



Risk Assessment for Cromer Church Christmas Tree Festival - RA 11

Date of event: 27th Nov to 2nd Dec 2023

Location: Parish Church

Name of leader of the Tree Festival: Jackie Austin

Date of Risk Assessment: August 2023

Review date: August 2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action when?
Overcrowding	All those attending the event	Keeping within agreed maximum numbers for an event where most people are walking round the building	Monitor numbers in church and the flow of people around the festival on the afternoon of Saturday 2nd Dec * count those coming through the door to keep to the agreed maximum * restrict entry to the church once the agreed maximum is reached * have a designated area to park pushchairs & mobility scooters	Wardens	2/12/23

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Being unable to evacuate the building	All those attending the event	Clear signage	Review the signage and add further signage as needed	Wardens	Before 27/11/23
		Requirement to have all exit doors unlocked on Saturday 2nd December	Inform all those who unlock at the start of the day to ensure all external doors and identified internal doors are unlocked	Wardens	2/12/23
		Details of Emergency Procedure signage on each exit door	Have volunteers on duty in key areas throughout the building for the time the event is open to the public to be there to guide people out of the exits should the need arise	Wardens	2/12/23

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Trips and slips	Visitors and volunteers on duty	Keeping all walkways clear	Have an electrician place the extension leads with one switch to turn off the lights.	R. Lees &	26/11/23 to 3/12/23
			DA to visually check lights during the Festival	D. Anderson	
			Consider the safe placement of the electrical cabling	R. Lees & D. Anderson	
			Ensuring sockets and extension leads are not over loaded	R. Lees & D. Anderson	
			Ensure there is clear access through to the sockets to turn electricity on/off	R. Lees & D. Anderson	
			Ensure all spillages from the cafe area are quickly wiped up and the floor dried	Risk Assessment prepared by JH	
			Have a first aider on duty all day on Saturday 2nd December	Wardens	2/12/23

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Christmas Trees falling over	Visitors and volunteers	Maximum height of 4' trees will be on boards across the pews Trees that are 4' 6" + trees will all be placed on the floor	Make this information very clear to all those applying to take part in the Tree Festival Trees need to be secured to the boards	Wardens Wardens	At the event
Covid related hazards	All those attending the event	Hand sanitiser available at the door	Work within the Government Guidance of the time to manage the risks associated with Covid	Wardens	As guidance released
Information about the Risk Assessment is not disseminated sufficiently well	All those attending the event and volunteers on duty	Preparation of the Risk Assessment in good time Cornerstone have a Risk Assessment	Ensure the draft Risk Assessment document is circulated to wardens and PCC Health and Safety link for their input before finalising it. Make it clear that all groups have a responsibility to adhere to the Risk Assessment Cornerstone Risk Assessment has been revised and updated.	Jackie Austin Jackie Austin Wardens	July 2023 Before 26/11/23

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Health and Hygiene compromised by 'over used' and 'mis-used' toilets	All those attending the event	Toilets will be cleaned before the event each day	Arrange for the toilets to be checked, cleaned and restocked every two hours on Saturday 2nd December	Wardens	2/12/23
		Good supplies of toilet paper and hand towels	Have a stock of supplies readily available	Wardens/ Cleaner	By 26/11/22
			Toilets only available to those attending the event	Wardens	At the event