**Plan for Barbecue afternoon**

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| **Steps** | **Hazards** | **Controls** | **Person responsible** |
| **PREPARING FOR TASK**  Getting barbecue to church | Heavy lifting  Vehicles in car park | Use 2 people for heavy lifts  Cone off area of car park | Fred |
| **DOING TASK**  Barbecue | Burns from barbecue  Gas bottle | Barbecue only to be used by persons who know how to use, or being supervised.  Fire extinguisher nearby.  Have barbecue behind tables to keep people away.  Right fitting for gas bottle. | Fred |
| **CLEARING UP**  Taking barbecue away | Heavy lifting  Slips and trips  Burns | Watch for parts that are still hot.  Safe lifting practices  Leave site tidy. | Fred |

Persons involved/attending planning: Fred, John, Andy Smith (Contractor)