# Risk Assessment: Bake Sale

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: Charity Bake Sale

Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contacts:  
- SU Staff – (Insert contact)  
- Campus Security – (Insert contact)

## Risk Assessment Table

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard | Who is at Risk | Likelihood | Severity |
| Slips, trips & falls | Attendees, Volunteers | Medium | Medium |
| Electrical hazards | Volunteers | Low | Medium |
| Cash handling | Volunteers | Low | Low |
| Food allergies | All participants | Medium | High |
| Food hygiene | All participants | Medium | Medium |
| Crowding | All participants | Low | Low |
| Inappropriate behaviour | All participants | Low | Medium |
| First aid needs | All participants | Medium | High |

## Additional Notes:

- Event volunteers will be briefed on food hygiene and allergen awareness.

- Allergen information will be displayed clearly at the sale.

- Committee will follow SU guidance for cash handling.

- Bake sale setup will allow for smooth foot traffic and no blocked exits.

- A first aider will be identified and the incident reporting form will be available.

## Risk Factor Chart Explanation

|  |  |  |
| --- | --- | --- |
| **Severity (S) Scale:** | **Likelihood (L) Scale:** | **Risk Factor (R = S x L):** |
| * 1 - Negligible: All in a day's work * 2 - Minor: Minor injury with short term effect * 3 - Severe: Major injury/disability (reportable) * 4 - Extreme: Fatal | * 1 - Improbable * 2 - Remote: Unlikely * 3 - Possible: May or could well occur * 4 - Probable: Expected to occur, several times | * < 4 - LOW * 4-6 - MEDIUM * > 8 - HIGH |

## Detailed Risk Factor Assessment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard | S (Initial) | L (Initial) | R (Initial) | Control Measures | S (Post) | L (Post) | R (Post) |
| Slips, trips & falls | 2 | 3 | 6 | Clear space, check floor condition. | 1 | 2 | 2 |
| Electrical hazards | 3 | 2 | 6 | PAT-tested equipment, cable management. | 2 | 1 | 2 |
| Cash handling | 2 | 2 | 4 | Volunteers assigned, never left unattended. | 1 | 1 | 1 |
| Food allergies | 4 | 3 | 12 | Clear signage, allergen training, no nuts policy. | 3 | 2 | 6 |
| Food hygiene | 3 | 3 | 9 | Hand washing, fresh ingredients, storage. | 2 | 2 | 4 |
| Crowding | 2 | 2 | 4 | Space arranged for flow, volunteers monitor. | 1 | 1 | 1 |
| Inappropriate behaviour | 3 | 2 | 6 | Briefing, SU Code of Conduct applies. | 2 | 1 | 2 |
| First aid needs | 4 | 2 | 8 | First aider on site, follow incident reporting. | 3 | 1 | 3 |