

# How to plan and hold an event safely

## Factsheet 1 - How to complete a Risk Assessment



Please remember that it is impossible to remove all risks completely! The point of completing the risk assessment is to help you think about how you reduce the likelihood of something going wrong, and identify anything you need to do to support this.

The template includes a list of things that are common to events held in CCT Churches, but not of all of them may be relevant to your event. As you read through the template, please amend, add or delete the 'hazards identified' (things that might go wrong) in the first column as required. For example, one of the hazards listed is uneven churchyard paths, which may not be seen in the dark. If your event is planned to take place during daylight hours, you can simply delete this section from the template.

Similarly, when you are thinking about 'control measures' (things you are going to do to reduce the risk of things going wrong), you may not need to do all the suggestions we have listed. Please amend, add or delete the 'control measures' as appropriate. Once you have done this, you can indicate whether you think the remaining risk is now high, medium or low. This will help you decide and prioritise any other actions you think you need to take.

You can find the template [here](#). Once you've completed your template, please share it with your CCT staff contact, usually your Local Community Officer.



Your LCO needs to know about any incidents, near misses or accidents at your event. CCT has a legal responsibility to report some incidents, so please let us know as soon as possible.



In this column make a note of all the foreseeable hazards, relevant to your event. Please amend, add, or delete the content provided.

List the different ways someone might be harmed by the hazard, in the worst case scenario. (The Hazard is a river, the Risk is drowning)

In this column note suggested actions or measures to manage the hazards. Please amend, add, or delete the content

In this column consider the risk which REMAINS AFTER your precautions/control measures are put in place. Use the rating:

- **H**igh = Deaths, permanent disablement, life-threatening or terminal illness/disease.
- **M**edium = Fractures, chronic illnesses, time off work.
- **L**ow = Minor injuries/illnesses.

Take into account the Residual Risk and consider - is there anything else you can do to manage or mitigate the risk? Note those measures in this column.

Think about and note down how you would deal with a problem at your event, such as evacuating the church due to a fire.

Name the person responsible for Health and Safety at the event.

How will Fire Wardens assist evacuation, in an emergency? Name them here and ensure they know what's expected before the event.

| <b>TRUST EVENTS RISK ASSESSMENT</b><br>Church: _____<br>People affected: All staff / volunteers / visitors / contractors visiting the church<br>Assessment completed by: _____ Date for review: _____ or if changes occur such as nature of use or access arrangements. |  |  |   |                     |  |         |         |      |
|---|--|--|---|---------------------|--|---------|---------|------|
| #   | Hazards Identified   | Risk - How people may be harmed                            | Precautions/ Control Measures   | Residual risk H/M/L | Further precautions necessary                                | By whom | By when | Done |
| 1   | Confusion caused when a large group/crowd are evacuating the building in an emergency (including in the event of a fire) | Crushing, people being trapped, burns, smoke inhalation... | Trust church specific fire risk assessment and Emergency Action Plan should be read and understood by event organisers.<br><br>Measures in place for normal visiting scenario and events involving groups.<br><br>Additional precautions include:<br>• Evacuation procedures / action in the event of fire and/or medical emergency in place.<br>• Stewards briefed in procedures.<br>• The nominated Event Organiser responsible for Health and Safety at the event is: _____<br><br>The nominated Fire Wardens who will assist with evacuation procedures are:<br>1 .....<br>2 .....<br>3 .....<br>4 .....<br><br>The maximum capacity of persons (including staff, volunteers, performers, visitors etc.) is: _____<br><br>This figure has taken into account: the maximum Fire R.A. number, visitor flow and type of event or activity. |                     | Emergency action plan written for large or complicated event |         |         |      |

You will need to decide on a maximum capacity - the maximum number of people who can attend your event. This figure is not about the number of people that can fit into the pews, but the number of people who can escape the building in 2.5 minutes.  
 See [Factsheet 4 | Emergency Planning and Fire Safety](#) for guidance on how to decide this figure.

| # | Hazards Identified   | Risk - How people may be harmed                                    | Precautions/ Control Measures  | Residual risk H/M/L | Further precautions necessary | By whom | By when | Done |
|---|--|--|--|---------------------|-------------------------------|---------|---------|------|
| 2 | Event organisers unaware of health and safety procedures incl. medical emergency, emergency evacuation | As above – all injuries  | As above plus organisers to be familiar with Trust 'Church Building and General Access / Use Risk Assessment' and nature of the venue.<br>Information on health and safety procedures available/ given to Event organisers in Events pack.<br>Event organisers to provide Trust Region with name of person responsible for H&S (insert name into section one), if not the same as event organiser.   |                     |                               |         |         |      |
| 3 | Churchyard paths<br>- Seeing when dark<br>- Uneven ground  | Trip - impact injury, bruising, cuts, fractures                    | Path kept clear of obstructions.<br>Lights installed up path.<br>Floodlighting of church gives path lighting.  |                     |                               |         |         |      |
| 4 | Kitchen area (Staff / Volunteers working in this area )  | Slip/Trip/Fall, burns - scalds from kettles/urns, cuts from knives | Floors are level. Gangways kept clear.<br>Always keep kettles/urns on level work surface.<br>Let urns cool before emptying.<br>First aid box available at events.  |                     |                               |         |         |      |
| 5 | Passageways<br>- Pew doors left open<br>- Trip from heels down grille holes.                           | Trip - impact injury, bruising, cuts, fractures, broken bones      | Pew doors kept closed as far as practical.<br>Grilles covered with carpet that will not cause trip i.e. flat without curling edges (possibly rubber backed).   |                     |                               |         |         |      |
| 6 | Heating –<br>- Touching hot surfaces   | Burns  | No access possible to any hot surfaces i.e. radiators/ grilles/hot air blowers.<br>Allow Portable items to cool before moving. Follow appliance instructions e.g. do not cover.  |                     |                               |         |         |      |
| 7 | Spillage of Wet or Dry Substances  | Slip – impact injury, bruising, cuts, fractures, broken bones      | Mop up spills immediately. If liquid is greasy ensure a suitable cleaning agent is used. After cleaning, the floor may be wet for some time, dry as much as possible, appropriate signage should be displayed highlighting the risk and arrangements made to bypass the route if possible.<br><br>Additional; cleaning materials to be available to suit additional catering tasks being undertaken. |                     |                               |         |         |      |
| 8 | Candles  | Fire - Crushing, people being trapped, burns and smoke inhalation  | Candle policy to be complied with by event organisers.   |                     |                               |         |         |      |

Ask your LCO or CCT contact to talk through and share the Church Risk Assessment and Fire Risk Assessment, so you know how we generally keep people safe at your church.

Who have you nominated to be the health and safety person responsible for taking the decision to evacuate the building and call the emergency services in the unlikely event of a fire or stopping the performance if there is a medical emergency?

You will only need this section if your event involves hot drinks or the preparation of food.  
If you are offering food at your event see [Factsheet 2 | Preparing and serving refreshments at a CCT](#)

Lighting the path might help. Stewards with torches could be a simple solution.

Ask your LCO or CCT contact to talk through CCT's [Candles Policy](#), so you know how to keep people safe at your church if you are using real candles.

A safer alternative may be battery powered candles. Many of our churches use these with good results.  
However smaller battery powered tea lights usually contain button batteries. These need to be added to your Risk Assessment, as they are a fatality risk to children if swallowed. Best practice is to use tea lights which have a screwed-on battery cover and to keep them out of reach of children.

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|----|---|---|--|---------------------|--|---------|---------|------|
| 9  | Temporary electrical equipment  | Electric shock, fire, trips from cables   | All additional equipment brought into the Church has undergone a Portable Appliance Test (PAT) or Formal Visual Inspection (FVI).<br>Competent person will set up equipment.<br>Cables must not be left on pedestrian routes, or they must be covered.   |                     |  |         |         |      |
| 10 | Temporary structures being brought in including marquees, exhibition stands   | Crushing injuries   | Equipment should comply with relevant British or European Standards (BS/EN) if required – i.e. marquees.<br>Equipment to be set up per manufacturer's instructions, or to a higher standard, by competent person and checked for stability after set up. Temporary structures not to be set up on uneven floors.<br>Any ropes, pegs etc. to be kept away from paths.   |                     |  |         |         |      |
| 11 | Car park and entrance<br>- Uncontrolled car movement and pedestrians mingling with moving cars.<br>- Rabbit holes.<br>- Seeing when dark.<br>- Cars queuing on road with poor visibility. | Pedestrians struck by moving cars - crushing injuries, fractured/broken bones, slip/trip injury, head bumps | Parking details to be known by event organisers for them to consider parking arrangements.<br>Car park Marshalled for large events<br>Pedestrians and cars separated as far as possible i.e. paths provided in parking areas.<br>Current rabbit holes filled prior to event.<br>Floodlights installed for events.<br>Wide entrance and clear section so that queuing on road is not necessary.                     |                     | Signs as necessary directing pedestrians and cars.     |         |         |      |
| 12 | Medical emergency   | Electric shock, fire, trips, visitors falling ill – lack of help in event of a medical emergency            | Event organiser should consider action in the event of a medical emergency. One person to be nominated as emergency contact. For this event the emergency contact is:<br>.....<br>Emergency access kept clear at all times.<br>All accidents to be reported to Trust staff.<br>First aid provision for large events including supplies and First Aid trained personnel.<br>Consider presence of St John Ambulance. |                     | Emergency plan written for large or complicated events |         |         |      |
| 13 | Night time events   | All above<br>Confusion and tripping because of darkness   | Event organisers should consider lighting in church and egress routes, or the provision of torches and/or stewards with hand torches.  |                     |  |         |         |      |
| 14 | Cash collection   | Event organisers – theft, emotional trauma, physical attack   | If providing door sales facility event organisers should consider means of ensuring security of cash and safety of staff and/or volunteers.<br>For staff etc. to know that : money is not as in.....   |                     |  |         |         |      |

It's great when someone helps out and provides some equipment for the event. We do still need to make sure that it's safe to be used, so need to inspect it. Depending on the equipment it can just be a simple visual check. Ask your LCO for help with these checks.

If you are putting up a tent or marquee think about how you can make sure it doesn't blow away in the wind. They have been known to get caught in a gust, dislodging the weights placed on the feet and toppling over, even when set up per manufacturer's instructions. Consider what else you might need to do to secure it etc. Think about where you intend to locate it and whether that could impact safety. On the day of the event re-assess tents/marquees - consider weather conditions. Might you need to change its location? Take more measures to secure it? Or perhaps decide not to use it at all?

Record here the name of the emergency contact for the event. Ensure they know what to do should an emergency occur and have a fully charged mobile phone on them. Consider: Do you have a phone signal at the church? What's the plan if you need to call emergency services? How will emergency services locate the church (you could use [What3Words](#))? Will you need to send someone out to flag down an emergency vehicle - who and to where?

Ensure anyone 'staffing' the event knows that, should a robbery occur, let the money go - personal safety is the most important thing in this situation.

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|----|--|---|---|---------------------|---|---------|---------|------|
| 15 | Presence of people (especially children and/or Adults at Risk) [Safeguarding]  | Abuse, maltreatment, physical or emotional injury, trauma, abduction, death | <p>Read and follow CCT's Safeguarding Policy and Procedures. All parties to complete relevant Safeguarding Training.</p> <p>Complete or revise Safeguarding training for relevant staff.</p> <p>Read and follow CCT'S Lost or Missing Persons Guidance. Agree a plan for lost children prior to larger events.</p> <p>Display and/or share CCT's Safeguarding Escalation Policy for event staff and volunteers.</p> <p>All CCT representatives to remain vigilant and appropriately escalate any issues.</p> <p>If the event offers unsupervised contact with children and/or known vulnerable adults, you must undertake a separate risk assessment for safeguarding.</p> <p>Staff to wear ID Cards.</p> |                     |   |         |         |      |
| 16 | Lack of standard safety signs and notices due to nature of historic building   | Slip/trip/crushing - people being trapped, burns, smoke inhalation...       | For all events Stewards guide and assist visitors such as highlight exits to reduce the need for numerous signs/ notices.   |                     |   |         |         |      |
| 17 | Use of service providers such as catering or activity - introduction of hazards such as gas, vehicles, equipment and specific activity | All above   | <p>Service providers are required to provide risk assessments of their own activities.</p> <p>All equipment must have undergone any relevant tests and copies of certificates provided.</p> <p>Copies of relevant licences or food hygiene certificates are also required.</p> <p>These are to be checked by the event organiser.</p>   |                     |   |         |         |      |
| 18 | Hire of Church by other person / organisations   |   | <p>The 'Hirer' is required to provide details of intended use and items being brought into the Church.</p> <p>Hirer is required to undertake and provide own risk assessment as necessary (significant risk introduced).</p> <p>All electrical equipment must have undergone PAT and evidence (stickers on equipment) provided or have a recorded Formal Visual Inspection (FVI).</p> <p>Copies of relevant licences or food hygiene certificates to be provided.</p> <p>Hirer to have insurance cover for their activities in the church or make arrangements with Trust.</p> <p>These are to be approved by Trust prior to Hirer using the church.</p>  |                     | This pro-forma can be provided to those organisations that have not previously undertaken risk assessments. |         |         |      |
| 19 | Members of the public / visitors / volunteers / staff being locked in the church   |   | <p>Those present for events are informed of the planned finishing time .</p> <p>When closing the church any areas open to the public are checked to ensure they are clear.</p> <p>Staff present should inform others when they leave.</p> <p>The church closing / locking procedure is followed.</p>  |                     |   |         |         |      |
|    |  |   |   |                     |   |         |         |      |
|    |  |   |   |                     |   |         |         |      |

CCT has training and resources to help you with **Safeguarding**. Please access these before you need them. CCT also provides guidance on what to do if you have a **Lost or Missing Person** at your event. It's a good idea to access this before you need it, too.

Most of our churches don't have modern 'fire exit' signs over the doors. You can use well-briefed stewards to help direct visitors in an emergency.

It is worth taking a moment to think about where the providers are parking their vans, storing boxes etc. You don't want them blocking one of the exit routes that you're relying on.

Do check the church before you lock up. You don't want any unwilling Champers spending the night!

These extra rows allow you to add other risks relevant to your event.