

Westbury PCC checklist for Church Events/ Activities



HOLY TRINITY
WESTBURY ON TRYM - BRISTOL

This form should be completed with the use of Guidance notes and at least 14 days in advance of the published PCC date at which it will be considered.

1	Name of event/ activity																			
2	Proposed Date(s) and times of event/ activity																			
3	Type of event/ activity and proposed location																			
4	Person responsible for organising the above (please include a contact email/ telephone number)																			
5	If event is to be held in Church premises/ using Church property have you consulted with the Church Wardens? Checked availability?	Yes/ No Yes/ No																		
6	Do you need a risk assessment and has the PCC had opportunity to review it for the above?	Yes/ attached No/ comments as to why not																		
7	Are there any financial implications and if so has the PCC had opportunity to review the financial plan?	Yes/ attached No/ comments																		
8	Have you arranged the support that you require in planning, pre, during and post event?	Yes/ Attached No/ comments																		
9	<p>Is there adequate supervision of the above activity?</p> <p>General supervision, to keep those organising and attending the above safe, should be included in the risk assessment.</p> <p>The organizer is asked to state the anticipated numbers of young people attending and associated ratios of safely recruited adults</p>	<table border="1"> <tr> <td>Number of safely recruited persons attending over 18</td> <td></td> <td>Number of persons attending under 18</td> <td></td> <td>Number of vulnerable adults attending</td> <td></td> </tr> <tr> <td>Male</td> <td></td> <td>Male</td> <td></td> <td>Male</td> <td></td> </tr> <tr> <td>Female</td> <td></td> <td>Female</td> <td></td> <td>Female</td> <td></td> </tr> </table>	Number of safely recruited persons attending over 18		Number of persons attending under 18		Number of vulnerable adults attending		Male		Male		Male		Female		Female		Female	
Number of safely recruited persons attending over 18		Number of persons attending under 18		Number of vulnerable adults attending																
Male		Male		Male																
Female		Female		Female																
10	Further specific points you wish to highlight																			

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Please submit this form either electronically / by hand/ or post to the Parish Office, for the attention of the Standing Committee.