

St Bartholomew & All Saints Parochial Church Council

Third-Party User Risk Assessment

Premises: [delete as appropriate]	St Bartholomew's Church	Church Croft	Church Hall
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Name of event:	Date of event:	Date of risk assessment:
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Name of organiser:	Signature of organiser:
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Who might be harmed?	Hirers of premises; Organisers of event; Event attendees; Visitors; Members of the Public; Performers/Entertainers
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<u>What are the hazards that could cause harm?</u>	<u>Is this risk present for this event?</u>	<u>What has already been done to control this risk?</u>	<u>What else do you need to do to control this risk?</u>
Slips, Trips and Falls:	<p style="margin: 0;">Yes No</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">✓</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-left: 20px;"></div> </div>	<ul style="list-style-type: none"> Good standard of housekeeping is maintained Premises are subject to regular inspections. Snow cleared and salt/grit applied during snowy/icy conditions. Matting provided at entrance. Adequate lighting installed throughout premises. 	<ul style="list-style-type: none"> Church Hall Only: you should carry heavy items up and down the wheelchair ramp, not the steps. Other: Ensure:
Fire:	<p style="margin: 0;">Yes No</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">✓</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-left: 20px;"></div> </div>	<ul style="list-style-type: none"> Fire risk assessment completed. Fire prevention measures regularly checked and record maintained. Fire extinguishers inspected annually. Emergency Fire Plan and Fire Action notice displayed. Duties of Temporary Responsible Person displayed. Users informed of their responsibilities for fire prevention through hire agreement. No pyrotechnics or naked flames permitted. Celebration candles only permitted on cakes under adult supervision. Smoking not permitted within boundaries of premises. 	<p>You should:</p> <ul style="list-style-type: none"> appoint a Temporary Responsible Person who has familiarised themselves with the duties and responsibilities of this ro
<u>What are the hazards that could</u>	<u>Is this risk present</u>	<u>What precautions are already in place?</u>	<u>What else do you need to do to control this</u>

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<u>cause harm?</u>	<u>for this event?</u>		<u>risk?</u>
Electricity:	<p>Yes No</p> <input checked="" type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Fixed wiring installation inspected and tested every 5 years by a competent person. • All church-owned portable electrical equipment PAT tested annually by a competent person. • All repairs carried out by a competent electrician. 	<p>You should:</p> <ul style="list-style-type: none"> • ensure all electrical equipment brought on to the premises has passed a PAT test in the last 12 months. • ensure all electrical equipment brought on to the premises is inspected for damage before use. • ensure church-owned portable electrical equipment is inspected for damage before use. • Other:
Manual Handling (lifting or carrying):	<p>Yes No</p> <input checked="" type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Manual handling poster displayed. • Trolley provided at Church Hall only for moving stacks of chairs. • Wheelchair ramp available at Church Hall only for loading and unloading heavy items. 	<p>You should:</p> <ul style="list-style-type: none"> • observe good manual handling techniques. • use the wheelchair ramp at Church Hall for loading and unloading heavy items.
Food Preparation:	<p>Yes No</p> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Facilities are provided to maintain an adequate standard of personal hygiene. • Hirers are required to remove all waste after their event. • Hirers wishing to provide foodstuffs are advised of the appropriate procedures. • Hirers are required to complete a 'Source Record' when providing their own food. 	<p>You should:</p> <ul style="list-style-type: none"> • observe good food hygiene practices. • only use outside caterers holding an appropriate Food Hygiene Certificate. • be aware of any attendees having a food allergy. • ensure all foodstuffs containing allergens are labelled accordingly. • Other:

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Noise and Nuisance:	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Hirers advised of their responsibility for ensuring the noise level at their event does not inconvenience the occupiers of nearby houses and properties. 	
Laser Lighting Displays:	Yes No <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Hirers advised of their responsibility for managing health and safety risks at their event. 	You should: <ul style="list-style-type: none"> take reasonable steps to ensure that where the laser lighting display is contracted to an organisation or individual, they are competent and adequately resourced to undertake their safety role effectively. Other:
Flashing Lights/Strobe Lighting:	Yes No <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Hirers advised of their responsibility for managing health and safety risks at their event. 	You should: <ul style="list-style-type: none"> ensure you are aware of any attendees with photosensitive epilepsy. ensure any lighting effects are within Health & Safety Executive guidelines for strobe lighting of a maximum of four flashes per second. Other:
Bouncy Castles /Play Inflatables:	Yes No <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Hirers advised of their responsibility for managing health and safety risks at their event. 	You should: <ul style="list-style-type: none"> hire the equipment from a reputable company and, wherever possible, equipment should be set up, operated and supervised by the company's own adult, well trained and experienced personnel. ensure the equipment complies with the "safe use and operation of play inflatables" guidance issued by the PIPA Inflatable Play Inspection Scheme.
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Bouncy Castles /Play Inflatables (continued):			<ul style="list-style-type: none"> • if buying or hiring an inflatable, ensure it has either a numbered PIPA tag or an ADiPS declaration of compliance. • ensure it has written documentation from a competent inspection body to show it complies with British Standard BSEN14960 and written instructions for the safe setting up, operation and supervision of the equipment. • Other:
Personal Safety:	<p>Yes No</p> <input checked="" type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Hirers advised of their responsibility for managing health and safety risks at their event. • A sample 'lone working' policy available on the church website. • Hirers/organisers are responsible for the conduct of those attending the event /function and for the control of activities on the premises. • Hirers must consider the suitability of any activities to ensure the personal safety of those taking part. 	<p>You should:</p> <ul style="list-style-type: none"> • put in place effective arrangements to ensure the capacity figures detailed on the booking form and/or Terms & Conditions are not exceeded. • Other:
Vulnerable Adults and Children:	<p>Yes No</p> <input checked="" type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • St Bartholomew & All Saints PCC has adopted the C of E's Safeguarding Policy for children, young people and adults "promoting a Safer Church". 	<p>You must:</p> <ul style="list-style-type: none"> • complete and return a signed copy of the safeguarding declaration issued with the booking form. • Other:
Scalding:	<p>Yes No</p> <input checked="" type="checkbox"/> <input type="checkbox"/>		<p>You should:</p>
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<p>Vehicle Movements: [Church Hall only]</p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>		<p>You should:</p> <ul style="list-style-type: none"> • ensure all vehicles are parked in designated bays. • ensure 5mph speed limit is observed. • ensure emergency vehicle access is maintained. • ensure reversing delivery vehicles are under adult supervision. • Other:
<p>Other::</p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	<p><u>What precautions are already in place?</u></p>	<p><u>What else do you need to do to control this risk?</u></p>
<p>Other:</p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>		
	<p style="text-align: center;">Yes No</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>		
<p>Other:</p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>		