

RISK ASSESSMENT - ST WILFRID'S CHURCH & COMMUNITY HALL – CHURCH FAIR

Assessment made by Felicity Fox, Victoria Larley, Jo Simmons, Sarah Stevens

Date of assessment: July 2012

Reviewed: June 2018

Next Review: June 2020 or sooner if circumstances change

Scope of Risk Assessment: Named Event only

Name of Event: All Church Fairs

Date of Event:

The organisation of events has long been a method used by churches for fundraising and in the main, has proved to be very successful. However, without adequate planning and organisation, the running of such activities can lead to accidents and injuries.

	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
Safety of Plant & Machinery	Temporary erection of equipment for fair. Equipment may not be stable	See Risk Assessment of Church & Hall	PCC members to be aware of unstable or insecure equipment e.g. gazebos, umbrellas, plate smash, goal posts	PCC members	on the day	
Working at High Levels	Persons falling off ladders	See Risk Assessment of Church & Hall	PCC members to be aware of volunteers using ladders NB Sign Management have their own liability insurance	PCC members	on the day	
Child Protection	Children and Young People suffering from neglect, abuse or abduction	Fenced play area at rear of church hall available for smaller children. Public event. No responsibility taken for children by church.	Sign on wall explaining that children should not be left unattended	PCC members	On the day	
Legislation	All entertainment events are classed as work activities and therefore are subject to the Health and Safety at Work Act and the various regulations passed under it. In addition licensing legislation may also apply and you may require a Temporary Event Notice from the local licensing authority . An event organiser has a duty to ensure that any premises including churchyards and other open spaces, means of access and egress and any plant, equipment and substances are safe and without risks to the health of any employees, volunteers or visitors. A common duty of care also arises under the Occupiers Liability Act 1957 to ensure that visitors will be reasonably safe in carrying out the activities for which they were invited, or permitted to be, at the event. Remember that the Health and Safety Executive (HSE) now regards persons who make use of volunteers as employers and volunteers as employees. The same level of training, information and protection must be provided to both employees and volunteers.					
	The Church may be sued for negligence	Risk assessment undertaken before each event and presented to PCC if beforehand	Present Risk Assessment at next PCC covering most commonly used stalls and attractions	PCC members	23rd June 2016	

	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
Insurance	The cover provided by your policy is only intended for mainstream fundraising, such as social activities or events, but not those where there is a high risk of serious injury. If you are planning any event which includes activities of a hazardous nature such as abseiling or bungee jumping, then you must notify your insurers and ensure that adequate cover is in place before the event takes place. If outside contractors are employed to provide major attractions, the event organiser should check with the attraction provider that he holds adequate public liability insurance with an indemnity limit not less than that of the organiser's own insurance, and that the event organiser is indemnified as a 'principal' under the contractor's policy. A copy of the attraction provider's policy should be obtained. Persons who are not members of your organisation, but who are asked to run sideshows, such as rides, stalls, displays and the like, should provide their own public liability insurance to cover both property damage and accident or injury to members of the public.					
	We inadvertently undertake an activity that is not covered by our insurance	Insurance through Ecclesiastical Insurance Company				
Contractual agreements	You should carefully check any contractual agreements in connection with attraction providers or the hiring of premises or equipment. Despite the Unfair Contract Terms Act, some conditions observed recently have endeavoured to place onerous responsibilities upon the event organiser, which should have been catered for by the suppliers' own liability insurance.					
	Equipment hire such as bouncy castle. Low risk	Hirers to read T&Cs carefully				
Communications	There should be clear lines of communication between those involved in organising an event and individuals who should have clearly defined areas of responsibility. If the event is spread over a large site, or over more than one floor of a building, the establishment of a central control point could prove useful, with a specified person to take overall control and with responsibility to summon the emergency services. The location of the nearest accessible telephones should be known, or a fully charged mobile telephone should be provided. Consideration needs to be given as to how the organiser will communicate with the public attending the event, particularly if the event is in the open air.					
	Low risk. Small venue	Telephone on site				
Planning the Venue	Organisers need to consider the suitability of the proposed venue. Whilst the owners of any buildings and land that are used have a responsibility to ensure that their property is safe, it is the organisers who have a primary responsibility for initially choosing venues that are suitable in terms of size and access. <ul style="list-style-type: none"> ■ Are buildings large enough with sufficient entrances and exits for the numbers anticipated? ■ Are the exits clearly marked? ■ Are sufficient fire extinguishers provided? ■ Do exhibitors or stallholders need to bring in equipment? ■ Are doorways wide enough to accommodate such equipment? ■ Are there awkward steps or corridors to negotiate? ■ Are there sufficient numbers of people to help unload? ■ Will vehicles need to be brought close to the entrance and what are the traffic implications? 					
	Risk of people getting run over if cars and vans are driven up to door for unloading	See Risk Assessment of Church & Hall	No cars or vans to be driven up to door	PCC members to monitor	on the day	

	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
Manual Handling	A risk assessment must be carried out of all manual handling tasks. Manual handling must be avoided if at all possible or mechanical handling aids such as trolleys used for moving heavy equipment. If chairs and tables need moving or setting up, there should be sufficient numbers of ablebodied people to assist. The poor handling of loads is one of the major causes of back injuries and permanent disablement. People with a history of back problems should not undertake heavy lifting activities. The erection of temporary staging and lighting gantries must only be undertaken by trained professionals.					
	Back strain and muscle strain from carrying boxes, tables & chairs.	See Risk Assessment of Church & Hall. To recruit enough people to help on the day. Distance for carrying limited	PCC members to be aware of who is being asked to carry items downstairs from the loft room. Packages to be split if necessary to make smaller loads. Reminder re footwear	PCC members	on the day	
Electrical Installations	All electrical installations must comply with the Electricity at Work Regulations 1989 and must be installed by a recognised authorised and qualified electrical contractor in accordance with BS 7671:1992 Requirements for electrical installations (IEE Wiring Regulations). Only electrical contractors enrolled with the National Inspection Council for Electrical Installation contracting (NICEIC) or the Electrical Contractors Association (ECA) should be employed. Persons bringing portable electrical appliances on to the site must be able to show that the equipment is correctly maintained and has been subject to routine inspection and testing.					
	Users risk electric shocks from faulty equipment or installation. Trailing wires from temporary equipment. Electrical appliances being used outside	See Risk Assessment of Church & Hall	Use cable tidies to trail cable across pathways. Do not use extension cables in the rain; keep under cover	Organisers	on the day	
Crowd control	Crowd control is an important factor in accident prevention and attention to detail during the planning stage will assist in a smooth, accident-free event. Consideration should be given to the following: <ul style="list-style-type: none"> ■ Parking facilities for both entertainers and visitors ■ Vehicle and pedestrian entrances and congestion ■ One way systems, pressure points, queues, etc. ■ Adequate means of escape including checking fire exits are unlocked ■ Cordoning off of hazardous areas ■ Provision of adequately trained marshals ■ Emergency evacuation procedures 					
	Low risk. Less than 200 people on site any any time	<ul style="list-style-type: none"> ■ Parking facilities for both entertainers and visitors ■ Vehicle and pedestrian entrances and congestion ■ Adequate means of escape including checking fire exits are unlocked ■ Emergency evacuation procedures 				

	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
First Aid	A risk assessment must be undertaken as to the extent of First Aid provision required. This will be based on the numbers attending and the nature of the activities. Provision may range from a simple First Aid box to a number of trained First Aiders. An emergency plan must also be in place in the event of someone having to be taken to hospital or needing to receive emergency treatment. All staff and volunteers should be aware of the arrangements for administering First Aid and the location of any First Aid kits or room. This is particularly important if your activities are potentially hazardous or are carried out away from your normal place of work. Where First Aiders are not available, appointed persons may be nominated to take charge of the co-ordination of activities in the event of an emergency occurring. Appointed persons are only responsible for summoning trained personnel or professional assistance and should not administer First Aid treatment other than emergency treatment, and then only when specifically trained.					
	see above. First Aider Jo Simmons usually at fair. Churchwarden on site during fair	First Aid kit in kitchen, telephone on site. First Aider Brian Dimmock usually at fair. Churchwarden on site during fair				
Food & Drink	The provision of food and drink at an event may not be considered hazardous by many; however, food poisoning is on the increase and food hygiene and the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 must be considered. The Chartered Institute of Environmental Health publish a Catering Guide to Good Hygiene practice – ISBN 0 900 103 00 0. This includes guidance for movable and/or temporary premises such as marquees, mobile sales vehicles and premises used occasionally for food preparation such as church and village halls. Where cooking takes place, a check should be made on the method of heating, ie bottled gas, and its associated hazards. Mobile food vans and trailers must not be located where they could be a hazard, or put children at risk from moving traffic. Particular care needs to be taken with deep fat frying and a separate guidance note is available.					
	BBQ: burns, raw meat. Teas: use of urn	See Preparation of Food Procedures and Policy	PCC members to be aware of hot BBQ and hot candy floss machine	PCC	on the day	
Alcohol	Alcohol is a major contributor to many serious accidents. If the event features potentially hazardous activities the sale of alcohol should be restricted or banned altogether.					
	Persons drinking too much	Two hour event				
Cash Handling	Consideration must be given before the event to the handling of cash and the security of those involved in collecting and banking money. Every stall or attraction should be provided with a cash box of some kind in which to collect entry charges and payments. A float will be required for each cash collection point at the start of the event, and takings must be removed on a regular basis during the course of the event so that large sums of cash do not build up. If admission and other charges are set at a round amount, this avoids the need for large amounts of small change. Selling tickets in advance will reduce the amount of cash you have to handle on the day itself. A secure place must be decided upon in advance in which to collect cash and count it prior to banking. A safe could be used to keep cash in overnight before banking the next day. Check with Ecclesiastical that your safe is suitable for the amount you wish to keep. If it is considered safe to do so, you could make use of a bank night safe facility. Ideally a professional security company should be used to collect cash on the same day. Remember the safety of people is always more important than the protection of money. NB last people to leave together ; risk of one person being mugged in the belief they've got all the money					

	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
	Person carrying cash being attacked. Cash being stolen	Cash kept supervised in kitchen. Float given to stall holders in lidded boxes.	Advise stall holders about risk of theft	Sarah	on the day	
Bouncy Castle	Injuries to Users. Electrocutation	Hire company eg 'Bounceabout' complies with safe use and operation of play inflatables issued by PIPA scheme www.pipa.org.uk . Hire company to provide written instructions of safe set up, operation and supervision of equipment	Not to use if wet or in high winds. Castle to be secured to ground. Place soft matting adjacent to front of open sides. Adult supervisor to pay close attention to children at play at all times during use. Limit number of children to limits set by supplier for particular piece of apparatus. Children of different ages/sizes to be separated into different groups. Children to be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens. No eating whilst bouncing. Blower shielded and situated at rear of apparatus.	Organisers to recruit and advise suitable experienced adult supervisor	on the day	
Face Painting	Allergy to face paints	water based face paints used	Face painter to ask parent and/or child if they are allergic before starting	Organisers to advise face painter	on the day	
Plate Smash	Injuries to operator and public from shattering crockery	Attraction enclosed within marquee, including the floor	Users to wear closed footwear.	Organisers to liaise with Mike & Glynis	on the day	