



Policy to cover Public Performances (incl. Baptisms, Weddings, Funerals & Concerts), Internal/External Clubs & Events and External Hire

Summary

This Public Performances, Internal/External Clubs & Events and External Hire Policy ('the policy') outlines the actions All Saints' Church ('the employer') expects all staff and volunteers ('the team') to (a.) undertake to minimise health and safety risks to members of the public, family, adults and children, worshippers etc. ('the participants') taking part in all/any such events/activities both within and outside the church premises and grounds, and (b.) adopt in performance of their duties.

It is also intended as a means of communicating a policy to external groups hiring All Saints' Church and The All Saints' Centre ('the church facilities') and that they adhere to the requirements of the policy as one of the conditions of hire.

Authorisation and Supporting Documents

The policy was written on the back of a Specific Risk Assessment (ref. SARA_003) undertaken in November 2015 and was approved by The Parochial Church Council (PCC) on 14th January 2016.

Annual review of the policy will be undertaken by a Churchwarden in consultation with the Vicar and Church Manager.

It forms part of our wider health and safety policy (Part C. Arrangements for Implementation of The Policy - Section 16. Risk Assessments/Activities) which is displayed on the Health and Safety noticeboard.

Reference can also be made to our current insurance policies, risk assessments, the Lone Working Policy and the Employee Handbook for further guidance and additional information.

List of Events/Activities undertaken in All Saints' Church covered by the policy

Church services - on all/any days of the week at all/any times of the year.

Any performances in All Saints' Church or The All Saints' Centre where members of the public are invited, whether fee paying or free entry.

Baptisms, weddings, funerals and concerts.

All internal/external clubs, societies, outings & events.

All external (fee or non-fee) hire events.

Purpose

The purpose of the policy is to:

- a. ensure the team leading/participating in all/any listed events/activities have an awareness of the health and safety risks associated with any given event/activity,
- b. set out the respective responsibilities of the employer and the team to minimise such risks.

The PCC agree to carry out their responsibilities in a thorough, disciplined way to:

- i. protect the participants, as far as is possible,
- ii. ensure the team are aware of the risks,
- iii. provide advice and guidance to the team to enable them to protect the participants in their care.

It is a condition of employment that staff will abide by this policy and that failure to do so may result in disciplinary proceedings.

It is a condition that volunteers will abide by this policy and will adopt this in performance of their duties.

It is a condition that external groups hiring the church facilities abide by the policy.

Potential Risks/Hazards applicable and proposed Protection/Control Measures

Risk/Hazard	Protection/Control Measure
High numbers of participants - and those considered 'vulnerable' or with 'special mobility needs' - at church services, events or taking part in other activities may make it difficult to exit a building safely	Ensure sufficient trained Fire Marshals and First Aiders are always on duty, relative to the number of participants, to provide assistance, support the team and an effective rota system is in place to enable this to happen
Pews, chairs and tables may prevent easy building evacuation and may cause injury	Wardens, Deputy Wardens and Stewards are to be briefed at each event/activity incl. baptisms, weddings, funerals & concerts to focus upon the safety of participants and as a reminder of their duties/responsibilities
Exit doors are blocked preventing smooth and swift evacuation in the event of an incident	Ensure the team and Fire Marshals have access to the Fire Safety Emergency Plan

<p>Poor car parking may prevent the emergency services access to the site to deal effectively with an incident, or cars are parked in such a way as to block an external emergency exit</p>	<p>Wardens, Deputy Wardens and Stewards are to be briefed at each event/activity to focus upon the safety of participants and to 'police' car parking effectively</p>
<p>Children and other 'vulnerable' participants may fall into the pool during a baptism with a risk of injury/drowning, or water may be too hot creating a risk of scalding</p>	<p>Baptisms are to be staffed by sufficient (qualified, trained and briefed) team members The baptism pool is locked away when not in use and supervised effectively when in use; the font is emptied</p>
<p>Internal/external outings, clubs, societies and events may not be planned properly, or could be staffed by untrained members of the team, putting the safety of participants at risk</p>	<p>All internal/external outings, clubs, societies and events are to be risk assessed by a competent person on an occurrence by occurrence basis; any perceived shortcomings or needs are addressed and dealt with effectively <u>prior to</u> an event/activity taking place</p>
<p>Cars used by team members to carry participants to external outings, clubs, societies and events may not be insured for business use and may be 'un-roadworthy', placing participants at risk</p>	<p>Members of the team must arrange for their cars to be insured, specifically, for business use whilst on church business, must maintain them effectively, comply with the laws of vehicle ownership and drive responsibly at all times</p>
<p>Attendees of concerts or an external event are not aware of the procedures in the event of a fire evacuation</p>	<p>Hirers are responsible for informing members of the public of the procedures for evacuation, and the assembly point, at the start of each event</p>
<p>Attendees are not given the correct information regarding fire evacuation</p>	<p>The church will provide hirers with a copy of the Fire Safety Emergency Plan The correct wording for evacuating the premises is: "There is a fire alarm, please evacuate the building by the nearest exit", this is repeated twice - if the PA system is not in use, the hirer should speak loudly and clearly so all attendees receive the message accurately The church designated Fire Marshal will take control The building may not be re-entered until agreed by the emergency services</p>

Attendees of concerts or an external event require first aid or medical assistance

Hirers shall be responsible for providing medical or first aid assistance, contacting the emergency services (as necessary) and for completing details of the incident in the church's Accident Book

Responsibilities of the Employer

1. To show that 'reasonably foreseeable risks' have been identified, through risk assessments, with appropriate action(s) taken to minimise them, subject to annual reviews and any necessary amendments.
2. To ensure there is adequate insurance cover for all events/activities with standard health and safety practices adhered to.
3. To provide all necessary equipment and access to systems and procedures.
4. To ensure the team have adequate communication tools and techniques to ensure they can summon help when needed.
5. To offer appropriate training to the team in health and safety to include; what to do in the event of fire, accidents and incidents; how to protect themselves and participants.
6. To keep accurate and up to date records for the team with next-of-kin, emergency contact information etc.
7. To ensure that external groups using the church facilities (a.) are fully aware of the requirements of the policy, (b.) designate a responsible person for each event.

Responsibilities of the Team

1. To avoid placing themselves in unnecessarily dangerous or vulnerable situations.
2. To be alert to possible dangers and to minimise risk by their own behaviours.
3. To notify the employer of any health and safety training necessary to enable them to mitigate sufficiently a Risk/Hazard by the proposed Protection/Control Measure summarised in the section ('**Potential Hazards applicable and Protection/Control Measures proposed**') earlier.
4. To avail themselves of all training opportunities provided by the employer.
5. To take reasonable steps to minimise risk to the church buildings and property and report any concerns to the employer.

Note: this document is created to provide advice of minimum requirements for all activities taking place at All Saints' and should not be regarded as exhaustive and covering all possible eventualities.

Version Control - Creation/Revision	Date
Creation_version 1.	7 th January 2016
Update_version 2.	11 th January 2016
Final_version 3. (signed off by PCC)	14 th January 2016