**Plan for funeral on June 20th**

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| **Steps** | **Potential Hazards** | **Controls** | **Person responsible** |
| **PREPARING**  **Find out how many people expected.**  **Organising caterers**  **Any other events planned** | More people could come to church than we could cope with.  Caterers understaffed | Find out how many people are expected.  Speak with caterers, show them kitchen if they haven’t been here before.  Check there are no other events planned that day | Fred  Jane  Jane |
| **DOING**  **Funeral** | Lot of vehicle movements.  Church getting full and emergency exits blocked.  Injury to caterers staff from kitchen activities.  Members of public suffering sudden illness.  Fatigue/dehydration | Organise car park wardens for the day.  Announcement at start of sevice, and wardens to monitor.  Caterers should be competent for the job.  Check first aiders will be on hand, and equipment easily accessible.  Ensure all our volunteers have drinks available and are ok | John  Irene  Jane  Irene  Jane |
| **CLEARING UP**  **People leaving**  Tidy up afterwards | Vehicle movements.  Strains and sprains and injuries from putting all the chairs and tables away | Car park wardens  Check there enough volunteers to do this job | John  Jane |

Persons involved/attending planning: John, Jane, Irene, Fred, Mary.