

PARISH CHURCH OF ST PETER AND ST PAUL, UPTON UPON SEVERN

SAFETY CHECKLIST FOR ORGANISERS OF EVENTS AND FESTIVAL AND CIVIC SERVICES

Event/service:

Date:

Name and contact details of Organiser:

NUMBERS EXPECTED AND STEWARDING

How many people including musicians and singers do you expect to attend the event?

How many stewards are you providing (minimum 2 per 50)?

How many seats do you need?

How is the seating to be arranged? (please note that fire exit routes and exits must not be blocked)

CHILDREN, VULNERABLE ADULTS AND DISABLED PEOPLE

Will the event include activities involving children and/or vulnerable adults?

If yes what arrangements are you making for their supervision by responsible, DBS cleared adults?

Have you allowed enough space for any disabled people attending in wheelchairs?

What arrangements are you making for the safe evacuation of children, vulnerable adults and disabled people in the event of an emergency?

What arrangements are you making in the event of a person being taken ill and needing urgent medical attention?

What arrangements are you making for the safe supervision of children wishing to use the toilets in the Parish Room?

SPACE NEEDED

Which part of the church premises do you need access to and which entrance do you want to use? (The vestry and parish office areas are not included.)

Is the event likely to include mass movement, standing and/or dancing?

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FIRE AND CROWD CONTROL

If your stewards are not familiar with our safety procedures please contact the Events Co-ordinator to arrange a visit to the church premises. Your stewards need to know:-

- the location of the fire exits
- the fire evacuation routes and procedures
- the location of the fire extinguishers, first aid box, warning whistle and torches
- the location of the latches to hold back the swing doors in the entrance lobby
- how to set up and dismantle the disabled ramp

EQUIPMENT, ELECTRICS AND HAZARDOUS MATERIALS

Do you intend

- to bring any electrical equipment onto the premises for the event?
If yes, when was it last safety tested?
- to bring any combustible materials or hazardous substances onto the premises?
- to bring any soft furnishings or hangings onto the premises?

STAGING AND FURNITURE

- Do you intend to bring in or use any staging for the event?
If yes, has training been given in setting up and dismantling the staging?
- Will you need to move any furniture on the premises?
- Do you have able-bodied people to move staging and/or furniture?

CLEARING UP

- What arrangements are you making for
- clearing up after the event?
 - returning furniture and seating to its previous position?
 - removing any staging brought onto the premises?
 - clearing away and remove all litter from the premises?

THIRD PARTY LIABILITY: do you have public liability insurance?

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PARKING

What arrangements are you making for car parking?

Please note that cars may not be parked on the grass adjacent to the church except for the purpose of unloading or loading equipment. On no account may cars be parked even temporarily in front of the gate.

REFRESHMENTS do you require refreshments to be provided?

ADVERTISING

How do you intend to advertise the event?

Will you need to place A-boards and banners in the church grounds and over what period?
