Third-Party User Risk Assessment

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| **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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| 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:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * 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:
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| **Fire:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * 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
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| 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:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * 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:
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| **Manual Handling (lifting or carrying):** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * 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.
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| **Food Preparation:** |

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|  | **Yes** |  | **No** |  |
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 | * 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:
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| 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:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * Hirers advised of their responsibility for ensuring the noise level at their event does not inconvenience the occupiers of nearby houses and properties.
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| **Laser Lighting Displays:** |

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|  | **Yes** |  | **No** |  |
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 | * 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:
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| **Flashing Lights/Strobe Lighting:** |

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|  | **Yes** |  | **No** |  |
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 | * 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:
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| **Bouncy Castles /Play Inflatables:** |

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|  | **Yes** |  | **No** |  |
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 | * 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:
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| **Personal Safety:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * 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:
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| **Vulnerable Adults and Children:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 | * 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:
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| **Scalding:** |

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|  | **Yes** |  | **No** |  |
|  | **✓** |  |  |  |
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 |  | **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]** |

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|  | **Yes** |  | **No** |  |
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 |  | **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:
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| **Other::**  |

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|  | **Yes** |  | **No** |  |
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 | . What precautions are already in place? | What else do you need to do to control this risk? |
| **Other:**  |

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|  | **Yes** |  | **No** |  |
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|  | **Yes** |  | **No** |  |
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| **Other:** |

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|  | **Yes** |  | **No** |  |
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