



RISK ASSESSMENT CHECK LIST TEMPLATE

Notes:

1. Ensure the venue (Church, Rutherwyke Room etc) is suitable for the event being planned.
2. Following the form below, a risk assessments must be carried out for fire and health and safety risks.
3. Consider crowd control – how many people are we expecting?
4. Including parking arrangements, do we need stewards to direct visitors and check exits? How will visitors will be evacuated in an emergency?
5. Plan first aid provision (This will be based on the numbers attending and the nature of the activities. It may range from a simple first aid box in the Rutherwyke Room to a number of trained first-aiders or hire of St John's Ambulance for bigger events)
6. Consider food and drink provision (Food hygiene and the requirements of the Food Safety Act 1990 and the Food Hygiene Regulations 2006 must be considered. Where cooking takes place, a check should be made on the method of heating and its associated hazards, e.g bottled gas for a BBQ)
7. Ecclesiastical Insurances rules relating to bouncy castles and other restricted activities.
8. 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 event should be provided with a cash box of some kind, a float will be required for each cash collection point and takings must be removed regularly and placed in a secure place during the course of the event)
9. Tower tours (People entering for the first time will not be aware of potential hazards. Take a look at insurers tower tours checklist to help identify the main hazards and the control measures that can be taken to reduce the risk).
10. Maximum seating capacity of Church: nave 140. Chancel 25. Additional seating in lady Chapel: 30.

Risk Assessment Form

Details of the Event/Activity Planned:

Date Event Planned:

Times for the Event:

Your Name / Assessment undertaken by:

Area assessed:

Note Risks Identified:

You should note measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazards/risks/persons

Note existing situation

What are the fire risks?

Note details of any flammable liquids, combustible materials, ignition sources and persons at risk

Additional controls needed?

Note here the additional measures that are needed to reduce the risk to an acceptable level and record here.

Can a fire be detected in a reasonable time and people be warned?

The Rutherwyke Room has an automatic fire detection system. This doesn't cover the Church or Link.

Can people in the building get out safely?

Note details of exit doors, escape routes, emergency lighting (Rutherwyke Room area only) and signage

Is there adequate firefighting equipment?

Note details of existing fire extinguishers, fire blanket in Kitchen, etc.

Do people know what to do if there is a fire?

Note details of any written evacuation procedures. (An annual check is made that firefighting equipment found in the Church, Rutherwyke Room & kitchen, Boiler House and Organ/Tower).

Are people trained in use of our firefighting equipment?

Note details of existing procedures for checking and maintaining firefighting equipment and training

What effect would a fire have on our neighbours?

Note risks of spreading fire and evacuation on neighbouring premises – how would TASIS be notified that we had evacuated?

Any other risks that need to be identified?

If using Church Approach, the Vicarage Garden or an outside space look to identify any possible issues in an emergency situation.

Your Signature:

Date

Keep a copy of this for your records. Pass the original to the Vicar/Churchwardens.

**Signature of Vicar
or Churchwarden:**

Date