

CAROL CONCERT RISK ASSESSMENT

General information

<i>Time and date of event</i>	Sunday, 15th December 2024 : 5pm - 8:30pm
<i>Location of event</i>	The event will take place throughout the church building, the carpark and the recently developed outside area.
<i>Details of activity</i>	An event open to the community as well as members of the church to celebrate Christmas together. Two, hour long services will be held in the main hall and between both services, there will be food served in the outside area with refreshments in the small hall. There will be up to 400 people on site throughout the event.

General Risk Assessment

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>Do you need to do anything else to control the risks?</i>	<i>Action by who?</i>	<i>Action by when?</i>
Breaching of Health and Safety Protocols	<ul style="list-style-type: none"> - Adults, young people and children. - Poor communication of health and safety issues and an unawareness of hazards that could cause injury leaving Parklands Church potentially negligent. 	<ul style="list-style-type: none"> - Ensure clear signs for fire safety, including fire exits, and the location of the first aid kit. - Ensure insurance to cover event liability is up to date. - Event Team Leader to act as Health and Safety 	<ul style="list-style-type: none"> - Make all team members aware of the health and safety protocols before an event starts, or before they undertake tasks. - Ensure the team follow Health and Safety procedures and to inform the Health and Safety 	<ul style="list-style-type: none"> - Staff Members 	<ul style="list-style-type: none"> - As and when required. - Before and during the event.

		Officer.	Officer of any breaches during an event.		
Fire Safety	<ul style="list-style-type: none"> - Adults, young people and children. - Fire occurring from electrical points, burning of flammable materials, starting intentionally or by accident. - Injury caused by burns and or smoke inhalation. 	<ul style="list-style-type: none"> - Ensure fire procedures are in place. - Ensure electrical and boiler inspections are up to date. - Ensure exits are kept clear and clearly signposted. - Ensure smoke alarms are working and fire extinguishers are in clear view in every room and accessible. - Remove and reduce hazards to cause fire in line with procedures e.g. nothing over heaters, fire retardant materials etc. 	<ul style="list-style-type: none"> - Ensure all team members are aware of fire evacuation procedures, the potential risks to themselves and where to gather attendees in case of a fire. - Ensure the team leader has a suitable means of contacting the emergency services. 	<ul style="list-style-type: none"> - Staff Members - Fire wardens 	<ul style="list-style-type: none"> - As and when required. - Before and during the event.
Damaged / uneven flooring	<ul style="list-style-type: none"> - Adults, young people and children. - Trips, falls, cuts, scrapes and injuries. 	<ul style="list-style-type: none"> - Ensure a pre-event site check is carried out to ensure the area is safe. - Ensure emergency 	<ul style="list-style-type: none"> - Complete a sweep of the site prior to an event to ensure there are no obvious slip or trip hazards, and 	<ul style="list-style-type: none"> - Staff Members - Team Members 	<ul style="list-style-type: none"> - As and when required. - Before and during the event.

		<p>routes are of adequate width and are kept clear at all times.</p> <ul style="list-style-type: none"> - Ensure any uneven or damaged surfaces are appropriately highlighted and cordoned off if possible, by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. - All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders) must be properly inspected and maintained. 	<p>to appropriately mark and block off where appropriate.</p>		
Physical hazards including tripping over stage, marquee poles, and falling over tables	<ul style="list-style-type: none"> - Adults, young people and children. - Trips, falls, cuts, 	<ul style="list-style-type: none"> - Ensure the first aid kit is easily accessible at all times. 	<ul style="list-style-type: none"> - Complete a sweep of the site prior to an event to ensure the 	<ul style="list-style-type: none"> - Staff Members - Team Members 	<ul style="list-style-type: none"> - As and when required. - Before and during the event.

and chairs etc	<p>scrapes, minor or major injuries.</p> <ul style="list-style-type: none"> - Treatment may not be readily available to support a hurt adult or child in the event of an injury. 	<ul style="list-style-type: none"> - Ensure all outdoor structures are securely anchored. - Where possible, use barriers to mark off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited. - Ensure all entrances and exits are marked clearly. - Ensure all equipment to be used is checked for damages and / or faults and removed and replaced where necessary. 	<p>pathways are clear.</p> <ul style="list-style-type: none"> - Check the equipment for faults or damages prior to an event. 		
Large crowd	<ul style="list-style-type: none"> - Adults, young people and children. - Injury and distress caused from overcrowding and lack of evacuation procedures. - Children becoming 	<ul style="list-style-type: none"> - Ensure the event capacity is set at 400 people across the site and throughout the event. Ensure a pre-event site check is carried out to ensure the area is safe. 	<ul style="list-style-type: none"> - Ensure team leaders carry out a walk through visual inspection prior to the start of the event to ensure routes are unobstructed and free from slip and trip hazards. 	<ul style="list-style-type: none"> - Staff Members - Team Members 	<ul style="list-style-type: none"> - Before and during the event.

	separated from adults.	<ul style="list-style-type: none"> - Ensure the event is ticketed and team members are checking people in on the door to manage numbers and confirm tickets. - Ensure emergency routes are of adequate width and are kept clear at all times and are clearly signposted. - Ensure the event is supervised by team members for the duration. - Ensure adequate access for wheelchair users is provided. - Ensure facilities are suitable for the numbers at the event with at least two toilets and sanitary provision. 	<ul style="list-style-type: none"> - Ensure exits are unlocked and clear. - Ensure the PA system is working and set up for use in emergencies, and can be heard throughout the site. 		
Mislaid rubbish, incorrect disposal of nappies and sanitary items.	<ul style="list-style-type: none"> - Adults, young people and children. - Slips, trips, falls, minor or major 	<ul style="list-style-type: none"> - Ensure the correct bins are provided for rubbish disposal in line with government 	<ul style="list-style-type: none"> - Ensure bins are properly disposed of. - Complete a sweep of the car park 	<ul style="list-style-type: none"> - Staff Member - Team Members 	<ul style="list-style-type: none"> - As and when required. - Before and during the event.

	<p>injuries as a result of mislaid rubbish or incorrect disposal of items.</p>	<p>regulations.</p> <ul style="list-style-type: none"> - Ensure frequent cleaning of the building. - Ensure nappies and sanitary items are taken home, and signs clearly state this as Parklands Church cannot adequately dispose of these. - Ensure a frequent litter pick of the outside area to keep it clear. 	<p>area prior to an event to ensure it is safe and free from hazards.</p>		
Equipment failure	<ul style="list-style-type: none"> - Adults, young people and children. - Serious injury may occur. 	<ul style="list-style-type: none"> - Ensure equipment is well maintained and in a good state of repair. - Where equipment requires statutory inspection (such as portable appliances, lifting equipment, etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event. 	<ul style="list-style-type: none"> - Ensure a visual inspection is carried out prior to the start of an event for any faults or damage sustained and that there are no obvious defects. 	<ul style="list-style-type: none"> - Staff Member - Team Members 	<ul style="list-style-type: none"> - Before and during the event.

		<ul style="list-style-type: none"> - Ensure that all fixed electrical installations have been checked and certificated by a competent person as per legal requirements. 			
Manual Handling	<ul style="list-style-type: none"> - Adults, young people and children. - Injuries, musculoskeletal injuries such as back injuries caused by attempting to lift or move heavy or awkward objects. 	<ul style="list-style-type: none"> - Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training. - Ensure team members are informed of the dangers of manual handling. - Minimise repetitive bending wherever possible and ensure the team takes regular breaks. - Where possible, use individuals who have been trained in techniques or 	<ul style="list-style-type: none"> - Ensure the team are aware of the proper techniques for assembling equipment such as marquees. 	<ul style="list-style-type: none"> - Staff Member - Team Members 	<ul style="list-style-type: none"> - Before and during the event.

		provide basic training in manual handling techniques. - Ensure chairs are stacked no more than eight chairs high. - Ensure two people carry large tables.			
First aid and emergency arrangements	- Adults, young people and children. - Treatment may not be readily available to support a hurt child or adult in the event of an injury.	- Ensure there is a first aider on site during an event / activity. - Ensure teams know how and where to access the first aid kit. - Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.	- Team leader to be aware of any planned fire drills during the activities. - Children are supervised at all times by parents/carers. - Fire warden to be present in the building during the event.	- Staff Member - Team Members	- Before and during the event.
Natural Hazards	- Adults, young people and children. - Injury from natural hazards including plants,	- Ensure the outdoor space is regularly maintained with dangerous plants and thorns	- Complete a sweep of outdoor space, weed any plants, identify and remove any hazards and	- Staff Members - Team Members	- Before and during the event.

	thorns, pollen and ice.	<ul style="list-style-type: none"> - removed. - Monitor the grounds for any potential new risks prior to the event. 	<p>follow the team leader instructions for removing any ice.</p> <ul style="list-style-type: none"> - Ensure areas that are considered too hazardous due to ice are safely marked off. 		
Weather conditions	<ul style="list-style-type: none"> - Adults, young people and children. - Injury and distress caused by undesirable or extreme weather conditions such as wind, hail or snow. 	<ul style="list-style-type: none"> - Ensure the team are informed beforehand of the need to wear sensible outdoor clothing. - Ensure the event is called off if the weather conditions are extreme (such as high wind, hail, snow etc.) - Ensure there is an adequate supply of water to prevent dehydration. - Ensure the event is moved indoors and the numbers are managed if the weather becomes too extreme for outdoor use (i.e. the marquee 	<ul style="list-style-type: none"> - Ensure the weather is monitored on the day and the event is moved fully inside or cancelled if necessary. 	<ul style="list-style-type: none"> - Staff Members 	<ul style="list-style-type: none"> - On the morning of the event, just before and during the event.

		<p>structures).</p> <ul style="list-style-type: none"> - Ensure any open doors are secured and any outdoor equipment and resources are secured and undercover if necessary (i.e. electrical equipment). 			
<p>Children and young people playing outside, not wearing appropriate footwear, lack of supervision, cars moving in the vicinity</p>	<ul style="list-style-type: none"> - Adults, young people and children. - Trips, collisions and falls resulting in cuts, scrapes, minor and major injuries from resources and equipment or from cars in the car park. 	<ul style="list-style-type: none"> - Ensure the designated outdoor space is free from hazards prior to the event / activity starting. - Ensure the designated outdoor area is secure prior to an event / activity by installing the temporary barrier to prevent cars from accessing the protected space. - Ensure children and young people are supervised at all times during an outdoor session. - Ensure team members are aware of the 	<ul style="list-style-type: none"> - Ensure the team are aware of the risks and expectations around keeping safe when outdoors prior to the event / activity. - Ensure the team are confident to remind children and young people of the boundaries and expectations whilst using the outdoor area. 	<ul style="list-style-type: none"> - Team Members 	<ul style="list-style-type: none"> - Before and during an activity / event.

		evacuation procedures whilst in the outdoor area.			
Spreading of germs and infections	<ul style="list-style-type: none"> - Adults, young people and children. - Risk of illness if hands are not washed thoroughly or the toilets are not clean. 	<ul style="list-style-type: none"> - Ensure toilets are cleaned frequently. - Ensure toilets are clean prior to an event starting and are monitored throughout. - Encourage frequent hand washing, especially in between taking breaks and eating / drinking. 	<ul style="list-style-type: none"> - Ensure supervision of children and young people in the hallways outside the toilets by parents / carers or team leaders during an event 	<ul style="list-style-type: none"> - Staff Member - Team Members 	<ul style="list-style-type: none"> - Weekly. - Before and during the activity.
Security and Theft	<ul style="list-style-type: none"> - Adults, young people and children - Loss of valuable items and equipment, vandalism, violence, team feeling unsafe. 	<ul style="list-style-type: none"> - Ensure the doors / windows / security are frequently maintained. 	<ul style="list-style-type: none"> - Ensure doors, windows and fire exits are shut before leaving the building. - Ensure hall users lock the main door when they exit and set the alarm. - Ensure no extra keys are cut by hall users. - Ensure no valuables are left in the hall 	<ul style="list-style-type: none"> - Staff Team - Key Holders 	<ul style="list-style-type: none"> - As and when required. - Before and during the event.

			cupboards by regular hall users.		
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Food and Refreshments Risk Assessment

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>Do you need to do anything else to control the risks?</i>	<i>Action by who?</i>	<i>Action by when?</i>
Food preparation	<ul style="list-style-type: none"> - Team members - Adults, young people and children who may be eating. - Sickness caused by improperly cooked or prepared food. 	<ul style="list-style-type: none"> - Ensure food is prepared in line with the Food Hygiene Standards with cooking temperatures and storage temperatures recorded. - Ensure the team preparing the food are trained in Food Safety and follow the relevant procedures. - Ensure food is reheated to the correct temperatures. - Ensure allergies are listed. 	<ul style="list-style-type: none"> - Ensure the team are vigilant on the day. 	<ul style="list-style-type: none"> - Lead Staff Member - Team Members 	<ul style="list-style-type: none"> - Before and during the event.

Contact with steam, hot liquids, hot surfaces and knives	<ul style="list-style-type: none"> - Team members - Team may suffer from burns and scalds from contact with hot liquids and surfaces - Team may suffer from injuries following contact with blades. 	<ul style="list-style-type: none"> - Ensure team are aware of how to use knives safely. - Knives are suitably stored when not in use. - Ensure team members are aware of the first aiders on site and the location of the first box. - Ensure the first aid boxes are well stocked. 	<ul style="list-style-type: none"> - Ensure first aiders are on site throughout the event. - Ensure any incidents or accidents are reported promptly in line with the relevant procedures. 		<ul style="list-style-type: none"> - Before, during and after the event.
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Outdoor Structures Risk Assessment

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>Do you need to do anything else to control the risks?</i>	<i>Action by who?</i>	<i>Action by when?</i>
Marquees	<ul style="list-style-type: none"> - Adults, young people and children. - Injury and harm caused by marquees collapsing or blowing away in the wind. 	<ul style="list-style-type: none"> - Ensure marquees are not used if there is wind over 24mph. - Ensure marquees are secured and anchored down at each corner. - Ensure marquees are assembled in 	<ul style="list-style-type: none"> - Monitor the wind level on the day of the event. - Ensure the event is moved inside or cancelled if the weather is not suitable. 	<ul style="list-style-type: none"> - Lead Staff Member - Team Members 	<ul style="list-style-type: none"> - Before, during and after the event.

		<p>accordance with the manufacturers guidelines.</p> <ul style="list-style-type: none"> - Ensure marquee poles and ropes are secured, clearly visible and not protruding on walkways. - Ensure marquees are assembled prior to the start of the event and are dismantled after they have left. 			
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Safeguarding Risk Assessment

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>Do you need to do anything else to control the risks?</i>	<i>Action by who?</i>	<i>Action by when?</i>
Adults and children	<ul style="list-style-type: none"> - Adults, young people and children. - Disclosures from children, young people or adults. - Well-being concerns or 	<ul style="list-style-type: none"> - Ensure team leaders and team members are aware of Parklands' Church safeguarding policies and procedures and 	<ul style="list-style-type: none"> - Ensure the safeguarding team within Parklands Church is to be made aware of the activities and the team leader is 	<ul style="list-style-type: none"> - Lead Staff Member - Staff Team - Team Members 	<ul style="list-style-type: none"> - Before, during and after the event if necessary.

	recognising the signs and symptoms of abuse.	understand the process for responding, reporting and recording.	able to contact someone within that team at any time during the event.		
Accidents and incidents	<ul style="list-style-type: none"> - Adults, young people and children. - Accident or incident on site which may or may not result in an injury. 	<ul style="list-style-type: none"> - Ensure the team are aware of the first aid location on site. - Ensure participants follow the instructions and advice given when participating in activities on site. - Team leader to have a suitable means of contacting the emergency services during planned sessions. 	<ul style="list-style-type: none"> - Ensure participants are aware of the importance of promptly reporting any injury to the team whilst at the site. - Any accidents or incidents are to be reported immediately to Parklands via the online hub, and to RIDDOR if necessary. - Ensure team members are aware of the local hospitals. 	<ul style="list-style-type: none"> - Lead Staff Member - Staff Team - Team Members 	<ul style="list-style-type: none"> - Before, during and after the event if necessary.
Children and risk of strangers	<ul style="list-style-type: none"> - Children - Injury, distress or harm as a result of children being separated from their adult. 	<ul style="list-style-type: none"> - Ensure parents are aware children are their responsibility at all times. Offer a wrist band for every child of primary school age upon arrival and ensure their 	<ul style="list-style-type: none"> - Ensure the Safeguarding team can be contacted during the event. 	<ul style="list-style-type: none"> - Lead Staff Member - Staff Team - Team Members 	<ul style="list-style-type: none"> - Before, during and after the event if necessary.

		<p>carer visibly writes their contact number on the band.</p> <ul style="list-style-type: none"> - Ensure the site is secure to all those who are entering by checking in with a ticket booked prior to the event. - Ensure the Safeguarding Policy is available on site and the safeguarding team are aware of the event. 			
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