**CRAMLINGTON TEAM MINISTRY**

**Events Risk Assessment Form**

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| **Name/address of church****St Nicholas**  | **Assessment carried out by****L Alexander** | **Organiser name/contact** | **Even:t Christmas Carols at Manor Walks**  |
| **Event Date 24/12/20** | **Event Times** | **Audience profile size** | **PCC notified** |

Event description including provision of all equipment needed and set up responsibilities

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| --- | --- |
| Event build starts | Event Build ends |
| Indoor/outdoor | On/Off Air |
| Personal safety security  | On site/off site contact |
| Does activity include any of these vulnerable groupsMay have to include extra measures for these high risk groups.Special provision or extra measures | Children under 14Young Person(under 18)Pregnant womenDisabled ElderlyNon-English speakers |
| Is the event in a public area or controlled access areaDoes the venue have a maximum capacity? | Public area shopping centre with event taking part in the car park of the centre |
| Does the event require security personnel. If so how many? |  |
| Does any part of the event take part on a Public Highway?What are the dangers -contact with vehicles etc | Yes a car park (more info) |
| Are barriers or fences used for any part of the event? |  |
| What first aid provision is there?  | More info  |
| In the event of an incident contact for Local Police nearest A and E Department | **Local Police:** Norrhumbria Police, Manor Walks Management Suite,Cramlington -On site of event Location**A and E** Northumbria Emergency Care,Hospital Northumbria way Cramlington NE23 6NZ |
| Is staging being use? Give approximate sizeHow and who checks for safety |  |
| How is the power being supplied? Does it meet current standards?  |  |
| Are all materials being used Flame retardant? |  |
| List any large items we are contracting ( for each item risk assessment, method statement, and insurance details required from supplier)  |  |
| Venues used for a music event must have a license(Licensing Act 2003) Does this venue have one? ( check not exceeding person capacity of venue) |  |
| Have the Public Liability insurance details been checked?Please give details of cover:Namer of insurerValid dates of coverAmounts of cover(public liability) |  |
| Any other key H and S issues regarding this event? |  |
| Contact list of names and numbers for volunteers/staff working on the event. (Separate contact sheet/list here. |  |

**Risks and control measures**

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| **Potential Hazard** | **Who is at risk?** | **Severity of injury** | **Prob-****ability** | **Risk factor****(Multiply)** | **Risk reduction methods** | **Further notes** |
| Set Up transport/ equipment.Contact with persons vehicles or property Loading unloading injury | Staff Contractors/VolunteersMembers of the public | 4 7 day injury | 2unlikley | 8Acceptable risk | All driver over 18 with full licenseAcess only to those involved in set upSpeed limits adhered toHazard lights use in area at all timesVehicular reversing monitored by crewVehicles not overloadedSpecific parking identified for this crewAre clearly marked near pedestrian access |  |
| Manual handling- physical strain/back injury | Staff Contractors/Volunteers | 47 day injury | 4Possible | 16Tolerable | All personnel involved in lifting carrying and unloading to be reminded of manual handling techniques and maximum weightsUse a trolley where possible to move equipmentLoads assessed prior to lifting |  |
| Slips trips and falls | Staff Contractors/VolunteersMembers of the public | 47 day injury | 2Unlikely | 8Acceptable risk | All equipment set up as per manufacturers instructionAll wires safely storedClear communication between crew at each stage of the processEquipment not left unattendedBarriers around stage area and safety signs | Marshals ensure public away from staging area  |
| Fire safety and prevention | Staff/ volunteersMembers of the public | 6Major injury | 2unlikely | 12 acceptable risk | All electrical equipment PAT testedNo overload of electrical power sourcesPortable fire extinguisher availableAll event litter to be place in dedicated binNo SmokingMembers of public clear of stage areaAudience to take any litter home All exit routes clear | This is an outdoor eventRecommend where possible cars engines switched off. |
| Covid 19Precautions against infection  | Staff /Volunteers Members of the public | Single death8 | 4possible | 32try to reduce | **Follow current Government Guidance**Keep to allocated capacityCars parked in alternative spaces. Row one start at space 1, Row Two start at space 2 repeat for all rows. All Staff and volunteers and Audience to confirm no symptoms prior to event and supply contact details. Audience booking required.All Staff and volunteers to wear masks and keep socially distanced wherever possibleAll equipment to be sanitised before each use.All Staff/volunteers to have access to hand sanitiser and use frequently.Signage to indicate speed and one way system for cars, social distancing for pedestriansMarshals at key passing points for pedestrian or audience access points Marshals at entry exit points to ensure no uninvited audience Performing/singing groups max of 6 all socially distancedCar door and windows to be kept closed as much as possibleOne household per car  |  |