

# Events fact sheet 1: Completing a risk assessment

## How Do I Complete the Events Risk Assessment Template?

We hope that reading our Events Guide has given you a good idea of the things you will need to include in your risk assessment. Please remember that it is impossible to remove all risks completely! The point of completing the risk assessment is to help you think about how you reduce the likelihood of something going wrong, and identify anything you need to do to support this.

The template includes a list of things that are common to events held in CCT Churches, but not of all of them may be relevant to your event. As you read through the template, please amend, add or delete the 'hazards identified' (things that might go wrong) in the first column as required. For example, one of the hazards listed is uneven churchyard paths, which may not be seen in the dark. If your event is planned to take place during daylight hours, you can simply delete this section from the template.

Similarly, when you are thinking about 'control measures' (things you are going to do to reduce the risk of things going wrong), you may not need to do all the suggestions we have listed. Please amend, add or delete the 'control measures' as appropriate. Once you have done this, you can indicate whether you think the remaining risk is now high, medium or low. This will help you decide and prioritise any other actions you think you need to take.

You can find the template [here](#). Once you've completed your template, please share it with your CCT staff contact, usually your Local Community Officer.

We have replicated the template in this document which also contains comments to give you an explanation of potential hazards, risks involved, precautions and control measures.



**Church:** Name & location  
**People affected:** All staff / Volunteers / Visitors / Contractors visiting the church  
**Assessment completed by:** Name & role  
**Date:** xx/xx/xxxx  
**Date for review:** Insert date or if changes occur such as nature of use or access arrangements.

This is the column where you make a note of all the foreseeable hazards that are relevant to your event. Amend/ Add/ Delete as necessary.

This is where you write suggested actions or measures to manage the hazards. Amend/ Add/ Delete where appropriate.

This is the column where you should make a note of anything else that you have decided needs putting in place before the event

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
1	Confusion caused when a large group/crowd are evacuating the building in an emergency. (including fire)	Crushing, people being trapped, burns, smoke inhalation...	<ul style="list-style-type: none"> <li>Trust church specific fire risk assessment and Emergency Action Plan should be read and understood by event organisers.</li> <li>Measures in place for normal visiting scenario and events involving groups.</li> <li>Additional precautions include:               <ul style="list-style-type: none"> <li>Evacuation procedures / action in the event of fire and/ or medical emergency in place.</li> <li>Stewards briefed in procedures.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Emergency action plan written for large or complicated event</li> </ul>			
2	Event organisers unaware of health and safety procedures incl. medical emergency, emergency evacuation	As above – all injuries	<ul style="list-style-type: none"> <li>As above plus organisers to be familiar with Trust 'Church Building and General Access / Use Risk Assessment' and nature of the venue.</li> <li>Information on health and safety procedures available/given to Event organisers in Events pack.</li> <li>Event organisers to provide Trust Region with name of person responsible for H&amp;S, if not the same as event organiser.</li> </ul>					

Give some thought and note down how you would deal with a problem at your event such as evacuating the church due to a fire.

Ask your LCO or CCT contact to talk through and share the Church Risk Assessment and Fire Risk Assessment so you know how we generally keep people safe at your church.

Who have you nominated to be the health and safety person responsible for taking the decision to evacuate the building and call the emergency services in the unlikely event of a fire or stopping the performance if there is a medical emergency?

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
3	Churchyard paths - Seeing when dark Uneven ground	Trip - impact injury, bruising, cuts, fractures.	<ul style="list-style-type: none"> <li>• Path kept clear of obstructions</li> <li>• Lights installed up path</li> <li>• Floodlighting of church gives path lighting</li> </ul>					
4	Staff / Volunteers working in kitchen area –Scalds from kettles/urns. Cuts from knives.	Slip/Trip/Fall. Burns.	<ul style="list-style-type: none"> <li>• Floors are level. Gangways kept clear.</li> <li>• Always keep kettles/urns on level work surface.</li> <li>• Let urns cool before emptying.</li> <li>• First aid box available at events.</li> </ul>					
5	Passageways - Pew doors left open. Trip from heels down grille holes.	Trip - impact injury, bruising, cuts, fractures, broken bones.	<ul style="list-style-type: none"> <li>• Pew doors kept closed as far as practical.</li> <li>• Grilles covered with carpet that will not cause trips ie flat without curling edges (possibly rubber backed).</li> </ul>					
6	Heating - Touching hot surfaces	Burn.	<ul style="list-style-type: none"> <li>• Access restricted to any hot surfaces ie radiators/grilles/ hot air blowers.</li> </ul>					
7	Spillage of Wet or Dry Substances	Slip – impact injury, bruising, cuts, fractures, broken bones.	<ul style="list-style-type: none"> <li>• Mop up spills immediately. If liquid is greasy ensure a suitable cleaning agent is used. After cleaning, the floor may be wet for some time; dry as much as possible, appropriate signage should be displayed highlighting the risk and arrangements made to bypass the route if possible.</li> <li>• Additional; cleaning materials to be available to suit additional catering tasks being undertaken.</li> </ul>					

Do you need to consider any measures to keep people safe as they make their way to and from the event if it's dark?

Lighting the path might help. Stewards with torches could be a simple solution.

You will only need this section if your event involves hot drinks or the preparation of food.

Maybe you plan to heat the church for the event.

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
8	Candles	Fire - Crushing, people being trapped, burns and smoke inhalation	<ul style="list-style-type: none"> <li>• Candle policy to be complied with by event organisers.</li> </ul>					
9	Temporary electrical equipment	Electric shock, fire, trips from cables	<ul style="list-style-type: none"> <li>• All additional equipment brought into the Church has undergone a Portable Appliance Test (PAT).</li> <li>• Competent person will set up equipment.</li> <li>• Cables must not be left on pedestrian routes, or they must be covered.</li> </ul>					
10	Temporary structures being brought in including marquees, exhibition stands	Crushing injuries	<ul style="list-style-type: none"> <li>• Equipment should comply with relevant British or European Standards (BS/EN) if required – ie marquees.</li> <li>• Equipment to be set up by competent person and checked for stability after set up. Temporary structures not to be set up on uneven floors.</li> <li>• Any ropes, pegs etc to be kept away from paths.</li> </ul>					
11	Car park and entrance - Uncontrolled car movement and pedestrians mingling with moving cars. Rabbit holes. Seeing when dark. Cars queuing on road with poor visibility	Pedestrians struck by moving cars - crushing injuries, fractured/broken bones. Slip/trip injury	<ul style="list-style-type: none"> <li>• Parking details to be known by event organisers for them to consider parking arrangements.</li> <li>• Car park Marshalled for large events</li> <li>• Pedestrians and cars separated as far as possible ie paths provided in parking areas.</li> <li>• Current rabbit holes filled prior to event.</li> <li>• Floodlights installed for events.</li> <li>• Wide entrance and clear section so that queuing on road is not necessary.</li> </ul>		<ul style="list-style-type: none"> <li>• Signs as necessary directing pedestrians and cars.</li> </ul>			

An alternative could be battery powered candles. Many of our churches use these with good results.

Ask your LCO or CCT contact to talk through the candles policy so you know how to keep people safe at your church if you are using real candles.

It's great when someone helps out and provides some equipment for the event. We do still need to make sure that it's safe to be used so need to inspect it. Depending on the equipment it can just be a simple visual check. Your LCO can help advise.

If you are putting up a tent at your event think about how you can make sure it doesn't blow away in the wind. They have been known to get caught in a gust of wind, dislodging the weights placed on the feet and toppling over. What else might you need to do to secure it?

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
12	Medical emergency	Electric shock, fire, trips, visitors falling ill – lack of help in event of a medical emergency	<ul style="list-style-type: none"> <li>• Event organiser should consider action in the event of a medical emergency. One person to be nominated as emergency contact.</li> <li>• Emergency access kept clear at all times.</li> <li>• All accidents to be reported to Trust staff.</li> <li>• First aid provision for large events including supplies and First Aid trained personnel.</li> <li>• Consider presence of St John Ambulance.</li> </ul>		<ul style="list-style-type: none"> <li>• Emergency plan written for large or complicated events</li> </ul>			
13	Night time events	All above Confusion and tripping because of darkness	<ul style="list-style-type: none"> <li>• Event organisers should consider lighting in church and egress routes, or the provision of torches and/or stewards with hand torches.</li> </ul>					
14	Cash collection	Event organisers – theft, emotional trauma, physical attack	<ul style="list-style-type: none"> <li>• If providing door sales facility event organisers should consider means of ensuring security of cash and safety of staff and/or volunteers.</li> </ul>					
15	Child and Adult at Risk Safety	Children and Adults at Risk, particularly lost children, abuse	<ul style="list-style-type: none"> <li>• CCT's Safeguarding policy to be given to event organisers. All staff, volunteers and event organisers to be vigilant.</li> <li>• Lost children point set up for big events.</li> <li>• If the event is likely to mean that event staff or attendees have unsupervised contact with children or vulnerable adults, CCT will require you to undertake a separate risk assessment for safeguarding during the event as a condition of hire.</li> </ul>					

In the majority of cases a lockable cash tin will keep your hard earned ticket money safe. During the event, for added security, you may want to lock this in the vestry if possible.

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
16	Lack of standard safety signs and notices due to nature of historic building	Slip/trip/crushing - people being trapped, burns, smoke inhalation...	<ul style="list-style-type: none"> <li>For all events Stewards guide and assist visitors such as highlight exits to reduce the need for numerous signs/ notices.</li> </ul>					
17	Use of service providers such as catering or activity - introduction of hazards such as gas, vehicles, equipment and specific activity	All above	<ul style="list-style-type: none"> <li>Service providers are required to provide risk assessments of their own activities.</li> <li>All equipment must have undergone any relevant tests and copies of certificates provided.</li> <li>Copies of relevant licences or food hygiene certificates are also required.</li> <li>These are to be checked by the event organiser.</li> </ul>					
18	Hire of Church by other person / organisations		<ul style="list-style-type: none"> <li>The 'Hirer' is required to provide details of intended use and items being brought into the Church.</li> <li>Hirer is required to undertake and provide own risk assessment as necessary (significant risk introduced).</li> <li>All electrical equipment must have undergone PAT and evidence (stickers on equipment) provided.</li> <li>Copies of relevant licences or food hygiene certificates to be provided.</li> <li>Hirer to have insurance cover for their activities in the church or make arrangements with Trust.</li> </ul>		<ul style="list-style-type: none"> <li>This pro-forma can be provided to those organisations that have not previously undertaken risk assessments.</li> </ul>			
19	Members of the public / visitors / volunteers / staff being locked in the church		<ul style="list-style-type: none"> <li>Those present for events are informed of the planned finishing time.</li> <li>When closing the church any areas open to the public are checked to ensure they are clear.</li> <li>Staff present, inform others when they leave.</li> <li>The church closing / locking procedure is followed.</li> </ul>					

Most of our churches don't have modern 'fire exit' signs over the doors. You can use well-briefed stewards to help direct visitors in an emergency.

It is worth taking a moment to think about where the providers are parking their vans, storing boxes etc. You don't want them blocking one of the exit routes that you're relying on.

Do check the church before you lock up. You don't want any unwilling Champers spending the night!

# Covid-19 Measures

Below are the precautions you need to think about relating to Covid-19. As restrictions ease, you will need to consider which ones still apply. Your LCO can advise you.

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
	Risk of contracting COVID-19 from touching a contaminated surface and then transferring virus by touching own mouth, eyes or nose. Inhalation into the lungs through close contact with an infected person through respiratory droplets.	The Government has classed the risk to individuals of getting the virus as 'high'. Most people who contract COVID-19 will develop mild flu like symptoms but up to 2% of people, typically those with specified underlying health conditions and/or over 70, may experience more severe symptoms. The worst-case foreseeable harm/injury is a fatality.	<ul style="list-style-type: none"> <li>• Staff/ Volunteers who identify as in a high risk (clinically extremely vulnerable) group may have received government guidance to shield and therefore cannot work (away from home) to support events whilst this advice is in place. Alternative arrangements will be put in place.</li> <li>• All staff and volunteers must increase their hand hygiene routines and to not touch their face with unwashed/ un-sanitised hands.</li> <li>• In order to maintain the social distancing requirement (on the church premises) we have identified the maximum capacity of visitors as XX . This figure has taken into account: the Fire R.A. number, visitor flow and type of event activity.</li> <li>• A no-cost ticketing system will be considered to manage the number of attendees to levels acceptable at the specific site.</li> <li>• Start and end times of the whole event may be staggered to take account of other events in and around the church</li> <li>• Attendees will be encouraged to travel by foot or cycle, and where parking is required we will have considered the number of attendees that can park whilst maintaining social distancing</li> </ul>					

Obviously keeping people safe will be your priority. You may have to nominate alternative stewards if some individuals that you would normally approach have to 'shield'

You'll be familiar with these measures. Hand sanitiser may need to be available for your event.

This is the place where you can note the maximum capacity figure.

A conversation with your LCO or CCT contact can help you decide how you can manage the number of attendees.

	Hazards identified	Risk – How people may be harmed	Precautions / Control measures	Residual risk H/M/L	Further precautions necessary	By whom	By when	Done?
			<ul style="list-style-type: none"> <li>• Arrival and departure times for attendees may be staggered to maintain social distancing, and where appropriate a queue system to manage entry will be in place.</li> <li>• Stewards are provided to help maintain compliance and ensure control measures are monitored.</li> <li>• Signage is employed to manage compliance e.g. one way systems for entry and exit</li> <li>• Changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers.</li> <li>• All organisers and attendees to wear face coverings</li> <li>• People will be reminded at start and end of the event to maintain social distancing</li> <li>• Hand sanitiser will be provided at entrance and exit points, and key points depending on event</li> <li>• Steps taken to improve the levels of ventilation both through mechanical systems (where present) and by opening windows and doors to help circulate fresh air whilst the church is in use</li> <li>• Rubbish will be bagged up and removed from site, and held for 72 hours before placing in a normal dustbin or refuse point</li> </ul>					

If you have put in place a one-way system, does it make it difficult for someone with additional needs to enter or leave the church?

Government guidance may continue to advise improving ventilation at events. It's likely you've previously spent time trying to keep the draughts out. You are now being encouraged to let the draughts in! Don't forget to close the windows and doors as you lock up afterwards

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			<ul style="list-style-type: none"> <li>• Church will be cleaned after the event in accordance with CCT's guidelines on Cleaning Churches during Covid-19</li> <li>• CCT guidelines for preparing and serving refreshments to be followed</li> <li>• Church of England guidelines for religious services to be followed</li> </ul> <p>Tailor the below control measures to fit your site. Measures taken to enable social distancing to be maintained:</p> <ul style="list-style-type: none"> <li>o Use of screens or barriers to separate people from each other e.g. welcome desk/ reception desk</li> <li>o Keeping the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>o Provide 'good hygiene' notices in toilet areas</li> </ul>					
	Risk of spreading Covid-19 to the wider population	In order to manage and reduce the emergence of the virus the Government, via the NHS, has introduced a Test and Trace system	<ul style="list-style-type: none"> <li>• Ensure that a NHS Test and Trace QR code Poster is in place</li> <li>• Collect data according to NHS Test and Trace system and hold securely for 21 days, after which the data must be destroyed.</li> <li>• Provide the data if requested by the NHS Test and Trace system</li> </ul>					

The C of E have guidelines to be followed for holding services of worship. The Parochial Church Council representatives are responsible for ensuring their guidelines are followed when holding a service at a CCT church.

Your LCO or CCT contact can provide a copy if it's gone walkabout