

RISK ASSESSMENT

SANDHURST FLOWER FESTIVAL

Area	What are the hazards?	Who might be harmed and how?	What safety measures are in place?	Any further action needed?	Done
Car Park	Uneven/gravel surface - tripping Wheelchair access - across loose gravel Vehicle movement	pedestrians	Area has been 'dragged' to smooth Good lighting No debris / no overhanging trees Car park will be patrolled	find car park attendants	✓ ✓
Churchyard	Loose gravestones Uneven surfaces		all areas maintained in previous week paths clearly visible	Ongoing maintenance Health & Safety sign in churchyard	✓
Inside church	Displays throughout church, at floor level on window sills, on font, and on temporary shelving across pews Uneven tiled flooring Small step from nave to chancel Cleaning materials in cupboard Cash collected at door	visitor falling / tripping child getting hold of hazardous substance collector being attacked for cash	2 people/guides in church at all times No access to pulpit Program indicates order of flow of visitors On high shelf, clearly labelled Move excess cash to safe regularly	Will display be in front of pulpit? Mark step Check cleaning materials out of child reach Access to safe	✓
During set up / dismantling	Materials in aisle/on floors Balancing to reach display area	flower arrangers / helpers	Always more than one person on site		
EVERYWHERE/ Throughout			Please have mobile phone at hand Location is Sandhurst Church GL2 9NP Fire exits accessible & clearly signed Defibrillator on Village Hall wall First Aid Kit in kitchenette area	Ensure more than one person on site. At least one mobile phone to hand. All accidents must be logged and reported to Jim or Carolyn Replenish First Aid kit	rota ✓
Evening Events in Church	Displays throughout church, at floor level on window sills, on font, and on temporary shelving across pews Uneven tiled flooring Cash collected at door People walking around with food & drinks Using wine glasses	Person falling / tripping Broken glass Food or drink spillage	Have mopping up/clearing to hand Move excess cash to safe		