



## Risk Assessment for Cromer Church Christmas Tree Festival - RA 11

Date of event: 2nd to 7th December 2024

Location: Parish Church

Name of leader of the Tree Festival: Jackie Austin

Date of Risk Assessment: Sept 2024

Review date: August 2025

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action when?</b>
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 7th 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 JA	7/12/24

## Risk Assessment for Cromer Church Christmas Tree Festival - RA 11

Date of event: 2nd to 7th December 2024

Location: Parish Church

Name of leader of the Tree Festival: Jackie Austin

Date of Risk Assessment: Sept 2024

Review date: August 2025

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?
Being unable to evacuate the building	All those attending the event	Clear signage	Review the signage and add further signage as needed	Wardens	Before 2/12/24
		Requirement to have all exit doors unlocked on Saturday 7th December	Inform all those who unlock at the start of the day to ensure all external doors and identified internal doors are unlocked	Person unlocking the church	7/12/24
		Details of Emergency Procedure signage on each exit door	Have volunteers on duty in key areas throughout the building on Saturday 7th December to be there to guide people out of the exits should the need arise	J Austin to liaise with welcome team and wardens	7/12/24

## Risk Assessment for Cromer Church Christmas Tree Festival - RA 11

Date of event: 2nd to 7th December 2024

Location: Parish Church

Name of leader of the Tree Festival: Jackie Austin

Date of Risk Assessment: Sept 2024

Review date: August 2025

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?
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	1/12/24
			DA to visually check lights during the Festival	D. Anderson	2 to 7/12/24
			Consider the safe placement of the electrical cabling	R. Lees & D. Anderson	1/12/24
			Ensuring sockets and extension leads are not over loaded	R. Lees & D. Anderson	1/12/24
			Ensure there is clear access through to the sockets to turn electricity on/off	R. Lees & D. Anderson	1/12/24
			Ensure all spillages from the cafe area are quickly wiped up and the floor dried	Overseen by Cafe team Wardens	Ray Loten
Have a first aider on duty all day on Saturday 7th December	J Austin to liaise with first aiders	Nov 2024			

## Risk Assessment for Cromer Church Christmas Tree Festival - RA 11

Date of event: 2nd to 7th December 2024

Location: Parish Church

Name of leader of the Tree Festival: Jackie Austin

Date of Risk Assessment: Sept 2024

Review date: August 2025

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?
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	Jackie Austin  Jackie Austin	On Information Sheet  1/12/24
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  Ray Loten  Ray Loten	Sept 24  By 1/12/24  By 1/12/24

## Risk Assessment for Cromer Church Christmas Tree Festival - RA 11

Date of event: 2nd to 7th December 2024

Location: Parish Church

Name of leader of the Tree Festival: Jackie Austin

Date of Risk Assessment: Sept 2024

Review date: August 2025

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?
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  Good supplies of toilet paper and hand towels	Arrange for the toilets to be checked, cleaned and restocked every two hours on Saturday 7th December  Have a stock of supplies readily available	Jackie Austin  Jackie Austin to liaise with Cleaner	7/12/24  By 1/12/24