



## **Risk Assessment Guide for Hirers of the Parish Centre**

This Risk Assessment Guide has been prepared by the Parochial Church Council for the guidance of hirers of the Parish Centre to ensure the safety of hirers, visitors and members of the public who may be affected by your event. Hirers of the Hall are required to be aware of any risks inherent in the hire and to keep these risks to a minimum to avoid injury to themselves, their invitees and members of the public.

**The Guide is not intended to be exhaustive and Hirers are expected to check that the Hall is in a safe condition for use before and at the start of the event and to take appropriate measures to reduce any risks identified. In particular it does not cover specific activities undertaken by Hirers, who are expected to satisfy themselves as to the suitability of the premises for their own hiring purpose and to undertake their own risk assessment specific to that purpose.**

**Hirers are reminded that they are required to leave the Hall in a safe and clean condition after use.**

**Hirers should be aware of the risks identified below and the controls in place to minimise these risks. Please note, that the precautions identified in this risk assessment form part of the conditions for hire and use of the Hall.**

### **Electrical appliances**

#### **Risk:**

Electric shock from electrical appliances; eg kettle, Quooker tap, fridges and electrical sockets  
Electric shock from hirers' electrical equipment; eg cables, music systems, amplifiers, projectors and lighting

#### **Risk rating:**

Low

#### **Precautions:**

Parish Centre electrical installations and appliances are regularly inspected and PAT-tested; power circuits are protected by circuit breakers at the fuse board and regularly inspected and tested.

Hirers are required to check their own equipment used in the Parish Centre, for safety and signs of cable wear; they must ensure that liquids are kept away from electrical equipment and that kitchen appliances are not used near sinks or water.

### **Kitchen – Boiling Water Tap**

#### **Risk:**

Burns/scalds from hot water and especially the Quooker tap (kettles are available as an alternative and hirers should not use the Quooker tap unless they and anyone working with them in the kitchen consider themselves proficient in its operation); electric shocks from electrical appliances; slips on wet floor; food poisoning and allergy issues.

**Risk rating:**  
Medium

**Precautions:**

A First Aid kit is provided in the kitchen, with an Accident Book. A mop, bucket and wet floor signs are provided in the kitchen for use by hirers.

**Kitchen – Food Preparation Knives**

**Risk:**

Injury to person from misuse of sharp-bladed knives.

**Risk rating:**  
Medium

**Precautions:**

Sharp-bladed food preparation knives are stored separately in a secure locked cupboard. Regular users of the kitchen are given access instructions and one-off hirers are instructed as necessary.

**Additional Guidance Notes and Requirements for Food Preparation**

**Risk:**

Food poisoning and allergy issues

**Risk rating:**  
Medium

**Precautions:**

The kitchen is cleaned to a high standard by professional cleaners three times weekly, using dedicated products and equipment. Between such cleans the kitchen and toilets are checked and cleaned by church volunteers as necessary, especially if food preparation and cooking has taken place in a previous hire. Colour-coded boards with usage instructions are provided, together with colour-coded knives and a food thermometer. Hirers are recommended to use the longest dishwasher programme when washing soiled crockery and utensils. Bin liners are provided. Blue plasters are provided in the kitchen First Aid Kit.

**Hirers must, if preparing, serving or selling food, carry out their own risk assessment taking into account their intended activities in the kitchen and observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. There is a refrigerator in the parish centre. Colour-coded food preparation boards are provided and must be used strictly in accordance with the guidance shown below and in the kitchen:**

**RED – raw meat BLUE – raw fish YELLOW – cooked meats GREEN – salad and fruit products BROWN – vegetable products GREY – bakery and dairy products**

**At the end of the hire hirers must ensure that the kitchen, and particularly worktops, food preparation boards and other utensils used in the preparation of food, are thoroughly cleaned.**

## **Fire**

### **Risk:**

Fire; avoid naked flames.

### **Risk rating:**

Medium

### **Precautions:**

Avoid naked flames; a Fire Risk Assessment is in place for the Parish Centre; hirers should make themselves aware of the location of fire extinguishers and fire blankets and report use of/damage to them;

hirers should be aware of the emergency evacuation procedures and must ensure that all exits from the building, including the Emergency Exit in the Hall are kept clear and unobstructed at all times throughout the period of the hire;

hirers must ensure that a strict "No Smoking" rule is enforced in the building and the forecourt/patio throughout the period of the hire;

hirers of the building for party and celebration purposes must ensure that cake candles and sparklers, or other party pyrotechnics etc are NOT used during the period of the hire.

## **Broken glass and other litter**

### **Risk:**

Harm to hirers, invitees, visitors, members of the public, young children

### **Risk rating:**

Low

### **Precautions:**

Hirers are required to check for and clear up any damage both inside and outside of the Parish Centre; a broom, brush, dust pan and black sacks are provided in the kitchen cupboard.

Hirers are advised that the building may not always have been cleaned and inspected between bookings and must therefore be aware of the possibility of hazardous litter left by a previous hirer; any such hazards and similar risks or incidents should be reported to the Parochial Church Council.

Hirers must take special care to control the use of glassware during hires and to clear away empty glasses regularly during hires; they must ensure that glasses and similar items are not taken outside the Parish Centre.

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