

St Peter's Cream Teas Event – Activities Week 2023 Risk Assessment

St Peter's Church – Mountsorrel

Health and Safety Risk Assessment for Cream Teas Event – Activities Week 2023

References:

- a. HSE Health and Safety Risk Self Assessment 2019_2020 v2 28th Sept 2019
- b. Fire Risk Assessment Major Services 2019_2020 v3 dated 28th Sept 2019
- c. Bell Tower Risk Assessment v1 dated 20th Sept 2019

Sr	Action	Owner	Completion Date
1	Ensure any/all loose stored items in the Church including the Antill Vestry and toilets are removed or secured prior to the event to minimise risk of trips and falls	Event Organisers/Church Wardens	
2	Ensure safe handling methods are used by working parties moving heavy/awkward items	Event Organisers	
3	Positive check that control measures in current Health & Safety Policy Statement are followed	Event Organisers	
4	Ensure that all attendees are aware of who are the event organisers and that these have mobile phones available to hand in the event of an emergency	Event Organisers	
5	Ensure that the location of the First Aid box is known to the Event Organisers and they are confident in the use of the contents	Event Organisers	
6	Ensure food hygiene standards and food intolerance controls are followed, in particular in the preparation of foods and drinks	Event Organisers	

St Peter's Cream Teas Event – Activities Week 2023 Risk Assessment

7	Ensure information is available re food intolerances and is positively highlighted to visitors	Event Organisers	
8	Ensure bell tower is secured	Tower Captain/Steeple Keeper	
9	Ensure all cash is secured and handed to the Treasurer for safe keeping/banking at the close of the event. NB: Any funds raised in the church even for outside agencies are required to be accounted for through the church accounts	Event Organisers	
10	Waste disposal points to be available for visitors	Event Organisers	
11	Safeguarding Children and Vulnerable Adults Policies are Procedures are followed and that the Child Protection Co-ordinator and the Independent Person are aware of the event	Event Organisers	
12	Ensure that immediate neighbours are aware of the event if large numbers are expected and possible noise nuisance may arise	Event Organisers	
13	If the churchyard is used ensure that visitors and organising team are aware of the uneven services and the related risks of trips and falls.	Event Organisers	
14	If the churchyard is used ensure that visitors and organising team are aware to avoid the redundant pew and stored stone-work – ideally these should all be taped off	Event Organisers	
15	Ensure all waste is properly disposed of in the appropriate external waste bins	Event Organisers	