**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 groups  May have to include extra measures for these high risk groups.  Special provision or extra measures | Children under 14  Young Person(under 18)  Pregnant women  Disabled Elderly  Non-English speakers |
| Is the event in a public area or controlled access area  Does 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 size  How 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 insurer  Valid dates of cover  Amounts 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/Volunteers  Members of the public | 4  7 day injury | 2  unlikley | 8  Acceptable risk | All driver over 18 with full license  Acess only to those involved in set up  Speed limits adhered to  Hazard lights use in area at all times  Vehicular reversing monitored by crew  Vehicles not overloaded  Specific parking identified for this crew  Are clearly marked near pedestrian access |  |
| Manual handling- physical strain/back injury | Staff Contractors/Volunteers | 4  7 day injury | 4  Possible | 16  Tolerable | All personnel involved in lifting carrying and unloading to be reminded of manual handling techniques and maximum weights  Use a trolley where possible to move equipment  Loads assessed prior to lifting |  |
| Slips trips and falls | Staff Contractors/Volunteers  Members of the public | 4  7 day injury | 2  Unlikely | 8  Acceptable risk | All equipment set up as per manufacturers instruction  All wires safely stored  Clear communication between crew at each stage of the process  Equipment not left unattended  Barriers around stage area and safety signs | Marshals ensure public away from staging area |
| Fire safety and prevention | Staff/ volunteers  Members of the public | 6  Major injury | 2  unlikely | 12 acceptable risk | All electrical equipment PAT tested  No overload of electrical power sources  Portable fire extinguisher available  All event litter to be place in dedicated bin  No Smoking  Members of public clear of stage area  Audience to take any litter home  All exit routes clear | This is an outdoor event  Recommend where possible cars engines switched off. |
| Covid 19  Precautions against infection | Staff /Volunteers Members of the public | Single death  8 | 4  possible | 32  try to reduce | **Follow current Government Guidance**  Keep to allocated capacity  Cars 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 possible  All 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 pedestrians  Marshals 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 distanced  Car door and windows to be kept closed as much as possible  One household per car |  |