Third-Party User Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Premises:** [delete as appropriate] | **St Bartholomew’s Church** | **Church Croft** | **Church Hall** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of event:** |  | **Date of event:** |  | **Date of risk assessment:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organiser:** |  | **Signature of organiser:** |  |

|  |  |
| --- | --- |
| **Who might be harmed?** | Hirers of premises; Organisers of event; Event attendees; Visitors; Members of the Public; Performers/Entertainers |

|  |  |  |  |
| --- | --- | --- | --- |
| What are the hazards that could cause harm? | Is this risk present for this event? | What has already been done to control this risk? | What else do you need to do to control this risk? |
| **Slips, Trips and Falls:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * 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. | * **Church Hall Only:** you should carry heavy items up and down the wheelchair ramp, **not** the steps. * Other: * Ensure: |
| **Fire:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * 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. | **You should:**   * appoint a **Temporary Responsible Person** who has familiarised themselves with the duties and responsibilities of this ro |
| What are the hazards that could cause harm? | Is this risk present for this event? | What precautions are already in place? | What else do you need to do to control this risk? |
| **Electricity:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * 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. | **You should:**   * 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):** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * 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. | **You should:**   * observe good manual handling techniques. * use the wheelchair ramp at Church Hall for loading and unloading heavy items. |
| **Food Preparation:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  |  |  |  |  | |  |  |  | | * 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. | **You should:**   * 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: |
|  |  |  |  |
|  |  |  |  |
| What are the hazards that could cause harm? | Is this risk present for this event? | What precautions are already in place? | What else do you need to do to control this risk? |
| **Noise and Nuisance:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * 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** |  | |  |  |  |  |  | |  |  |  | | * Hirers advised of their responsibility for managing health and safety risks at their event. | **You should:**   * 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** |  | |  |  |  |  |  | |  |  |  | | * Hirers advised of their responsibility for managing health and safety risks at their event. | **You should:**   * 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** |  | |  |  |  |  |  | |  |  |  | | * Hirers advised of their responsibility for managing health and safety risks at their event. | **You should:**   * 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. |
| What are the hazards that could cause harm? | Is this risk present for this event? | What precautions are already in place? | What else do you need to do to control this risk? |
| **Bouncy Castles /Play Inflatables (continued):** |  |  | * 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:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * 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. | **You should:**   * 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:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | | * St Bartholomew & All Saints PCC has adopted the C of E’s Safeguarding Policy for children, young people and adults “promoting a Safer Church”. | **You must:**   * complete and return a signed copy of the safeguarding declaration issued with the booking form. * Other: |
| **Scalding:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  | **✓** |  |  |  | |  |  |  | |  | **You should:** |
| What are the hazards that could cause harm? | Is this risk present for this event? | What precautions are already in place? | What else do you need to do to control this risk? |
| **Vehicle Movements:**  **[Church Hall only]** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  |  |  |  |  | |  |  |  | |  | **You should:**   * 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: |
| **Other::** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  |  |  |  |  | |  |  |  | | . What precautions are already in place? | What else do you need to do to control this risk? |
| **Other:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  |  |  |  |  | |  |  |  | |  |  |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  |  |  |  |  | |  |  |  | |  |  |
| **Other:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | |  |  |  |  |  | |  |  |  | |  |  |