

THE PARISH OF ST. GEORGE'S WORCESTER

HIRING OF THE CHURCH HALL Ref. No. 016		
Hazards associated with this activity		
<p>Fire Hit or struck by objects Electrocution Unsuitable activities/ functions Security issues</p>	<p>Slips, trips & falls Ill health Inadequate safeguarding of children & vulnerable adults</p>	
Control Measures		
<p>The Parish Priest (or named deputy) authorises the use of the Hall on receipt of booking form to ensure suitable use. (e.g. toddler group, sit down function). He has the final veto over the hire of the Church Hall.</p> <p>Any restrictions on the use of the premises are made known to the hirer (i.e. maximum numbers of people in the hall at any time is 100).</p> <p>A specific risk assessment is carried out for areas used for groups of young children to check that additional safeguards are incorporated due to the risks associated with children at play.</p> <p>The hirer is reminded that they are accountable for obtaining the required licence(s) from the responsible party (alcohol, entertainment, stalls, car boot sales, cinema screenings, copyright performing rights etc).</p> <p>The operation of alarms, fire precautions & emergency procedures are communicated to hirers.</p> <p>It is clearly understood that the hirer is responsible for all their equipment etc. that is brought onto the premises.</p> <p>The hirer provides a copy of their Public Liability Insurance when the premises hirer is a 'business'.</p>	<p>A hire agreement is completed, signed and authorised.</p> <p>The responsibilities for safety, food hygiene, adhering to safety procedures and damage/losses are in writing and form part of the terms and condition of hire.</p> <p>Supervision & stewarding arrangements provided by the hirer are agreed where considered necessary to prevent unauthorised access to no go areas.</p> <p>The hirer is required to notify the parish office of any accidents or damage that are attributable to their use of the premises.</p> <p>No changes in use by the hirer are permitted without prior agreement of the Parish Priest (or named deputy).</p> <p>A completed 'emergency plan details for person hiring or holding an event' form has been passed to the hirer (including contact details) & the hirer has signed & returned their copy.</p>	
Further considerations		Responsibility & target date
<p>Prepare an emergency plan document for hirers of the Church Hall</p> <p>Prepare aide memoire for the use of the fire alarm and fire equipment in the Church Hall</p>		<p>Co-Ordinator Jun 2017</p> <p>Co-Ordinator Jun 2017</p>
Groups/people affected: Hall hirers, visitors, employees and volunteers		
<p>Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people</p>	<p>Signed: Print: J STEVENSON</p>	<p>Date: Feb 2017</p>
<p>Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)</p>	<p>Signed: Print: FATHER BRYAN</p>	<p>Date: FEB 2017</p>