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| **Event**: Carols service held outside |
| **Date:** |
| **Location:** |
| **Church:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

**Risk Assessment Form**

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Setting up any electrical equipment to be used | Trips and falls from leads and wires | Ensure that all leads and wires are secure, clearly marked with tape and/or placed out of the way of the general public | Mark and close off an area where the leads & wires enter the building /for a power source | Person setting up electrics/duty steward |
| Hand-held candles | Risk of igniting flammable material and molten wax can cause damage to material and is very hot | Purpose made candles with proper slide on card drip trays only to be used | These candles only to be used | Minister/duty steward |
| Collection of money for charity or church | Could attract unwanted attention | Make sure collection boxes are never left unattended | Only use authorised collection boxes/buckets with lids  | Duty steward/charity secretary |
| Playing music | Noise pollution | Keep any music at an acceptable level so as not to cause a nuisance | To be avoided if outside service is taking place after 11 pm.It is considered un-neighbourly to play loud music between the hours of 11 pm and 7 am. | Stewards |

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |

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| **Completed by:** |
| **Signed:** |
| **Date:** |