Circuit Event Risk Assessment

|  |  |
| --- | --- |
| **Event title:** | Circuit service |
| **Date:** |  |
| **Location:** |  |
| **Contact person and contact details:** | Circuit Support Manager (Lois Cross), Circuit Office, [admin@yorkmethodist.org.uk](mailto:admin@yorkmethodist.org.uk), 01904 499661 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Possible Risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Stage setup | People tripping on to or falling off stage | Steps if needed | Mark edges of steps with tape Warn people to be careful | Those setting up (named individuals) |
| Audio visual setup | Cables causing a trip hazard | Route cables away from entrances or main walkways | Tape cables to floor and/ or cover with matting | Those setting up (named individuals) |
| Plugging in electrical equipment | Risk of electrocution or fire | All electrical items should be portable appliance tested (PAT) and visually inspected prior to plugging in | Test all appliances  Position CO2 extinguishers near electrical equipment | Those setting up (named individuals) |
| Candles | Risk of fire  Risk of burn injuries | Position naked flames away from flammable material (e.g. curtains or dry greenery) and away from trip hazards | Keep lit candles and matches away from unsupervised children. | Those setting up (named individuals)  Stewards |
| Difficulties accessing the building | People tripping on steps or being unsure where to enter | Clear signage directing people to accessible entrances | Stewards to be briefed to identify and help those who need it | Stewards |
| Use of balcony/ stairs | Falling from balcony or tripping on un-level floors or stairs | Install signs to warn people of uneven floor | Position stewards in balcony and near stairs | Stewards |
| Evacuating building | Congregation unfamiliar with building delaying evacuation in an emergency situation | Ensure emergency exits are clearly marked and emergency lighting is in place if required | Brief stewards on the location of emergency procedures and exits, first aid points etc.  If the building is complex, announce where the exits are at the start of the service | Stewards |
| Refreshments | Risk of spills leading to slips  Risk of scalds | Ensure suitable facilities for making and serving refreshments | Ensure servers clear up spills at once  In crowded areas use cups with lids | Refreshment servers |
| Pastoral sensitivity | Pastoral needs that may arise in response to a service or individual situation |  | Have clearly identifiable trained people available to support and if appropriate pray with those who need it | Stewards? |

|  |  |
| --- | --- |
| **Completed by:** |  |
| **Signed:** |  |
| **Date:** |  |