***RA FEC: GENERIC***

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| **Brief Description:** This RA has been written to guide groups - and especially outside groups - using the building and grounds for events such as weddings, baptisms, funerals, celebrations and community events. Once consent for their event has been sought from the relevant church officers, a named Event Leader (EL) will be invited to meet with a named Venue Manager (VM) to inspect the building and site and consider the particular risks associated with their Event and group. The main room, pre-Covid19, had a comfortable seating capacity for 150 people. This has now been reduced to accommodate 30 attendees plus a small workforce, e.g. Minister, VM, Sound Technician. Upstairs rooms are not currently available for use. Where the kitchen is required for preparation of refreshments, ELs must comply with the ***RA FEC: SIMPLE BUFFET CATERING EVENT***. *Currently, the serving of food and drink is not permitted*. Where the Baptistry is being used, because of the additional hazards associated with water, ELs must comply with the ***RA FEC: BAPTISMAL EVENT***. There is generally no charge for the use of the church - though any donations to defray costs to the church will be gratefully received. The Pastor or a Representative of the church leadership or Guest minister if appropriate will be present and open with prayer and a word of scripture. The VM will be present. They will ensure the space is prepared and its use maintained in line with Welsh Government Guidance. They will liaise with the EL before, during (and afterwards re data collection for up to 21 days) with regard to adherence to this and all other relevant RAs.  |
| **Date of RA:** July 11th, 2020. **Review Date:** July 11th 2021 or sooner if Guidance changes |
| **Hazard** | **Affecting Whom** | **Risk before controls in place:** **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)**  | **Controls Already in Place to reduce Risk** | **Any Additional Controls, especially if Risk amounts to Severity x Likelihood = 10+** | **Risk after controls in place** **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)**  |
| Trips, slips and falls | Children and adults tripping over resources, litter, cables etc and slipping on liquid spillages or ice/snow | 3x3=9 | * Electrical leads and cables on platform – this space only available to musicians and technicians;
* Walkways checked pre event for dangerous debris, wet leaves etc;
* Toilet areas checked for liquid spills before and during event;
* Event cancelled in the event of severe weather;
* Salt applied to icy walkways;
* Floodlights in car park and by steps;
* Safety gate on bottom of stairs
 | * EL meets with VM to consider any particular issues around trips, slips and falls for their group and event.
* VM present during Event
* No natural light in the ladies toilet. The light should be left on during event/service to prevent toilet users being plunged into darkness and falling as they leave
 | 2x2=4 |
| Intrusion | Children and adults where intruders intend harm | 5x2=10 | * Doors open to Event Leader/s at pre arranged time and kept locked until members of the public etc arrive.
 | * EL meets with VM to consider any particular issues around intrusion for their group and event;
* Phones at hand to call 999
* VM present during Event
 | 4x2=8 |
| Burns and scalds | Children and adults being scalded by hot drinks, burned by hot drinks flasks | 3x3=9 | * Hot drinks served from teapots and hot water flasks, served from a manned counter or hatch;
* Safety announcement made before hot drinks are served.
 | * EL meets with VM to consider any particular issues around burns and scalds for their group and event;
* VM present during Event.
 | 3x3=9 |
| Being run over in the car park | Children and adults | 5x3=15 | * Parents/Carers monitor their children’s safety;
* An orderly departure;
* Event cancelled in the event of extreme weather such as fog, lying snow or ice
 | * EL meets with VM to consider any particular issues around car park safety for their group and event;
* Speed Limit and Pedestrian Safety signage used
 | 2x2=4 |

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| Fire or other catastrophic event | All | 5x2=10 | * Fire exit in main room – doors opened for events in here before public arrive; stairs checked and cleared of litter and trip hazards;
* Smoke alarms fitted;
* Fire extinguishers fitted;
* Fire Evacuation Guidelines posted in several locations;
* Fire Assembly Point;
* No-smoking policy;
* Children not allowed in the kitchen;
* Safety announcement made pre event as part of housekeeping, especially re fire exits and the Fire Assembly Point.
 | * EL meets with VM to consider any particular issues around emergency evacuation for their group and event;
* Wheelchair users directed/attended towards main exit;
* Fire Marshalls don Hi Vis jackets and guide attendees to Fire Assembly Point
* VM present during Event
 | 3x3=9 |
| Car accident in the car park | Children and adults in cars | 5x3=15 | * Event cancelled in the event of extreme weather such as fog, heavy snowfall; lying snow or ice;
* An orderly departure.
 | * Speed Limit signage used;
* EL meets with VM to consider any particular issues around car park safety and access/egress for their group and event;
* EL to consider supporting safe egress from grounds. Hi Vis jackets available to support marshalling.
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| Electrocution  | Children and adults in the event of electrical shock | 5x2=10 | * Parents/Carers monitor their children’s safety;
* Sound station manned or covered if not in use;
* Music platform manned or cordoned off when not in use;
* Both parts of the church buildings protected to eliminate electrical shock: new part protected by RCD (Residual Current Device) and old part compliant with current electrical standards.
 | * EL meets with VM to consider any particular issues around electrical safety their group and event;
* VM present during Event
 | 5x1=5 |
| Data breach | Children and adults through mishandling of data or through malice  | 2x4=8 | * Signage to warn public that CCTV is in operation;
* Data breach announcement made pre event as part of housekeeping, especially re photography of Looked After children, children generally, and Vulnerable Adults
 | * EL meets with VM to consider any particular issues around data breaches for their group and event;
* VM present during Event
 | 2x3=6 |
| Temperature being too cold/hot | Children and adults -especially vulnerable people - being too cold/hotChildren and adults becoming dehydrated in extreme heat | 2x2=4 | * Heating thermostatically controlled;
* Event cancelled in extreme weather;
* Roof vents and doors can be opened;
* Tap water throughout the church is of drinking quality. Water jugs put out in extremely hot weather
 | * EL meets with VM to consider any particular issues around temperature and ventilation for their group and event;
* VM present during Event
 | 2x1=2 |

This RA to be published electronically on the church website with an email to all members/regular attendees alerting them to this. Those requiring a hard copy may ask for one and it will be posted to them. Please note that this RA has been amended in response to new government guidelines re Covid19. The church is currently closed. When it is due to reopen, the Working Party (under the leadership of the church officers) will meet to amend this and other RAs accordingly.