

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 stewards to manage vehicle movement where necessary. • Parking of stallholders and the general public is at staggered times to ensure safety of all. • Stallholders to be given appropriate 	Low	Provision of: - Torches - Hi-Viz vests Event briefing to key staff members	Event Organiser/ Team Leader for Parking	[Date of the Event Here]

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			<p>arrival/ unloading instructions.</p> <ul style="list-style-type: none"> • Pedestrian routes should be kept separate from vehicle routes wherever reasonably practicable. • A suitable low vehicle speed limit should be communicated and monitored. • Vehicles must not obstruct emergency access, fire exits or pedestrian routes. • Any incidents or near misses should 				

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			be reported to the Event Organiser.				
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 patrolling both front & rear car parks. 	Low		Car Parking Team Leader and Car Parking Team Members	[Date of the Event Here]
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 and are responsible for the safety around their pitches. Food vendors have to provide: <ul style="list-style-type: none"> - Risk Assessment - Evidence of appropriate food hygiene training/ 	Medium		Event Organiser/ Stallholders	Prior to Event starting

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			<p>competence and food business registration/approval where applicable</p> <ul style="list-style-type: none"> - Public Liability Insurance • Food preparation/ cooking equipment must be suitable for the intended use. • Hot equipment must be positioned so that members of the public cannot accidentally come into contact with it. • Hot food/ drinks must be handled safely. • Any cooking equipment must be 				

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			<p>positioned away from combustible materials.</p> <ul style="list-style-type: none"> •LPG/ gas equipment, if permitted, must be appropriately managed and secured. •Food Vendors must notify the Event Organiser in advance of any cooking equipment, gas cylinders or other potentially hazardous equipment. •Food Vendors are placed in secure spots, barriered by 				

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			a wall, reducing risk at the rear of their pitches. • Appropriate fire extinguishing equipment should be available where cooking creates a fire risk.				
Adverse weather affecting outdoor areas	General Public and Stallholders attending this event	Medium	• Outdoor areas to be checked before and during the event. • Wet/slippery surfaces to be addressed and signposted. • Ice and snow to be monitored • Outdoor electrical equipment to be	Low	• The Event Organiser has the authority to modify, postpone or cancel outdoor activities where the weather creates an unacceptable risk.	Event Organiser/ Stallholders	Prior and during the event

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			appropriately protected. • Temporary structures (i.e.gazebos/marquees) must be properly secured. • High winds must be considered when using temporary structures, signages or decorations. • Stallholders should be advised of weather-related requirements before the event.				
<u>*If Relevant*</u> Risk of tripping on front steps of the building	General Public, especially children, older	Low	• The area is floodlit • Steps are marked with yellow paint to	Low		N/A	N/A

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	people or people with physical disabilities		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 • Accessible routes to be kept clear. • Wet or slippery surfaces to be dealt with promptly. • Any temporary obstructions to be removed.				
Overhead Lighting	General Public	Low	• All overhead lighting is secured in place	Low		[Person/People Responsible]	Prior to the Event

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			and has been tested for safety prior to the event • Where lighting crosses a traffic thoroughfare risk has been reduced by coning off the area and making accessible only to pedestrians			for This Action]	
Christmas Lighting and Decorations – Fire, Falling Objects or Electrical Hazards	General Public	Medium	• All lighting to be checked to ensure it is secure and suitable for their intended use prior to the event • Christmas decorations must be securely installed.	Low		[Person/People Responsible for This Action]	Prior to the Event

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			<ul style="list-style-type: none"> •Decorations must not obstruct fire exits, escape routes or access routes. •Combustible decorations should be kept away from ignition sources. •Damaged lights or cables must not be used. •Lights must be switched off when appropriate at the end of the event. •Decorations must not interfere with fire detection or emergency equipment. 				

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			<ul style="list-style-type: none"> Any temporary structures or displays must be stable. 				
Physical or Management Area or Activity: Main Building							
Fire or other emergency requiring evacuation	General Public and Stallholders attending the Event.	Medium	<ul style="list-style-type: none"> All team leaders to be briefed on what to do in case of fire and/or evacuation of the building Designated staff to be clearly identified to take the lead in managing the evacuation of the building All stallholders to have copies of the 	Medium		Fire Safety Lead/ Event Organiser	As required

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			layout of the ground floor of the building which highlights emergency exits •Existing church fire risk assessment to remain applicable. •All emergency exits to remain clear. •Escape routes to be checked before the event. •Fire alarm arrangements to be confirmed. •Fire extinguishers and other firefighting equipment must remain accessible.				

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			<ul style="list-style-type: none"> •Emergency assembly point to be identified and communicated. •Appropriate arrangements to assist people who may require help to evacuate. •Emergency services access must remain unobstructed. •Nobody should re-enter the building following evacuation until authorised. •The Event Organiser or designated person should liaise with emergency services on arrival. 				

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Overcrowding	General Public	High	<ul style="list-style-type: none"> •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 & Safety policy of the building •Assess and manage the numbers of people in the various parts of the building by periodic head count •Escape routes must remain clear at all times. •Stall layouts should allow adequate 	Medium	Limit entry if overcrowding becomes an issue	[Person/People Responsible for This Action]	During the Event

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			<p>pedestrian movement.</p> <ul style="list-style-type: none"> •Particular consideration should be given to children, older people and people with disabilities. •Staff should be prepared to respond to an incident involving crowd movement. 				
Accumulation of waste creating trip, hygiene or fire risks	General Public and Stallholders attending the Event.	Medium	<ul style="list-style-type: none"> •Waste bins to be provided where appropriate. •Stallholders to keep their own areas clean and tidy •Cardboard and packaging must not 	Low		[Person/People Responsible for This Action]	As required

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			accumulate around electrical equipment, heaters or exits. •Waste should be removed regularly •Food waste must be managed appropriately •Fire exits and escape routes must remain clear •The site should be checked before closing				
Physical or Management Area or Activity: Other							
Food Hygiene Failure	General Public	Medium	•All food vendors have provided evidence of	Low		Event Organiser/Food Vendors	Prior to the Event

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			<p>appropriate food hygiene training/ competency and food business registration/approval where applicable, Public Liability Insurance and a Risk assessment</p> <ul style="list-style-type: none"> •Vendors have agreed to the Terms & Conditions of the event, signifying their agreement to a high standard of food management and the fact that they are compliant with Health & Safety food standards 				

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			<ul style="list-style-type: none"> •Food vendors must provide appropriate insurance and documentation requested by the Event Organiser. •Appropriate allergen information must be available to customers. •Raw and ready-to-eat food must be appropriately separated where applicable. •Appropriate temperature control must be maintained •Food must be protected from contamination 				

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			<ul style="list-style-type: none"> •Food preparation and serving areas must be kept clean. •Handwashing facilities must be available when required. •Waste food and packaging must be removed regularly. •Particular care must be taken with hot food and drinks. •Particular concern is to be paid to the vendors of hot foods, sold from the onsite kitchen and the outside area 				

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Slips, Trips and Falls around the event	Staff, volunteers, stallholders and general public	Medium	<ul style="list-style-type: none"> •Walkways and aisles must be kept clear. •Stallholders must keep stock, boxes, bags and personal belongings within their designated area. •Trailing cables must be avoided wherever possible. •When cables are unavoidable, they must be routed safely and protected with appropriate cable covers or other suitable measures. •Spills must be dealt with promptly. 	Low		Event Team / Stallholders	Prior and during the event

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			<ul style="list-style-type: none"> •Wet entrances/ floors must be monitored during poor weather. •Outdoor paths and parking areas should be checked for ice, mud, standing water and other hazards. •Tables, chairs and temporary displays must be positioned safely. •Any trip hazards identified during the event must be dealt with promptly. •Regular safety checks should be carried out during the event. 				

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Injury from lifting, carrying or moving equipment	Staff, volunteers and stallholders	Medium	<ul style="list-style-type: none"> • Avoid unnecessary manual handling • Use suitable equipment/ trolleys where available • Heavy or awkward items should be moved by two or more people where appropriate • Volunteers should not be expected to lift items beyond their capability. • Stallholders should be responsible for safely moving their own stock and equipment. • Tables and other equipment should be 	Low		Event Organisers/ Stallholders	Prior and during the event

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			moved using safe lifting techniques. •Adequate time should be allowed for setting up and dismantling.				
Electric shock, burns or fire from electrical equipment	General public, stallholders, event organisers	Medium	•Only suitable and safely maintained electrical equipment may be used. •Stallholders must declare electrical equipment they intend to use where requested. •Damaged plugs, cables or equipment must not be used. •Extension leads and electrical cables should not be joined	Low		Event Organiser / Stallholders	Prior to and during the event

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			<p>together unnecessarily or used in a way that could cause overheating(i.e. No daisy chaining cables).</p> <ul style="list-style-type: none"> •Electrical sockets must not be overloaded. •Cables must not create trip hazards. •Temporary electrical installations must be appropriately installed and protected. •Electrical equipment must be switched off when no longer required. 				

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			<ul style="list-style-type: none"> •Outdoor electrical equipment must be suitable for outdoor use and appropriately protected. •Electrical equipment must not be placed where it can become wet. •The Event team may refuse the use of equipment if it is considered unsafe. 				
Injury or sudden illness	General public, stallholders, event organisers	Medium	<ul style="list-style-type: none"> •The location of first-aid equipment and the identity of the first aider(s) should be communicated to all 	Low		Event Organiser/ First aider	During the event

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			event staff and volunteers. ●Event team to know how to summon first aid. ●Emergency contact arrangements to be known. ●Emergency vehicle access must be maintained. ●Serious injuries or incidents to be recorded and reported as appropriate. ●Emergency services to be called where required.				

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Child becomes separated from parent or carer	Children and parents/carers	Medium	<ul style="list-style-type: none"> •Staff and volunteers to know the procedure for dealing with a lost child. •A designated responsible person should manage the incident. •A child should not be left alone with an unknown person. •The child should remain in a safe, supervised location. •Reasonable steps should be taken to identify and locate the parent/carers. •The child's identity and relationship to 	Low		Safeguarding Team/ Event Team	During the event

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			<p>the person collecting them should be established before release.</p> <ul style="list-style-type: none"> Any safeguarding concerns should be dealt with in accordance with the church's safeguarding procedures. 				
Threat of Terrorist Activity	General Public	Medium	<ul style="list-style-type: none"> Staff and volunteers should remain vigilant. Suspicious items or behaviour should be reported promptly. Staff should know who to notify. Appropriate emergency 	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 Activity] in the event of any suspicious activity	

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			<p>procedures should be followed.</p> <ul style="list-style-type: none"> •Evacuation or invacuation/lockdown should be considered according to the circumstances. •Staff should not put themselves at unnecessary risk. •Emergency services should be contacted where appropriate. •The Church will maintain proportionate protective security and emergency preparedness, taking account of the Terrorism (Protection 			In the event of the need to evacuate the alarm will be sounded	

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			of Premises) Act 2025 and current Home Office guidance. Staff and volunteers will be briefed on recognising and reporting suspicious activity and on appropriate emergency actions.				
General Hygiene of Building	General Public	Low	<ul style="list-style-type: none"> •Toilets and handwashing facilities to be available. •High-touch surfaces to be cleaned where appropriate. •Bins to be emptied regularly. 	Low		All Staff	During the Event

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			<ul style="list-style-type: none"> •Food preparation/serving areas to be kept clean. •Spills to be dealt with promptly. •General areas to be kept tidy. •Cleaning products to be stored safely away from the public. 				