| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Trips/slips | * Participants might trip when moving from car park to theatre (and back) in low light | * Setting up temporary flood lights * Encouraging people to bring torch * In event of extremely bad weather, event will be postponed to Sunday * (*If weather also bad on Sunday, we’ll cancel and live-stream from church instead*) * First aid boxes on site and Ann Pratt (local GP) in attendance | * Stewards ask people to use path on exiting car park | Stewards | On the day |  |
| Congestion in car park on departure | * Pedestrians might be knocked by a car in low light * Other cars might be bumped | * Setting up temporary flood lights * Car park steward | * Dismiss bubbles gradually at the end of the service | Dan | On the day |  |
| Access for emergency vehicles may be impeded by badly parked cars | * An ambulance or fire engine might be delayed from providing assistance to someone injured or in danger | * Providing access to large, dedicated car park for event * Telling participants in advance where to park * Steward on car park to assist | * Steward to check access road clear before service begins | Stewards | On the day |  |
| COVID exposure | * Participants might be exposed to corona virus infection | * Duration of event limited * Number of participants limited * Event not widely advertised (only church) * Participants pre-register to control numbers * Event is outdoors to maximise ventilation * Bubbles distanced at 3m using cones to mark designated spots * All participants positioned to face forwards * Carol sheets issued in advance at church * Participants asked to wear face coverings when moving around site * Location and time chosen to minimise likelihood of “gate crashers” * Stewards stationed around theatre to discourage “gate crashers” * Area (where possible) roped off to prevent unknown people wandering through * Temporary flood lights to aid visibility | * Remind participants by e-mail day before not to attend if they have symptoms * Stewards remind people to keep distance on path * Stewards direct bubbles to designated cones * Remind people to stick near their cones * Dismiss bubbles gradually at the end of the service to ease distancing | Sam  (*send email*)  Stewards  Dan | On the day |  |