

Risk Assessment- Christmas Market

[Your Church Name Here] Risk Assessment- Christmas Market

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action Considered	Who will carry out the action?	When action is to be completed by:
Physical or Management Area or Activity: Car Park							
Disorganised Car Parking	General Public and Stallholders	Medium	<ul style="list-style-type: none"> • Head of car parking & car parking stewards ensure that cars are parked in designated parking spaces. • Parking of stall holders and general public is at staggered times to ensure safety of all. 	Low	Provision of: - Torches - Hi-Viz vests Event briefing to key staff members	Event Organiser/ Team Leader for Parking	[Date of the Event Here]
Vehicles exceeding the 5mph speed limit	General Public and Stallholders	Medium	<ul style="list-style-type: none"> • Car parking stewards will control the speed of the vehicles by 	Low		Car Parking Team Leader and Car Parking Team Members	[Date of the Event Here]

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			patrolling both front & rear car parks.				
Food Vendor Equipment (specific to food vendors)	General Public	Medium	<ul style="list-style-type: none"> • Food vendor pitch is marked by hazard cones provided by the centre • Stallholders are responsible for the safety around their pitches • Stallholders have to provide: <ul style="list-style-type: none"> - Risk Assessment - Hygiene Certificate - Public Liability Insurance • Food vendors are placed in secure spots, barriered by a wall, reducing risk at 	Medium		Event Organiser/ Stallholders	Prior to Event starting

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			the rear of their pitches				
<i>*If Relevant*</i> Risk of tripping on front steps of the building	General Public	Low	<ul style="list-style-type: none"> • The area is floodlit • Steps are marked with yellow paint to highlight the edge of each step • There are handrails at the sides of the steps • There is a ramp for ease of access for wheelchair users providing access to the main hall via the foyer 	Low		N/A	N/A
Overhead Lighting	General Public	Low	<ul style="list-style-type: none"> • All overhead lighting is secured in place and has been tested for safety prior to the event 	Low		[Person/People Responsible for This Action]	Prior to the Event

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			<ul style="list-style-type: none"> Where lighting crosses a traffic thoroughfare risk has been reduced by coning off the area and making accessible only to pedestrians 				
Christmas Lighting Falling from the Main Building	General Public	Medium	<ul style="list-style-type: none"> All lighting to be checked to ensure it is secure prior to the event 	Low		[Person/People Responsible for This Action]	Prior to the Event
Physical or Management Area or Activity: Main Building							
Stampede due to Fire Alarm activation or building	General Public and Stallholders	Medium	<ul style="list-style-type: none"> All team leaders to be briefed on what to do in case of fire and/or 	Medium			As required

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needing to be evacuated.	attending the Event.		evacuation of the building • Designated staff to take the lead in managing the evacuation of the building • All stallholders to have copies of the layout of the ground floor of the building which highlights emergency exits				
Overcrowding	General Public	High	• All staff have been informed to manage visitors to the event respectfully, politely and with the use of clear instruction and in line with the Health	Medium	Limit entry if overcrowding becomes an issue	[Person/People Responsible for This Action]	During the Event

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			& Safety policy of the building • Assess and manage the numbers of people in the various parts of the building by periodic head count				
Physical or Management Area or Activity: Other							
Food Hygiene Failure	General Public	Medium	• All food vendors have provided a Hygiene Certificate, Public Liability Insurance and a Risk assessment • Vendors have agreed to the Terms & Conditions of the event, signifying their	Low		Event Organiser/Food Vendors	Prior to the Event

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			agreement to a high standard of food management and the fact that they are compliant with Health & Safety food standards • Particular concern is to be paid to the vendors of hot foodstuffs, sold from the onsite kitchen and the outside area				
Threat of Terrorist Activity	General Public	Low	• All relevant staff and team leaders will be notified to be vigilant, notably for bags/parcels/items left unattended and/or in unusual places	Low	W Watch I Inform D Decision E Evacuate	All staff are required to be vigilant and inform [Names of People to Inform in the Event of Suspicious]	

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						Activity] in the event of any suspicious activity In the event of the need to evacuate the alarm will be sounded	
General Hygiene of Building	General Public	Low	<ul style="list-style-type: none"> All staff to maintain a clean house being mindful of bins, litter and surface areas and taking action to keep all areas clear and clean 	Low		All Staff	During the Event