

St Matthew's Church
The Parish of Edgeley and Cheadle Heath



Risk Assessment For:	General Assessment for Community Events
Assessment signed off by (Warden):	
Assessment signed off by (Clergy):	
Assessment carried out by (H&S):	
Assessment Date:	
Review Due:	

	Category /Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
PREPARATION FOR THE EVENT							
General Risks							
1	Uncertainty of Purpose	<p>Church and volunteers might be harmed:</p> <p>Distraction from Vision and GAP</p> <p>Objectives, wasted or doubling up of effort and money</p> <p>De-motivation and confusion,</p> <p>Disengaged volunteers</p> <p>No clear message to the</p>	<p>Pray for guidance</p> <p>Consider how the event relates to our Vision, and sits within the broader contexts of church and community</p> <p>Define purpose and expected outcomes</p> <p>Draw on outcomes and feedback from previous events and contributors</p> <p>Communicate this purpose, and hopes/expectations to volunteers through PCC, Ministry Teams and Services</p> <p>Encourage ideas and</p>				

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		local community	engagement				
2	Short Timescales	Church and volunteers might be harmed: Poorly met objectives Key contributors not available Overstretched and de-motivated volunteers Accidents from tiredness and rushing	engagement Dates agreed as early as possible Bring forward as many preparatory deadlines as possible Maintain the Central Annual Church Calendar to aid forward planning and avoid clashes Meetings held, and action plans developed Looking for similarities between events Encouraging donations to be given ahead of event				
3	Clashes with other events, either external or within church	Optimum dates not available Loss of attendance and income De-motivation	Agree dates as early as possible Research dates of significant external events as soon as published e.g. Stockport Carnival				

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		Risk of not being able to hold an event at all					
4	Limited Resources - People	<p>Church and volunteers harmed:</p> <p>Insufficient people to meet event objectives and aspirations</p> <p>Over-stretched and de-motivated people</p>	<p>Encouraging people to commit their time ahead of the event</p> <p>Asking for help via PCC, Ministry Groups and Services</p> <p>Target specific requests for help to specific individuals</p> <p>Seek ways where non-church people can contribute as a way to support their local community</p> <p>Stating clearly where people are needed, and for what</p> <p>Using an event checklist to break work down into specific tasks or steps for delegation and control</p> <p>Looking for opportunities where people can help for a small amount of time, without having to commit for the entire duration of event</p>				

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5	Limited number of people with knowledge of running key events	Church and volunteers harmed: Risk of losing key knowledge, Poor understanding of work involved	Involving people in all aspects of running the event, including set-up and close down, in order to build the knowledge base Understanding the purpose of the event; why and how it fits in to the strategic picture				
6	Limited Resources - Equipment	Church and volunteers harmed: Absence or insufficient equipment to meet event objectives De-motivation	Developing constructive relationships with local churches, schools and community groups for sharing resources Use forums to ask the local community if there are recurring resource shortfalls which would benefit from a more networked approach				
7	Limited Resources - Services and Consumables	Church and volunteers harmed Insufficient resources to	Bulk buying and discounts taken where possible Encouraging goodwill of local community, and accepting donations where appropriate				

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		<p>meet event objectives</p> <p>De-motivation</p>	<p>Use forums to ask the local community if there are recurring resource shortfalls which would benefit from a more networked approach</p> <p>Developing constructive relationships with local churches, schools and community groups</p>				
8	Limited Storage	<p>Church harmed</p> <p>Inability to store donations in a safe manner</p> <p>Donations lost or damaged</p> <p>Perishables not fit for purpose by event</p>	<p>Storing donated goods in the garage</p> <p>Requesting donations in a controlled manner over time</p> <p>Use forums to ask the local community if there are recurring resource shortfalls which would benefit from a more networked approach</p> <p>Requesting perishables as near to event date as possible</p> <p>Developing constructive relationships with local churches, schools and community groups for</p>				

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			borrowing resources near to, or on the day of, event				
9	Poor Publicity	The church harmed Poor attendance Drop in income Lost opportunity Bad publicity	Posters distributed down Castle Street, and around Edgeley/Cheadle Heath Ensuring key shops in Castle Street and Edgeley / Cheadle Heath are covered when volunteers deliver posters <ul style="list-style-type: none"> - Morrison's - The Co-op - Library Contacting local press / local community groups and schools / councillors Congregation involved in distributing posters and flyers Success stories publicised in community newsletter, and forwarded to local press	-			
Health and Safety Risks							
10	Health and Safety / Fire	Individual – death and personal injury Church – death	This risk assessment comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy				

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		or injury, upset, cost from claims, loss of reputation	All incidents, whether severe or minor, must be reported to both a member of the clergy and the Health and Safety Officer All incidents must be recorded as appropriate				
11	Emergencies	Everyone harmed Death and personal injury Damage to property Claims for personal injury and damages	Qualified First Aider on site at events List of Qualified First Aiders in kitchen Stocked First Aid kit Local police in attendance				
12	H&S Risks	Everyone harmed Death and personal injury Damage to property	H&S review Trained H&S volunteer in post Risk Assessments in place for Bouncy Castle, Sale of Hotdogs, methodology endorsed by PCC and shared				

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	Category /Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
		Claims for personal injury and damages	<p>with Deanery</p> <p>Allergen information in place for food sales</p> <p>Risk Assessments for Manual Handling, Use of Stepladders, Working at Height, and Access / Egress</p> <p>A Health and Safety and Fire Policy and Arrangements Document</p> <p>Health and Safety Training and Food Safety Training (both Level 1)</p> <p>H&S as a standing item on the PCC agenda</p> <p>Rolling review of risk assessments</p>				
13	Fire Risk	<p>Everyone harmed</p> <p>Death and personal injury</p> <p>Damage to</p>	<p>Developing Fire Awareness amongst volunteers</p> <p>Fire extinguishers serviced annually / Fire blankets</p> <p>An annual Fire risk</p>				

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		property Claims for personal injury and damages	assessment Annual PAT testing Risk assessment for large scale public Acts of Worship (including use of lighted candles, emergency evacuation and stewards) No smoking sign Not allowing litter to build up – regular church clean/tidy Annual fire drills Muster point assigned – Vicarage Car park				
DURING THE EVENT							
Health and Safety Risks							
14	Crowd Control	Everyone harmed Personal injuries from crushes and falls	Considering gates, pathways, and where people may wish to walk or congregate An attendance tally to be kept to help inform future events Paths kept clear of stalls and	Training in people / crowd management			

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	Category /Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
			rubbish Restricted areas blocked or taped off / locked Designated seating areas Local police in attendance A sign put on the rear gate asking people to enter via the front gate on Grenville Street				
15	Parking	Everyone harmed Inability to park so reduction in attendance Loss of community goodwill	No parking allowed on church grounds during the larger events e.g. Summer Fair				
16	First Aid	Everyone harmed Death and personal injury	List of Qualified First Aiders, with copies of current certificates on file Named First Aider at	Exploring options for industry standard First Aid training to expand pool of Qualified First Aiders			

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		<p>Claims for personal injury</p> <p>Damage to church reputation and loss of goodwill</p>	community events				
AFTER THE EVENT							
General Risks							
17	Unappreciated Volunteers	<p>Church and volunteers harmed:</p> <p>De-motivation</p> <p>Poor take-up at subsequent events</p>	Project lead and clergy give thanks at end of event, at subsequent services and via PCC / Ministry Team meetings as appropriate				
18	Poor Follow-up	<p>Church harmed</p> <p>Lost opportunity and goodwill</p>	<p>Developing relationships with local churches, schools, shops and community groups</p> <p>Attendance on local forums</p>				

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			Success stories publicised in community newsletter, and forwarded to local press				
19	No Feedback	Church harmed Lost opportunity Loss of valuable information and knowledge	Developing feedback methodologies e.g. hard copies in church; use of Survey Monkey; emailing contributors to an event (as appropriate) Summary report to first PCC after the event				
20	Formal Review (when required)	Church and Volunteers harmed Lost opportunity, Loss of valuable information and knowledge	Considering whether event met its original purpose and objections Capturing feedback, and documenting changes for going forward Considering whether the event, or elements within in, should be discontinued Summary reports to Clergy, PCC and Ministry teams as appropriate				