


- 1 You have received the following instructions from your manager at the community centre where you volunteer:

From: aliciatunstall@communitycentremangement.com	
Subject: Community BBQ Health and Safety	
File Edit View Favourites Tools Help	
<p>Hi Jo,</p> <p>Please could you write a report for our upcoming community centre BBQ about the specific safety hazards related to each part of the day, and how they could be minimised?</p> <p>Please can you send us your report as soon as possible, as we will be using it to help us arrange the day's timetable and organisation. Ideally we want to run a very big event with lots of different food types to suit people's different dietary requirements. We are aiming to maximise community involvement, we just hope the weather stays nice!</p> <p>outline any potential safety hazards and explain some measures which you think we could take to reduce the safety risks involved for people of all ages.</p> <p align="right">Best wishes, Alicia</p>	

Write a report for your manager about the Sports day. Your report should be approximately 150 to 200 words.

Remember to:

- plan your answer
- use correct spelling, punctuation and grammar
- write clearly and effectively.

[6 marks]
[+ 3 marks for SPaG]