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|  | TRUST EVENTS RISK ASSESSMENT  **Church:** Click to enter church dedication/location.  **People affected:** All staff / Volunteers / Visitors / Contractors visiting the church  **Assessment completed by:** Click to enter name.  **Date**: Click to enter a date. **Date for review:** Click to enter a date. or if changes occur such as nature of use or access arrangements. |

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|  | **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.  Measures in place for normal visiting scenario and events involving groups.  Additional precautions include:  • Evacuation procedures / action in the event of fire and/ or medical emergency in place.  • Stewards briefed in procedures.  The nominated Event Organiser responsible for Health  and Safety at the event is:  ………………………………………………………………...  The nominated Fire Wardens who will assist with evacuation procedures are:  1 ………………………………………………………………  2 ………………………………………………………………  3 ………………………………………………………………  4 ………………………………………………………………  The maximum capacity of persons (including staff, volunteers, performers, visitors etc.) is:  ………………………………………………………………...  This figure has taken into account: the maximum Fire R.A. number, visitor flow and type of event or activity. | H/M/L | Emergency action plan written for large or complicated event |  |  |  |
| 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.  Information on health and safety procedures available/given to Event organisers in Events pack.  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. | H/M/L |  |  |  |  |
| 3 | Churchyard paths  - Seeing when dark  - Uneven ground | Trip - impact injury, bruising, cuts, fractures. | Path kept clear of obstructions.  Lights installed up path.  Floodlighting of church gives path lighting. | H/M/L |  |  |  |  |
| 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.  Always keep kettles/urns on level work surface.  Let urns cool before emptying.  First aid box available at events. | H/M/L |  |  |  |  |
| 5 | Passageways  - Pew doors left open  - Trip from heels down grille holes. | Trip - impact injury, bruising, cuts, fractures, broken bones. | Pew doors kept closed as far as practical.  Grilles covered with carpet that will not cause trip i.e. flat without curling edges (possibly rubber backed). | H/M/L |  |  |  |  |
| 6 | Heating –  - Touching hot surfaces | Burns. | No access possible to any hot surfaces i.e. radiators/grilles/hot air blowers.  Allow Portable items to cool before moving. Follow appliance instructions e.g. do not cover. | H/M/L |  |  |  |  |
| 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.  Additional; cleaning materials to be available to suit additional catering tasks being undertaken. | H/M/L |  |  |  |  |
| 8 | Candles | Fire - Crushing, people being trapped, burns and smoke inhalation | Candle policy to be complied with by event organisers. | H/M/L |  |  |  |  |
| 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).  Competent person will set up equipment.  Cables must not be left on pedestrian routes, or they must be covered. | H/M/L |  |  |  |  |
| 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.  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.  Any ropes, pegs etc. to be kept away from paths. | H/M/L |  |  |  |  |
| 11 | Car park and entrance  - Uncontrolled car movement and pedestrians mingling with moving cars.  - Rabbit holes.  - Seeing when dark.  - 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.  Car park Marshalled for large events  Pedestrians and cars separated as far as possible i.e. paths provided in parking areas.  Current rabbit holes filled prior to event.  Floodlights installed for events.  Wide entrance and clear section so that queuing on road is not necessary. | H/M/L | 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:  ………………………………………………………………...  Emergency access kept clear at all times.  All accidents to be reported to Trust staff.  First aid provision for large events including supplies and First Aid trained personnel.  Consider presence of St John Ambulance. | H/M/L | Emergency plan written for large or complicated events |  |  |  |
| 13 | Night time events | All above  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. | H/M/L |  |  |  |  |
| 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.  For staff etc. to know that : money is not as in….. | H/M/L |  |  |  |  |
| 15 | Presence of people (especially children and/or Adults at Risk)  [Safeguarding] | Abuse, maltreatment, physical or emotional injury, trauma, abduction, death. | Read and follow [CCT’s Safeguarding Policy and Procedures](file:///\\tcct-dc-03\Shared\HANDBOOK\Policies%20and%20Procedures\Safeguarding). All parties to complete relevant Safeguarding Training.  Complete or revise Safeguarding training for relevant staff.  Read and follow [CCT’S Lost or Missing Persons Guidance](file:///\\tcct-dc-03\Shared\HANDBOOK\Policies%20and%20Procedures\Safeguarding\Lost%20or%20Missing%20Persons%20Guidance.pdf). Agree a plan for lost children prior to larger events.  Display and/or share [CCT’s Safeguarding Escalation Policy](file:///\\tcct-dc-03\Shared\HANDBOOK\Policies%20and%20Procedures\Safeguarding\Safeguarding%20Escalation%20Procedure.pdf) for event staff and volunteers.  All CCT representatives to remain vigilant and appropriately escalate any issues.  If the event offers unsupervised contact with children and/or known vulnerable adults, you must undertake a separate risk assessment for safeguarding.  Staff to wear ID Cards. | H/M/L |  |  |  |  |
| 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. | H/M/L |  |  |  |  |
| 17 | Use of service providers such as catering or activity - introduction of hazards such as gas, vehicles, equipment and specific activity | All above | Service providers are required to provide risk assessments of their own activities.  All equipment must have undergone any relevant tests and copies of certificates provided.  Copies of relevant licences or food hygiene certificates are also required.  These are to be checked by the event organiser. | H/M/L |  |  |  |  |
| 18 | Hire of Church by other person / organisations |  | The ‘Hirer’ is required to provide details of intended use and items being brought into the Church.  Hirer is required to undertake and provide own risk assessment as necessary (significant risk introduced).  All electrical equipment must have undergone PAT and evidence (stickers on equipment) provided or have a recorded Formal Visual Inspection (FVI).  Copies of relevant licences or food hygiene certificates to be provided.  Hirer to have insurance cover for their activities in the church or make arrangements with Trust.  These are to be approved by Trust prior to Hirer using the church. | H/M/L | 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 |  | Those present for events are informed of the planned finishing time.  When closing the church any areas open to the public are checked to ensure they are clear.  Staff present should inform others when they leave.  The church closing / locking procedure is followed. | H/M/L |  |  |  |  |
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GUIDANCE NOTES FOR COMPLETION OF THE EVENTS RISK ASSESSMENT

This assessment is to consider the use of the church for events e.g. tea party or annual service over and above normal opening circumstances i.e. flow of visitors throughout the day. Once this assessment has been undertaken for a specific church it may be sufficiently detailed for all events that take place throughout the year. However, if an event is particularly complex or unusual a specific assessment is required. The items listed are an indication of those common in Trust churches, but must be tailored to individual churches and events.

Events include those organised by Trust staff, volunteers or community supporters, and Friends Groups.

The Event Organiser guidelines and policies within the Church Manual (CM) must be read and conditions fulfilled.

This assessment is to be undertaken by the Event Organiser locally who is familiar with the church. Assistance can be sought from Local Community Officers and Volunteers regarding specific issues and details.

Please complete details

**Church / Assessment completed by / Date** / **Date for review:** set period from previous assessment or change means review is required unless specific to single event.

* Items listed may or may not apply to each church being assessed. It is the intention that this is a guide/basis for starting a church specific assessment.
* Amend, add or delete ‘hazards identified’ as required e.g. Welfare facilities (permanent or temporary), monument(s), glass/pictures on walls, temporary stage, animals, filming.  
  Hazards are to be added to the events assessment or a specific assessment undertaken when a new event takes place or situation arises.  
  Bear in mind that slips, trips and falls are the most common cause of accidents e.g. avoid trailing cables.
* Amend, add or delete existing ‘control measures’ already in place in the church.
* The residual risk is to be of marked high, medium or low to provide means of prioritising any action required.
* Further precautions necessary are those required but not already in place.   
  Completion of the ‘By whom’, ‘By when’ and ‘Done’ columns is required when any ‘Further precautions necessary’ have been listed.   
  These are to be completed before the event takes place.

Following completion of the risk assessment

* The Local Community Officer is to ensure the completed general ‘Events risk assessment’ is placed on the server as a record and for viewing by Trust staff.  
  It is beneficial to place assessments for specific events on the server so that other Trust staff/groups can refer to them.
* Any action required (Further precautions necessary if adding to existing ‘Events risk assessment’) for specific events may be managed locally in the planning for an event e.g. provision of additional facilities or staff. Notify the Regional Management Team (RMT) if issues cannot be resolved by local staff.
* Any issues found relating to the building are to be forwarded to the Estate Officer, following the correct reporting procedure, stating that an assessment has been undertaken, is on server to view and action is required. Summarise the issues in the email.

Definitions

**Hazard** = Something with the potential to cause harm (to health or safety)

**Likelihood** = is the chance that harm will occur

**Risk** = the combination of the **likelihood** that the hazard will cause harm and the **severity** of harm

**Severity of harm** = level of injury/illness as a result of an event occurring/exposure.

Residual Risk Ratings

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| **High** | Deaths, permanent disablement, life-threatening or terminal illness/disease. RIDDOR Reportable. |
| **Medium** | Fractures, chronic illnesses, time off work. RIDDOR Reportable. |
| **Low** | Minor injuries/illnesses. |