hygiene measures in place   i.e.: Individual portions (no buffet style)   * Gloves worn when preparing food and drink * Washing hands before and after serving food * Food hygiene certificate if serving hot food (check with venue this) | MED | **Y** |  |
| **Use of Oven** | Staff | Risk of burn or injury | * Limited amount of people allowed in the kitchen due to its size * Trained staff to use oven only * Washing hands before and after serving food * Food hygiene certificate if serving hot food (check with venue this) | LOW | **Y** |  |
| **Toilets** | Staff and Parents, Young Children | Hygiene and safety measures | * Follow procedures for toilets outlined by the venue | LOW | **Y** |  |
| **Safeguarding** | Parents, Young Children | Child and vulnerable adult protection | * Follow the standard safeguarding procedures outlined in school guidance * Keep a record of any concerns with a clear process to pass onto relevant parties within the agreed timeframe * Keep numbers, leaflets, and details of referral agencies available at all times | MED | **Y** |  |