



Event Risk Assessment Policy

All Saints' Church, Walsoken

Please refer to Church document H&S_Doc_001 for all General Health & Safety requirements

Event Risk Assessment

This Health & Safety (H&S) sub-policy controls safety during special events at church.

The principles of risk management require that the event organiser in (or on) Church grounds (apart from worship) should anticipate the risks involved in any proposed event and the potential for harm and then try to prevent them or minimise them using a structured approach in a risk assessment. This safety policy meets that requirement. The recording of risk assessments enables an organisation, or event organiser, to demonstrate that the risks associated with these activities in church, have been evaluated and that appropriate 'protective and preventative measures' have been put in place. Risk assessments become legal documents and will be useful in the defence of any personal injury claim or enforcement action that may follow an accident. They may also be required by the Church insurance company before agreeing insurance cover for the event. A risk assessment should be carried out for all events where members of the congregation or public are invited (including vulnerable adults or children) for events other than only worship. Such events are barbecues, parties, bat watches, bell ringing, school visits, coffee mornings, choir practice etc.

Reference Documents

Health and Safety at Work etc Act 1974

The Management of Health & Safety at Work Regulations 1992

Procedure

- 1) Start using the Risk Assessment form by adding the title of the risk assessment, who is carrying out the risk assessment and then, when it's completed, sign and date in the correct boxes on the risk assessment form.
- 2) Use the Risk Assessment form and identify as many event hazards as possible. Look at appendix 2 for a typical example. The hazard you don't need to include are on appendix 1.
- 3) For each of the hazards identified use the Risk Matrix (Diagram1) to determine the likelihood then severity without any additional controls.
- 4) Use the Risk Matrix again to determine the initial risk for that hazard without additional controls. Low risk is tolerable risk.

This completes the yellow part of the form. For each activity that showed an initial risk of HIGH or VERY HIGH redo the process to complete the green part of the form, as

- 5) For each hazard that showed an initial risk of HIGH or VERY HIGH think of what could be done additionally to lower the risk. This could be a control that.
 - a. Makes it less likely to happen, or
 - b. If it does happen the severity would not be so bad.
- 6) For each of the hazards revisited, use the Risk Matrix (Diagram1) to determine the new likelihood and severity with the additional controls in place.
- 7) Use the Risk Matrix again to determine the residual risk for that hazard with the additional controls.

This completes the green part of the form. For each hazard that still shows a residual risk of HIGH or VERY HIGH redo the process to see if the risk can be further reduced with even more controls. If the risk cannot be reduced further, then you can

 - a. Not do the activity with that hazard or replace the activity with something safer.
 - b. Talk each higher-risk hazard through with the H&S officer for guidance.
- 8) Once signed. Use the risk assessment. Communicate the risk assessment and file the risk assessment.

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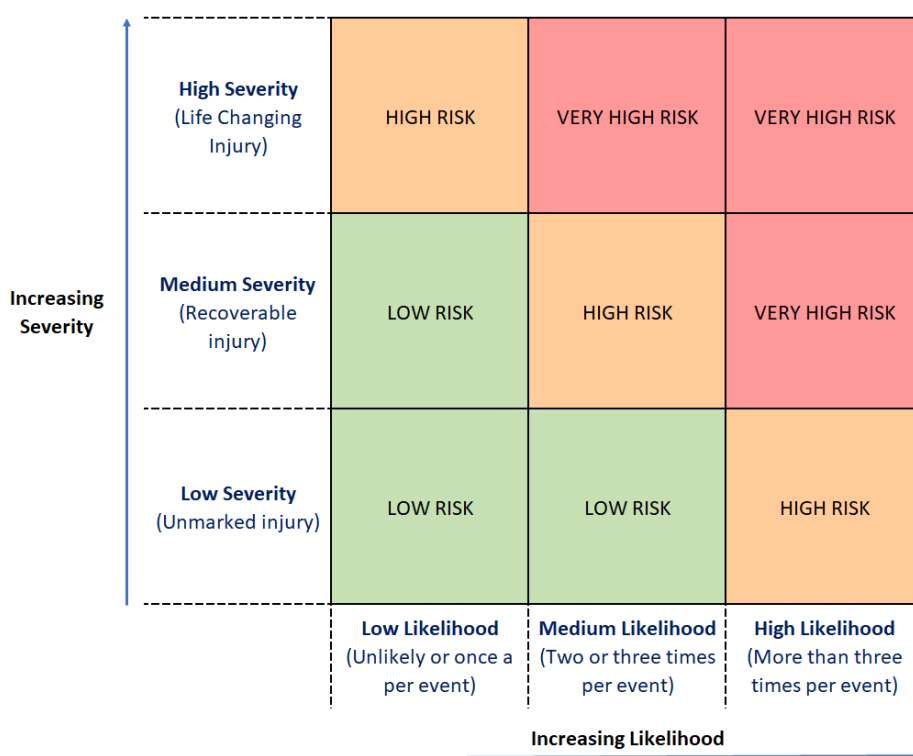
Forms

Form 1: Risk Assessment Form

Overwrite title of event risk assessment				Assessment By		Overwrite Name	
		Overwrite Date			Signed		
	BEFORE CONTROLS			WITH CONTROLS			
Hazard	Likelihood	Severity	Initial Risk	Additional Controls	Likelihood	Severity	Residual Risk
Hazard 1							
Hazard 2							
Hazard 3							
Hazard 4							

Diagrams

Diagram 1: Risk Matrix



Please Note: When using this matrix don't use "worse Case" outcomes but "to be expected" outcomes.

Terminology

Likelihood (How many times will the hazard happen per event?).

It's unlikely to happen but may happen once a per event= Low likelihood.

It's likely to happen two or three times per event = Normal likelihood

It will probably happen 3 or more times per event = High likelihood.

Severity (How bad it would be if an incident happened?).

An 'Unmarked Injury' = an incident with minor scrapes or scuffs that do not leave a mark.

A 'Recoverable Injury' = an injury that leaves marks but self-heals without medical intervention.

A 'Life-changing injury' = an injury that leaves the subject with permanent pain or lack of function.

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Appendices

Appendix 1: Exclusions from Event Risk Assessments

The following do not need to be included on an event risk assessment, as they are covered generically, in other documents.

- 1) Areas within the church are controlled for risk by the Area Risk Assessment Policy.
- 2) Churchyard area safety is controlled by the Churchyard Safety Risk Assessment Policy.
- 3) Fire risk is controlled by the Fire Safety Policy.
- 4) Falls are controlled by the Activity at Heights Policy.
- 5) People working alone are controlled by the Lone Worker Policy.
- 6) Injuries are controlled by the Accident and First Aid Policy.
- 7) Electricity is controlled with the Electricity Safety Policy.
- 8) Safety of sales items are controlled by the Sale of Goods Policy.
- 9) Food safety is ensured by the Food Hygiene Policy.

Appendix 2: Example risk assessment

Making teas at the back of church				Assessment By		Charles Wilson	
		20/07/2025	EXAMPLE		Signed	<i>Charles Wilson</i>	

Hazard	BEFORE CONTROLS			WITH CONTROLS			
	Likelihood	Severity	Initial Risk	Additional Controls	Likelihood	Severity	Residual Risk
Falling over carrying empty cups	LOW	LOW	LOW				
Burns from carrying kettles from the kitchen	MED	HIGH	VERY HIGH RISK	Carry only one kettle at a time	LOW	HIGH	HIGH
Burns pouring boiling water into cups	MED	HIGH	VERY HIGH RISK	Make sure the cup is in the centre of the serving table when pouring	LOW	HIGH	HIGH
Falling over collecting empty cups	LOW	LOW	LOW				

Please Note:

- 1) In this example the VERY HIGH risk has been reduced to HIGH RISK. This shows a reduced risk, but ideally additional controls are needed to reduce the residual risk to LOW, such as wearing serving gloves.
- 2) Other designs of risk assessment are acceptable providing the main elements of a standard risk assessment are present.

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