

Risk Assessment: Christmas Tree Festival

Version Control

Issue Date	Version Number	Issued by
14th November 2023	2	Cranfield PCC

Church: St Peter & St Paul Cranfield	Assessor's name: Mary Hartley	Date completed: 14 November 2023	Review date: Bi annually
Event or service this assessment relates to:	Christmas Tree Festival		

Risk	Controls to consider	Additional information	Action by whom?	Completed – date and name
Opening the Church	Ensure the Chancel Door and West Door under the tower are unlocked and unobstructed as they are fire exits.	Read Church Fire Safety Risk Assessment in the Fire Risk Folder.	Church Wardens / Event Organiser	
Fire	<p>No naked flames to be positioned near trees Avoid naked flames wherever possible – e.g. candles. Keep naked flames away from people.</p> <p>Leaders and Volunteers to familiarise themselves with the Church exit routes. Clear passage to be maintained to evacuation assembly point during the activities. A responsible adult needs to raise alarm by shouting Fire. Fire extinguishers should only be used to aid escape from the building. The organiser should notify the fire service.</p>	<p>In the case of a fire the evacuees will assemble on the Village Green in Court Road.</p> <p>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</p>	Those running the event Organiser of event / Incumbent / Church Wardens	
Slips, trips and falls	Regular inspection of church to identify potential hazards and then to make visitors aware of the hazards. To highlight hazards where possible.	Consult HSE website regarding slips trips and falls. https://www.hse.gov.uk/slips/index.htm	Organiser of event / Incumbent / Church Wardens	Continuous
Hot drinks spills	Minimise people movement when holding hot drinks. Request people to be seated if at all possible. Only serve hot drinks from the servery or the meeting room when it has no access to the attendees.	Warn people if there are food allergens before serving food. E.g. Nuts Read Manual Food Safety leaflet section F in the Church H & S Folder.	Organiser of event / Incumbent / Church Wardens	

Hot taps / Kettles in the Kitchen. Scalds	Anyone using taps or Kettles	As well as conventional hot taps there is a kitchen tap that delivers boiling water. Make sure helpers understand where it is and how to use it.	Organiser of event / Incumbent / Church Wardens	
Electrocution	All portable electrical equipment should have a current portable appliance test (PAT).	All extension leads to be PAT tested. All Christmas tree lights to be inspected for faults once erected. All Christmas tree lights to be switched off at the closure of the event each day. Church to be monitored for electrical problems at all times during the festival.	Those running the event Incumbent / Church Wardens	
Balcony	Ensure only those physically capable should climb the stairs to the balcony. Ensure all children are suitably supervised while on the balcony.	Max 30 people	Those running the event	
Setting up temporary furniture such as tables and chairs, moving lower altar etc.	Only those suitable fit and able should move furniture. Furniture should not be placed in such a manner that it is blocking emergency exits or too close together. The setting up and dismantling of trees will be supervised.	Consult the church's H & S manual for advice on lifting loads etc. Make sure all helpers have signed to say they have read and understood the document	Organiser of event / Incumbent / Church Wardens	
Injuries and Safeguarding of/to children.	All parents advised to closely supervise their children while on the Church premises Official visits by local schools will be under the supervision of the teaching staff and covered by their own risk assessment.	Church members should ask parents to supervise their children if they see them running around unsupervised	Organiser / helpers	
After the Event	Ensure that the Church is left in a clean and tidy state.	Empty bins Wash up crockery etc. Replace stackable chairs and tables Make sure all exit doors are locked	Organiser / Incumbent / Church Wardens	

