FULFORD PARISH COUNCIL

Pensioners Christmas Lunch Event Risk Assessment

Event: Pensioners' Christmas Lunch
Activity: Christmas meal, social gathering and entertainment
Location: St Francis Church
Date: 2nd and 9th December 2026
Event organiser: Walk Talk Action and Fulford Parish Council
Number of attendees: Max 50 sat and 10 supporting
People at risk: Elderly attendees, volunteers, staff, caterers, entertainers and visitors.

Risk Assessment

Hazard / Risk	Who might be harmed?	Control Measures	Risk Rating
Slips, trips and falls – wet floors, trailing cables, uneven surfaces and obstacles.	Elderly guests, staff and volunteers.	Keep walkways clear and free from obstructions. Clean up spills immediately. Use wet floor signs where necessary. Ensure adequate lighting and secure cables safely.	Medium
Mobility difficulties – difficulty accessing the venue, toilets or seating areas.	Elderly guests and people with disabilities.	Ensure wheelchair access and suitable ramps are available. Provide accessible toilets. Arrange seating with sufficient space for walking frames and wheelchairs. Offer assistance where required.	Medium
Food allergies and dietary requirements – allergic reactions or unsuitable food being served.	Guests, particularly those with food allergies or intolerances.	Check dietary requirements in advance. Clearly identify allergens in all food. Ensure caterers are aware of allergies. Prevent cross-contamination and provide suitable alternative meals.	Medium
Burns and scalds – hot food, hot drinks, tea and coffee.	Guests, staff and volunteers.	Ensure hot drinks are served carefully. Keep hot food and beverages away from walkways and table edges. Volunteers should assist guests who may struggle to carry hot drinks or plates.	Medium

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Choking – food being difficult to chew or swallow.	Elderly guests.	Ensure food is appropriately prepared and portions are manageable. Check whether any guests require modified food textures. Staff and volunteers should know how to respond to a choking emergency.	Medium
Medical emergencies – falls, fainting, chest pain or other sudden illness.	Guests, staff and volunteers.	Ensure a first aid kit is available and a designated first aider is present. Keep emergency contact details accessible where appropriate. Know the venue's address and emergency access arrangements. Call 999 when necessary.	Medium
Fire safety – fire, electrical faults or blocked emergency exits.	Everyone attending.	Ensure fire exits are clearly marked and unobstructed. Check fire alarms and emergency lighting arrangements. Identify evacuation routes and assembly points. Ensure staff know the fire evacuation procedure and can assist guests with limited mobility.	Medium
Overcrowding – insufficient seating or restricted access.	Guests, staff and volunteers.	Manage attendance numbers and ensure capacity is not exceeded. Provide adequate seating and space between tables. Keep emergency exits and walkways clear.	Low
Manual handling – lifting tables, chairs, food containers and decorations.	Staff and volunteers.	Avoid unnecessary lifting. Use trolleys where possible. Ask for assistance with heavy items and use safe lifting techniques.	Medium
Infection and illness – spread of colds, flu, COVID-19 or food-related illness.	Guests, staff and volunteers.	Encourage good hand hygiene. Ensure food is stored, prepared and served safely. Clean tables and frequently touched surfaces. Anyone	Medium

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		who is unwell should avoid attending or handling food.	
Emotional wellbeing and safeguarding – guests becoming distressed, confused or vulnerable.	Elderly guests.	Ensure volunteers are approachable and available to assist. Treat all guests with dignity and respect. Report any safeguarding concerns to the designated responsible person.	Low
Noise and entertainment – excessive noise causing discomfort or confusion.	Elderly guests, particularly those with hearing difficulties.	Keep music at a comfortable volume. Provide clear announcements and allow guests to communicate comfortably.	Low
Christmas decorations – trailing wires, candles, unstable decorations or choking hazards.	Guests, staff and volunteers.	Secure decorations properly. Avoid naked flames. Keep decorations away from heaters and fire exits. Ensure electrical decorations are in good condition.	Low
Weather conditions – ice, snow, rain and slippery external paths.	Guests, particularly those with mobility difficulties.	Check external paths and entrances before the event. Use grit or salt where necessary. Provide assistance when entering and leaving the building.	Medium
Transport and arrival/departure – falls when getting in and out of vehicles or crossing car parks.	Elderly guests.	Arrange a safe drop-off and collection point. Ensure adequate lighting. Provide assistance when guests enter or leave vehicles. Ensure drivers know the collection arrangements.	Medium
Loss of personal belongings – coats, bags, walking aids or valuables going missing.	Guests.	Provide a designated area for coats and belongings. Keep walking aids accessible and ensure guests can identify their own belongings.	Low

Emergency Arrangements

The event organiser should ensure that:

1. A designated first aider is available throughout the event. -Clerk and Cllr Bryce

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2. Emergency contact details are accessible.
3. Fire exits and evacuation routes are identified before guests arrive.
4. Volunteers know who is responsible for assisting guests with mobility difficulties during an evacuation.
5. The venue's full address is available for emergency services.
6. Any accidents or incidents are recorded and reported to the appropriate person.

Responsibilities

Person Responsible	Duties
Event organiser	Overall responsibility for event safety and coordination.
Volunteers	Assist guests, monitor hazards and report concerns.
Catering staff	Ensure food hygiene, allergen management and safe food service.
First aider	Provide first aid assistance and respond to medical incidents.
Venue manager	Ensure the building, fire safety equipment and facilities are safe.

Overall Risk Assessment

Overall risk level: Low to Medium, provided all control measures are implemented and monitored.

Review arrangements: The risk assessment should be reviewed before the event, whenever circumstances change, and following any accident or incident.

Assessment completed by: Gemma Keiher Knapper Clerk for Fulford Parish Council

Date: 11/11/26

Important considerations

Because this event is specifically for pensioners, I would pay particular attention to:

- Easy access for people using walking sticks, frames and wheelchairs.
- Having volunteers available to help guests with seating, food and drinks.
- Knowing about any dietary, allergy or swallowing requirements.
- Having a clear emergency evacuation plan for guests with limited mobility.
- Making sure guests have safe transport arrangements home, particularly in winter.