| **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*) StewardsDan | On the day |  |