**Draft St Goran Church Risk Assessment for Large Events (August 2016)**

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| **APPROVAL** | |
| Approved by PCC |  |
| Renewal and review |  |

Assessors…G Overell, …… Signature…………………..

PCC Agreed …................… Signature ……**....**…………..

Information for the areas to be assessed came from guidance from the Ecclesiastical Insurance Company

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| No | Area | Potential Hazard | Persons in Danger | Risk  (1 low – 5 high)  Likelihood Severity | | Measures/Comments | Result\* |
| 1 | Slips and Trips | Slips, trips and falls | All | 2 | 3 | All floor surfaces to be visually checked before the day and any remedial work undertaken – greater risk with people unfamiliar with the church Nominated person to undertake check. | A |
| 2 | Entry and Exit to the Church | Potholed paths, slippery steps, tree roots and branches, headstones | All | 2 | 3 | Visual checking the week before to ensure no issues arise – and checked on the day of the event.  Nominated person to undertake check. | A |
| 3 | Car Parking | Management of car parking to prevent hazards in the village and unsafe parking practices from visitors | All – including locals and people passing through the village |  |  | Cars must be parked in the car park or overflow parking. Disabled access parking allowed by the war memorial BUT access for emergency vehicles must be maintained at all times.  Stewards needed for car parking. | U |
| 4 | Upper Level of the Church | Falls from height | All | 1 | 5 | \*No more than 40 people allowed on the balcony at any one time. Steward needed  All children attending event and wishing to sit upstairs MUST be accompanied by an adult | A |
| 5 | COSHH regulations | Substances hazardous to health - storage | All – children especially vulnerable | 2 | 4 | Visual check on the day to ensure all hazardous substances are locked away. | A |
| 6 | Emergency First Aid Procedure | Risk to all if delays to emergency services arriving | All |  |  | Agreed person in charge of this at each event. Have we checked phone reception for ringing an ambulance?  Nominated person needed. | A |
| 7 | Moving Equipment to prepare for service | Risks of injury from people moving equipment that is too heavy | All | 2 | 3 | Anyone preparing the church for the event should be reminded about risks of moving furniture and items in the church. | A |
| 8 | Kitchen Usage | Preventing food poisoning and spread of infection |  | 2 | 5 | One person to manage food for the event. They need to ensure that they limit numbers in kitchen to avoid crowding and accidents. All food stored correctly and handled hygienically. | U |
| 9 | Fire Evacuation | Emergency evacuation, controlling the fire | All | 1 | 4 | All emergency exits must be unlocked and clearly marked.  Key members of the church should direct people out and to a safe meeting point (do we have a designated fire evacuation point?).  Nominated person/people to check building is clear – including toilets, kitchen, vestry etc and report this to fire service | U |

\* Key to result – T = Trivial Risk A = Adequately controlled N = Not adequately controlled U = Unable to decide. Further information required