



Community Carol Concert – 2025 RISK ASSESSMENT (& Accident Reporting Sheets)

**Abertillery and Llanhilleth
Community Council
Council Offices
Mitre Street
Abertillery NP13 1AE**

Version Number: 1 2025
Date of Issue: 03/11//2025
Next Review By: 10/02/2026

CONTENTS

Section 1	Event Details	Page 3
Section 2	General Overview	Page 3
Section 3	Risk Assessment Notes	Page 3
Section 4	Risk Assessment	Page 4

1.0 Event Details

Name	Community Carol Concert
Date	TBC
Location	St. Michael's Church, Church Street, Abertillery, NP13 1DA
Event Organisers	Abertillery and Llanhilleth Community Council clerk@abertilleryandllanhilleth-wcc.gov.uk / 01495 217323
Event Manager/Contact	TBC
Purpose	To bring together the community & raise money for the Chair's nominated charity.

2.0 General Overview

As event organisers, Abertillery and Llanhilleth Community Council (ALCC) initially has the prime responsibility for the safe operation of the event and is required to have in place effective arrangements for its events.

As part of the risk management approach, a risk assessment must be completed. This document will remain live throughout the planning process and will be amended according to any changes.

This event involves local choirs, singers and bands performing inside the Church to the public. It is a paid event, with all proceeds going to the Chair's Charity. It also has a raffle for the charity.

3.0 Risk Assessment Notes

'Event staff' refers to Church staff, volunteers and event organisers (members of Abertillery & Llanhilleth Community Council) present at the event.

'Participants' includes performers and event staff.

'Public' refers to attendees.

The risk ratings are assessed based on the likelihood of the issue occurring, combined with the possible harm caused by it.

4.0 Risk Assessment

Overall Risk Rating: Low

ASSESSORS NAME: Molly Jones Abertillery and Llanhilleth Community Council		DATE OF ASSESSMENT: 03/11/2025				
OBSERVATIONS / HAZARDS	LOCATION	RISK			PERSONS AT RISK	ACTION REQUIRED
		H	M	L		
General risk of fire – risk of burns, injury, smoke inhalation.	St. Michael's Church			✓	Participants & Public	- There are two fire exits, and there are exits on three of the four sides of the Church. - Fire exits are signposted. - Attendees will be informed of fire exit locations and procedure before the concert begins.
Candles – risk of fire, burns and injury.	St. Michael's Church		✓		Participants & Public	- If candles are used they will be positioned out of reach of participants and public. - The above fire procedure is also in place.
Electronics – risk of fire, burns and injury.	St. Michael's Church			✓	Participants & Public	- Electronics being brought into the Church must be PAT tested and properly connected. - Any clear electrical faults or damage may result in these items not being used for the event, or cancellation if the event cannot run without them. - The above fire procedure is also in place.
Electronics – wires causing trip hazards.	St. Michael's Church			✓	Participants & Public	- Electronics will be in place out of reach from the public. - Wires will be covered by cable protector covers to reduce risk of tripping.
Crowding – risk of injury or blocking exits.	St. Michael's Church			✓	Participants & public.	- Concerts have a typical attendance of 200 max. The Church has comfortably welcomed a congregation of 500+ without crowding issues. - In the event of capacity being reached, people may be turned away at the door.

Abertillery and Llanhilleth Community Council
Community Carol Concert Risk Assessment/Accident Book

Lack of outdoor lighting – risk of trips, falls or injury.	Left side courtyard of Church			✓	Participants & Public	- The public will be encouraged to use the other two gates (at the front and rear of the Church) to exit, as these are lit by streetlights. - Paths will not be obstructed. - Lighting in the Church will remain on whilst the audience leaves, which will help light some of the outdoor areas around the Church. - Fencing has been installed around the yard to prevent people from falling down a steep area.
Spillages – risk of trips/slips and injury.	St. Michael's Church			✓	Participants & Public	- Any spillages should be reported to event staff and will be cleaned up as soon as possible. - Wet floor signs will be placed down if needed.
Risk of being locked in after the concert.	St. Michael's Church			✓	Participants & Public	- The Church has two fire doors which are permanently unlocked, so there will always be a means of escape. - Whoever is locking the doors or outside gates should check that the Church and courtyard areas are clear.
Cash collection – risk of theft, loss or harm.	St. Michael's Church			✓	Event Organisers	- Cash will be collected into a lockable cashbox and will not be accessible to the public. - The cashbox will be supervised at all times. - Cash will not be left on the premises overnight.
Medical emergency.	St. Michael's Church		✓		Participants & Public	- In the event of any emergency, emergency services will be called by a member of event staff. - A first aid kit will be available on site at all times. - There is a tri-services station approximately 250 yards from the Church. - There are nearby several hospitals which offer provisions during the evening/night, including two minor injury units within 8 miles of the Church and an A&E approx. 14 miles away.
Glass bottles in raffle – risk of broken glass leading to injury, spillage or accelerant to fire.	St. Michael's Church			✓		- Raffle prizes will be supervised by event staff at all times, and prizes will be given at the end of the concert. - Any spillages or breakages will be cleared as soon as possible to avoid injury or fire risk. - Wet floor signs may be positioned if needed.

1. Company/Organisation Details

Event Organiser: Abertillery & Llanhilleth Community Council

Address: Council Offices, Mitre Street, Abertillery

Postcode: NP13 1AE

Name of Accident Reporter:

Job Title:

Contact Phone/Email:

2. Person Affected by the Accident

Full Name:

Date of Birth:

Address:

Postcode:

Contact Phone/Email:

Position of Person (e.g. employee, contractor):

If person affected is under 18:

Parent/Carer Name:

Contact Phone/Email:

Parent/Carer Notified: Y / N

Address:

Postcode:

3. Accident Details

Date:

Time:

Location:

Describe the accident:

(e.g. who was involved? Was any equipment involved? Do you know why it happened?)

--

Give Names and Addresses of Witnesses, if applicable:

--

4. Injury and Treatment Details

Description of Injuries Sustained:

--

Was any First Aid administered on the premises?		If yes, what treatment was given and who administered it?	
Did the casualty have to go to hospital immediately?		If yes, what treatment did they receive?	
Did the casualty have to go to the hospital or their GP as a follow up?		If applicable, how long did they have to spend in hospital?	
Does the accident need reporting under RIDDOR?		Any further action required?	

Abertillery and Llanhilleth Community Council
Community Carol Concert Risk Assessment/Accident Book

Was the accident reported?	Y / N
Reporter Name:	Job Title:
Sign:	Date:
5. Sign Off	
Name of Casualty:	
Sign:	Date:
Name of person completing accident form:	
Job Title:	
Sign:	Date:
If casualty is under 18:	
Name of Parent/Carer:	
Sign:	Date:

1. Company/Organisation Details

Event Organiser: Abertillery & Llanhilleth Community Council

Address: Council Offices, Mitre Street, Abertillery

Postcode: NP13 1AE

Name of Accident Reporter:

Job Title:

Contact Phone/Email:

2. Person Affected by the Accident

Full Name:

Date of Birth:

Address:

Postcode:

Contact Phone/Email:

Position of Person (e.g. employee, contractor):

If person affected is under 18:

Parent/Carer Name:

Contact Phone/Email:

Parent/Carer Notified: Y / N

Address:

Postcode:

3. Accident Details

Date:

Time:

Location:

Describe the accident:

(e.g. who was involved? Was any equipment involved? Do you know why it happened?)

--

Give Names and Addresses of Witnesses, if applicable:

--

4. Injury and Treatment Details

Description of Injuries Sustained:

--

Was any First Aid administered on the premises?		If yes, what treatment was given and who administered it?	
Did the casualty have to go to hospital immediately?		If yes, what treatment did they receive?	
Did the casualty have to go to the hospital or their GP as a follow up?		If applicable, how long did they have to spend in hospital?	
Does the accident need reporting under RIDDOR?		Any further action required?	

Abertillery and Llanhilleth Community Council
Community Carol Concert Risk Assessment/Accident Book

Was the accident reported?	Y / N
Reporter Name:	Job Title:
Sign:	Date:
5. Sign Off	
Name of Casualty:	
Sign:	Date:
Name of person completing accident form:	
Job Title:	
Sign:	Date:
If casualty is under 18:	
Name of Parent/Carer:	
Sign:	Date: