

Example College Risk Assessment Form



Risk Assessment Curriculum Area/Dept: Chaplaincy Task: Diwali Celebration	Assessor: College Chaplain (CC)
	Location: Example College Site
	Room No:
	Date:
	Review Date: Before event

What are the hazards? 'Moderate' or 'High' risks:	Who might be harmed and how?	What are you already doing to control the risk. Where can the information be found?	What further action is necessary?	Action by whom?	Action when?	Date complete
Fire Hazard on ignition of a candle display on floor of performance area of the venue. Moderate	All attendees at the Diwali celebration	Hindu guests to be advised that costumes are of fire retarding fabric. Fire-retardant solution to be available to guests at the venue Secure the candles in an upright position before lighting. The burning candles must be attended at all times, taking care not to allow any molten wax to come into contact with the skin.	Fire evacuation in the event of an emergency staff to lead attendees out via nearest safe exit. Any persons with mobility issues (slips, trips and falls) should enter through the ground floor fire exit to avoid using the stairs in the venue entirely – no hand rails in venue setup The candle to be extinguished immediately by snuffing using sand buckets in wings of performance area and fully cooled before removal. A trained College Fire Marshall to be in attendance. Carbon dioxide extinguisher/ sand buckets to be to hand.	CC	Before Event	

Potential Food Poisoning Risk – Cold buffet of Hindu vegetarian food provided by external specialist suppliers. Moderate	All attendees at the Diwali celebration	Food delivered from Supplier with good food safety record	Cold food to be refrigerated (below 8 degrees) immediately on delivery, then consumed within four hours of being returned to room temperature	CC	Before Event	

Assessor:

Signature:

Date:

Line Manager's Approval:

Signature:

Date: