

TCCT Events Risk Assessment

Church: St. Andrew's, Waterloo Street, Hove

People affected: All staff / Volunteers / Visitors / Contractors visiting the church

Assessment completed by:

Date:

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	Large groups / crowds – confusions during evacuation (including fire)	Crushing, people being trapped, burns, smoke inhalation...	<p>TCCT church specific fire risk assessment and Emergency Action Plan should be read and understood by event organisers.</p> <p>Measures in place for normal visiting scenario and events involving groups.</p> <p>Additional precautions include:</p> <p>Evacuation procedures / action in the event of fire and/ or medical emergency in place.</p> <p>Stewards briefed in procedures.</p>		Emergency action plan written for large or complicated event			
2	Event organisers unaware of procedures	As above – all injuries	<p>As above plus organisers to be familiar with TCCT 'Church Building and General Access / Use Risk Assessment' and nature of the venue.</p> <p>Information on health and safety procedures available/given to Event organisers in Events pack. Event organisers to provide TCCT Region with name of person responsible for H&S, if not the same as event organiser.</p>					

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					
4	Staff / Volunteers working in kitchen area –Scalds from kettles/urns. Cuts from knives.	Slip/Trip/Fall. Burns.	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.					
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).					
6	Heating - Touching hot surfaces	Burn.	No access possible to any hot surfaces i.e. radiators/grilles/ hot air blowers.					
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.					
8	Candles	Fire - Crushing, people being trapped, burns and smoke inhalation	Candle policy to be complied with by event organisers.					

9	Temporary electrical equipment	Electric shock, fire, trips from cables	<p>All additional equipment brought into the Church has undergone a Portable Appliance Test (PAT).</p> <p>Competent person will set up equipment.</p> <p>Cables must not be left on pedestrian routes, or they must be covered.</p>					
10	Temporary structures being brought in including marquees, exhibition stands	Crushing injuries	<p>Equipment should comply with relevant British or European Standards (BS/EN) if required – i.e. marquees.</p> <p>Equipment to be set up by competent person and checked for stability after set up. Temporary structures not to be set up on uneven floors.</p> <p>Any ropes, pegs etc. to be kept away from paths.</p>					
11	<p>Car park and entrance -</p> <p>Uncontrolled car movement and pedestrians mingling with moving cars.</p> <p>Rabbit holes.</p> <p>Seeing when dark.</p> <p>Cars queuing on road with poor visibility</p>	<p>Pedestrians struck by moving cars - crushing injuries, fractured/broken bones.</p> <p>Slip/trip injury</p>	<p>Parking details to be known by event organisers for them to consider parking arrangements.</p> <p>Car park Marshalled for large events</p> <p>Pedestrians and cars separated as far as possible i.e. paths provided in parking areas.</p> <p>Current rabbit holes filled prior to event.</p> <p>Floodlights installed for events.</p> <p>Wide entrance and clear section so that queuing on road is not necessary.</p>		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	<p>Event organiser should consider action in the event of a medical emergency. One person to be nominated as emergency contact.</p> <p>Emergency access kept clear at all times.</p> <p>All accidents to be reported to TCCT staff.</p> <p>First aid provision for large events including supplies and First Aid trained personnel.</p> <p>Consider presence of St John Ambulance.</p>		Emergency plan written for large or complicated events			
13	Nighttime events	All above Confusion and tripping because of darkness	<p>Event organisers should consider lighting in church and egress routes, or the provision of torches and/or stewards with hand torches.</p>					
14	Cash collection	Event organisers – theft, emotional trauma, physical attack	<p>If providing door sales facility event organisers should consider means of ensuring security of cash and safety of staff and/or volunteers.</p>					
15	Child Safety	Children and vulnerable adults Lost children, abuse	<p>Child safety guidelines to be given to event organisers. Stewards, contractors with unsupervised access to children must be CRB checked. All staff, and event organisers to be vigilant.</p> <p>Lost children point set up for big events.</p>					
16	Lack of standard safety signs and notices due to nature of historic building	Slip/trip/crushing - people being trapped, burns, smoke inhalation...	<p>For all events Stewards guide and assist visitors such as highlight exits to reduce the need for numerous signs/notices.</p>					

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.</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 TCCT.</p> <p>These are to be approved by TCCT prior to Hirer using the church.</p>		This pro-forma can be provided to those organisations that have not previously undertaken risk assessments.			

Guidance notes for completion of the 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 involved or unusual a specific assessment is required. The items listed are an indication of those common in TCCT churches, but must be tailored to individual churches and events.

Events include those organised by TCCT staff, volunteers and Friends Groups.

The Event Organiser guidelines and policies within the Church Information Pack (ChIP) 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 Custodians and Volunteers regarding specific issues and details.

Please complete details:

Church: name and location e.g. Holy Trinity Church, York

Assessment completed by: assessor name

Date: that risk assessment was undertaken

Date for review: 24 months from previous assessment (to be decided) unless 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 Regional Manager (RM) is to ensure the completed assessment for general events is placed on the server as a record and for viewing by TCCT staff. It is beneficial to place assessments for specific events on the server so that other TCCT staff/groups can refer to them.
- Issues relating to the building are to be forwarded to the Regions Conservation Manager (CM) by email 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 that has the potential to cause harm

Likelihood = is the chance that harm will occur

Risk = the combination of the hazard and likelihood, and the consequence of the event

Severity of harm = level of injury as a result of an event occurring.