

Risk assessment

Activity/Event: Celtic Forest Church Service

Date: Saturday 10th Sept 3-4pm

Location: Gosforth Parish Church of St Nicholas' Church Grounds / inside the church building if raining

RA undertaken by: HH, EV, SAR

Leader of person with responsibility: Ella Vickers/Sally Ann Ritchie

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
Moving chairs	Health and Safety concern for those moving the chairs	Ensuring only the physically able are moving chairs	Brief chair movers beforehand to save unnecessary journeys	EV to arrange a team of volunteers to help move chairs	Before event	Done
Children attend without parents	Unsupervised children - possible risk of harm	Church volunteers and leaders supervising must be DBS checked. Parents' responsibility - identified in service sheet	Ensure parents/carers are asked to stay	EV - identified in service sheet and Church volunteers and leaders on day to remind parents/carers if necessary	Before event	Done
Children distributing tree bombs	Children - concern if unsupervised	Children to give tree bombs out with parents/carers/DBS checked adult church volunteers	Remind parents/carers to supervise activity	Leaders on day. EV will include HH's note about parent supervision in service sheet.	Before and during event	Done

Other children's activities	Concern if unsupervised	Adult volunteers with DBS clearance to support	Remind parents/carers of responsibility in service sheet. A children's area will be set up outside so parents can be present at the service, with the children.	Church volunteers and leaders on day.	On event day	
Photos/videos taken, potential for inappropriate photos /videos	Potential for inappropriate use e.g. on social media	Signed consent obtained from parents/carers for Sunday School. Church leaders to check before posting	Check with any parent/carers whose children do not attend Sunday School	Church volunteers and leaders on day. Monitor what goes onto social media. MA is recording the event for internal purposes only, to be used for EV's discernment process.	On event day	
People become cold from sitting outside	All (particularly the elderly)	EV advised people that we'll be outside (if not raining), so bring blankets and hot water bottles	Extra blankets and hot water bottles. Coffee team (SA) can make hot water bottles	EV to bring blankets, SA and coffee team to fill up and congregation to bring blankets/layers	Before and during event	Done
Trip hazard	All (particularly elderly)	Visited the church grounds to do a recce before service, to see where flattest ground is (behind church hall)	Ensure welcomers are present on the gate, to guide people on the paths to the site of the service	EV to allocate CT & BT as welcomers. Ensure elderly are sat nearer to the path so it's easier for them to leave without walking on uneven grass. Send picture to disabled lady for access information.	Before and during event	Done

Fire hazard from electrical wires being outside	Folk band and microphone users	Check weather - if raining, we will be inside. Ensure electric supply comes out of organ door (less distance for wires)	Keep wires neat and tidy	EV to decide whether inside or outside	Before event	
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Signed:



Ella Lucy Vickers

Date: 09/10/2022

NB:

Leader of event - EV (Ella Vickers)

Church Warden on day - SAR (Sally Ann Ritchie)

Parish Safeguarding Officer - HH (Hilary Harrison)

MA (Molly Allan)

Colin Tait (CT)

Becky Tait (BT)