

PTA activity Risk Assessment

Activity	
Brief description of activity and summary	Cake Sale – sale of cakes donated by parents, sales held in classrooms
Risks & Hazards	<ol style="list-style-type: none"> 1. Hygiene – contamination of cakes by sellers 2. Nut allergic child consuming cake containing nuts 3. Manual handling – classroom furniture needs to be re-arranged for the sale 4. Use of sharp knife around children 5. Donations of out of date shop bought cakes
Control measures in place	<ol style="list-style-type: none"> 1. Ensure sellers wear gloves at all times during setting up the sale and selling of cakes. It is the responsibility of helpers not to volunteer if they are unwell. 2. Letter requests that cakes containing nuts are labelled. Any cakes labelled as such are kept separate in the sale and clearly identified by sellers. Ultimately there is parental responsibility for child's purchases. 3. Tables moved by two helpers together. No more than two chairs carried at one time. 4. Only one knife is brought into the classroom for the purpose of cutting up any large cakes. It is kept behind the 'counter' area at all times, and out of sight of the children within the cake sale box once it has been used. It is returned to the staffroom after the sale. 5. Dates are checked before the packs are opened, those outside the marked date are not sold at the sale.
Additional information	<p>The PTA can have no influence over the hygiene conditions of the kitchens in which the donated cakes were prepared. People buying cakes from the sale do so at their own risk. The purchase of cakes from the class cake sale is entirely optional.</p>
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