

RA 8 Concerts and Other Performances in the Parish Church

The purpose of this Risk Assessment is to enable events to take place safely and enjoyably for all those involved.



First stage

Second stage

Control Measures

Identify Hazard	Risk Involved	Risk	Minimise Risk by	Residual
The nature of Medieval building	Hazards associated with the building that cannot be removed. These include trip hazards; areas that are difficult to access; limited entry and exit points; heavy wooden doors and steep stone steps and staircases.	Medium	<p>It is important that those responsible for the event familiarise themselves with the building in advance and brief all those involved in the performance about the building and make them aware of these risks.</p> <p>Organisers must also take note of any guidance or instructions given to them, in writing or in person, either in advance or at the time of the performance.</p>	Low
Fire	The risk of fire associated with electrical appliances, heating elements, and temporary lighting brought in to the church by the concert organisers.	High	<p>Organisers to prepare a Risk Assessment to include steps to be taken to reduce the risk of fire from items they bring in to the church for concerts so that they satisfy themselves that the items are safe.</p> <p>Send the Risk Assessment to the Church Secretary at least one month before the concert date.</p> <p>No naked flames, candles or sources of ignition to be brought into the church</p>	Low

First stage

Second stage

Control Measures

Identify Hazard	Risk Involved	Risk	Minimise Risk by	Residual
<p>Limited entry and exit points (emergency exits)</p>	<p>The building was not designed with modern entry and exit/escape requirements in mind.</p>	<p>Medium</p>	<p>The main South door and the South porch gates must remain unlocked at all times and must not be obstructed in any way at any time.</p> <p>Access through the Chancel to the South door in the Chancel must be kept clear at all times including removing any draft excluders etc. The door needs to be unlocked for concerts and other performances.</p> <p>Access through the Chancel and the Chancel Meeting Room/vestry to the North (external or commonly known as back door) door of the Chancel Meeting Room/Vestry must be kept clear at all times. The external door must be unlocked for the duration of performances.</p> <p>The internal door of the Meeting Room must remain unlocked at all times during the performance.</p> <p>For performances the interior door to the Cckids Resource Room must be kept open at all times and access to the West door kept clear with the key placed ready in the lock and ramp in place for wheel chair accessibility.</p> <p>All emergency exits that are accessible with level access except the north external (back) door where there is a step. Also it should be noted that there are steps at the Chancel (east) end of the central aisle, with both side aisles having ramps.</p> <p>Emergency lighting are installed in the church indicating all emergency exits and illuminating the exits in the event of a power cut.</p> <p>Organisers must brief stewards and place them by all exits in the event of an emergency requiring evacuation.</p>	<p>Low</p>

First stage

Second stage

Control Measures

Identify Hazard	Risk Involved	Risk	Minimise Risk by	Residual
<p>Numbers exceed a safe limit for the building</p> <p>Limited provision for accommodating and 'parking' wheelchairs, mobility scooters and pushchairs or similar.</p>	<p>The church has Victorian pews. Seating capacity for concerts is in the pews. The maximum number is 375.</p> <p>Wheelchairs, mobility scooterS and pushchairs could block the aisles and therefore the exit routes.</p>	<p>Low</p> <p>Medium</p>	<p>Organisers must manage the number of tickets sold so that they don't exceed the number of seats available (375).</p> <p>Organisers must provide adequate numbers of stewards to manage admissions to ensure that this number is not exceeded; and to ensure compliance with safety requirements and provide assistance in case of an emergency requiring evacuation of the building.</p> <p>Move tables and chairs in the coffee bar area to park wheelchairs, mobility scooters and pushchairs if people are able to transfer to the pews.</p> <p>Use the space in this area for people in wheelchairs, mobility scooters and pushchairs to sit and enjoy the concert.</p>	<p>Low</p> <p>Low</p>
<p>Personal mobility aids that don't easily fit into pews.</p> <p>Adequacy of and access to toilet accommodation</p>	<p>Mobility aids blocking the pews to aisles</p> <p>There are only two toilets accessed through a small lobby. Both are available to men and women. One is accessible to wheelchair users.</p> <p>The route to the toilets is also the route to the kitchen.</p>	<p>Low</p> <p>Medium</p>	<p>Users to keep these with them in the pews if needed during the concert, otherwise they need to be stored in the cafe area at the back of church.</p> <p>Prevent people queuing for the toilets in the lobby</p> <p>If the capacity number of tickets are sold ie 375, the Organisers may need to consider if they require to additionally hire the Parish Hall to provide additional toilets. This must be organised in advance with the Church Secretary.</p>	<p>Low</p> <p>Low</p>

Adequacy of kitchen and servery facilities for the intended use and size of audience	The kitchen is small and is accessed through a lobby that is also access to the toilets.	Low	Organisers need to consider the adequacy of kitchen facilities and accommodation and plan accordingly.	Low
Limited accommodation for performers	There is limited accommodation where performers can change, or store instruments or personal belongings etc.	Low	Book the rooms for performers in advance. Keep all fire exit routes clear of items stored on the floor.	Low
Trying to accommodate too many people on the stage area	The stage area is for performers only.	Low	Performers must not be placed on the stage in such a way as to block the aisles or the access route to any emergency exit. Organisers' plans must indicate how the routes to the emergency exits through the Chancel will be kept clear. Organisers must provide the relevant insurance and risk assessments.	Low
Church not left ready for next day	The church is in use daily and must be left ready for use. This is particularly important for events taking place on a Saturday evening, when the church must be returned to good order ready for 7.30am on Sunday morning	Medium	Organisers must agree with the Church Secretary, in advance of the concert, their plan for leaving the church ready for use the next day. Where additional help is required to achieve this, it is the Organiser's responsibility to arrange this.	Low

For 'Risk' and 'Residual' use 'High', 'Medium' or 'Low'