

Risk Assessment Large non-service events such as concerts

Version Control

Issue Date	Version Number	Issued by
July 2023	2	Cranfield PCC

Church: St Peter & St Paul Cranfield	Assessor's name: Chris Hartley	Date completed: July 2023	Review date: July 2023
Event or service this assessment relates to:	Large non-service events such as concerts		

Risk	Controls to consider	Additional information	Action by whom?	Completed – date and name
Before the Event	<p>Ensure the Chancel Door and West Door under the tower are unlocked and unobstructed as they are fire exits.</p> <p>Organiser should announce the evacuation procedure at start of the event.</p> <p>It is desirable that a representative from the Church should assist the organiser if they are unfamiliar with the Church building.</p>	<p>Nominate Fire wardens to aid with evacuation.</p> <p><i>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</i></p>	Organisier	
Fire	<p>Avoid naked flames wherever possible – e.g. candles. Keep naked flames away from people. In the event of a fire, volunteers to direct attendees to the nearest fire exit.</p> <p>Ensure mobile phone present for prompt use in emergency.</p> <p>A responsible adult needs to raise alarm by shouting Fire. Similarly, fire extinguishers should only be used to aid escape from the building.</p>	<p>The organiser should ensure all the fire exits are clear from obstruction and the doors unlocked.</p> <p>In the case of a fire the evacuees will assemble on the Village Green in Court Road.</p> <p><i>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</i></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	Church wardens and PCC	Continuous
Catering / Hot drinks	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.	The Activity Leader must ask if people have any food allergies before serving food. <i>Read Manual Food Safety leaflet section F in the Church H & S Folder.</i>	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	Only appropriate qualified/trained people to use electrical equipment. Have all electrical equipment regularly PAT tested.		Those running the event	
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 suitably 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.	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 to children.	All parents must supervise their children while on the Church premises.	Organisers should bring this to parents' attention.	Organiser / helpers	
After the Event	Organiser should 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	