

St Nicholas Parish Church, Lanark.

Major Events Procedure

Responsibility to ensure compliance with this procedure are hirers and members of the congregation organising major events within the Church or Church Hall.

Responsibility to ensure adequate stewarding at funerals is the Minister.

Method:

Major events held in the Church and Church hall must be appropriately stewarded. Stewards should be aware of, and competent to action (as appropriate):

- The Church Fire Evacuation Procedure;
- The Church Medical Evacuation Procedure;
- The Church Security Procedure;
- The Church Hall Fire Evacuation Procedure;
- The Church Hall Medical Evacuation Procedure;
- The Church Hall Security Procedure.

Also (as appropriate):

- Accident Recording Procedure;
- Food Safety Procedure;
- Noise Procedure;
- Reporting Defects Procedure;
- Slips and Trips Procedure;
- Vulnerable People Procedure;
- Working with Chemicals Procedure.

Prior to the commencement of a major event, attendees at the event must be advised of the appropriate Fire Evacuation Procedure, or, other appropriate measures put in place.