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| **Event**: Carol service by candlelight |
| **Date:** |
| **Location:** |
| **Church:** |
| **Group Leader: Minister** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

**Risk Assessment Form**

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Choice of candle | Cheaper catering quality candles will burn down quicker, and the flame may get too close to foliage or decorations | Good quality slow burning candles are best | These candles only should be used | Minister/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 |
| Children and candles | Standing too close together brings the risk of both clothing and hair being set alight | Children to be properly supervised | Candlelight processions should be avoided | Minister/Duty steward |
| Placing of candles | Setting alight to anything combustible | Place all candles away from combustible materials including flammable decoration such as tinsel | Ideally candles should be placed in metal holders on non-combustible surfaces such as stone or brick | Minister/Duty steward |

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| Activity | Possible risk | Prevention | Action to be taken to reduce risk | Responsibility |
| Lighting of tea light candles | Can burn for a long time, can become very hot and are self-supporting | Use only tea light candles that must be placed in sand or on a pricket stand | Avoid the use of these types of candles | Minister/duty steward |
| Lighting of candles | Risk of the person reaching over lit candles to light or place ones behind getting burnt or setting fire to clothing or hair | Always light rows of candles from the back first, leaving the front row to last. Move lighted candles to the back leaving the front row the last to be filled | Never leave the church unattended once candles have been lit | Minister/duty steward |
| **NOTE 1**  Fire extinguishers must always be readily available when candles are being used. Water extinguishers are the most suitable for dealing with burning foliage, paper or wood. Church members must know where the extinguishers are and how to use them.  A fire blanket may be a better way of dealing with certain fire situations and at least one should be available. They are particularly suitable for dealing with burning clothing. | | | | |
| **NOTE 2**  The person leading the service should be aware of the fire risk and in the event of an emergency should be ready to ask everyone to leave in an orderly fashion following the directions of the stewards.  If a fire should start you should be certain that people can get out of the building quickly. All doors must be unlocked and be capable of being opened quickly. | | | | |

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