

## Information Sheet for Third-Party Users of Church Premises

- 1. Risk Assessment** – In accordance with the Terms & Conditions of Use, you are required to complete a risk assessment for the event for which you are hiring the premises. A risk assessment is simply a careful examination of what, in an activity, could cause harm to people. It helps you to decide if sufficient precautions are being taken or if more need to be done to prevent harm.

The PCC has taken reasonable measures to ensure, so far as reasonably practicable, that the premises, access to it and any equipment or substances provided are safe for people using it. However, users have responsibility for managing risks arising from their own activities when they have control of the premises or control of equipment on the premises.

To assist you in completing your risk assessment, the PCC has prepared the enclosed checklist covering the most common areas of risk, but it is not exhaustive. It also outlines some of the measures that may need to be taken to help control the risks. You are advised to work through the checklist, deleting any measures you consider not relevant to your event or inserting additional measure where you consider necessary. There is space at the end of the checklist for you to insert details of any additional risks arising from your event, together with details of the control measures you consider appropriate.

You are advised to retain a copy of the risk assessment for your own purposes