



EMBRACE 2017 – CALLED RISK ASSESSMENT

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Embrace Liverpool is a Catholic Youth Conference organised by young people for young people. It is organised on a voluntary basis and managed by the leadership team. It takes place in Liverpool Metropolitan Cathedral and we work closely with the Cathedral dean and staff. The Cathedral will have its own Health and Safety produces already in place; this risk assessment serves for the one-day conference only. This information is for group leaders from school and parish groups, to add to pre-trip Risk Assessment. If you require any further information to complete the Risk Assessment then please contact us at info@embrace-liverpool.org.uk.

Group organisers are responsible for the following elements:

- Supervision of the group at all times.
- Travel to and from the Liverpool Metropolitan Cathedral.

What are the hazards?	Who might be harmed and how?	What are the control measures?
Slips and trips	Volunteers and participants may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.
Risk of injury from fire from use of candles	Volunteers and participants	Volunteers and servers to be responsible for using candles. Inform participants of the fire and evacuation procedures put in place by the Cathedral. Ensure that the MCs of the event make announcement at the beginning of proceedings.
Electrical hazards	Volunteers and participants	Leads and cables are covered or situated overhead. All equipment PAT tested. Production company to produce their own risk assessment and hold public liability insurance.
Personal belongings	Volunteers and participants	It is strongly advised that valuables are kept with the owner at all times. Personal property remains the responsibility of individuals
First Aid provision	Volunteers and participants	First Aid staff present in Cathedral. First Aid boxes in various locations
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park clearly marked. Car park well lit. Cathedral Car Park staff and stewards to manage the car park on the day of the event.