



Church Name

Event Lead

Event Date

1. Purpose and overview

- Clear purpose for the event
- Intended audience identified
- Event size suitable for space and volunteers

2. Safety and logistics

- Risk assessment completed (including outdoor areas)
- Weather considered (sun, heat, rain contingency)
- Entrances, exits and access clear
- Outside areas checked for hazards
- Electrical equipment safe (especially outdoors)
- First aid provision in place
- Emergency plan prepared
- Parking and access arrangements planned, neighbours notified

3. Welcome and hospitality

- Refreshments planned safely
- Volunteers briefed for welcome/stewarding
- Signage in place (toilets, exits, first aid)
- Event communicated clearly to church and community

4. Safeguarding and security

- Safeguarding policy up to date
- Volunteers trained and appropriate checks in place
- Supervision arrangements for children/young people
- Consent for photos/recording where needed
- Secure handling of money and belongings
- Clear process for reporting concerns

5. Summer-specific risks

- Sun safety (shade, hydration)
- Food safety (preparation, storage, allergens)
- Outdoor activities risk assessed
- Slips/trips (cables, uneven ground)
- Structures (gazebos, tents) secured

6. Communication

- Volunteers clear on roles and safety
- Information provided for additional needs
- Plans in place for last-minute changes (e.g. weather)

7. After the event

- Incidents recorded and reviewed
- Team debrief completed
- Notes saved for future events