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| **Event**: Christingle Service |
| **Date:** |
| **Location:** |
| **Church:** |
| **Leader: Minister’s Name** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

**Risk Assessment Form**

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Decorating the orange | Injury from sharp cocktail sticks | Adult supervision at all times. | Children under the age of 4 should not be allowed to handle cocktail sticks | Minister & Duty steward |
| Decorating the orange | Food allergies | Avoid providing nuts and dairy food items to be used in the decoration as these are considered to be the most common allergens | Items such as dried fruit and soft jelly sweets should be considered ‘safer’ food items | Minister & Duty steward |
| Decorating the orange | Scissors for cutting red ribbon | Have lengths of red ribbon already cut so there will be no need to issue scissors | See prevention | Minister & Duty steward |
| Decorating the orange | Candles when lit  | Ensure all remain seated once candles have been lit. Each child must be supervised by an adult. | No child under the age of 4 to be given a lighted candle. If possible, they should be given battery operated candles | Minister & Duty steward |

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Lighting the candles | Candles when lit | Children to be supervised by an adult and no flammable decorations to be in or near the pews | Candles to be extinguished at the end of the service in any event before the congregation are dismissed | Minister and duty steward |

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| **Completed by:** |
| **Signed:** |
| **Date:** |