

ST LUKE'S CHURCH, BUCKFASTLEIGH

HEALTH AND SAFETY FOR GROUPS HIRING THE CHURCH OR HALL

Sensible provision to ensure, as far as possible, the health and safety of all who use the church building is extremely important.

In providing the premises, St Luke's Church has carried out a risk assessment on the building, and we believe we have done all we can to reduce the risk of accidents occurring.

We ask you as you hire the building (or part of it) to also take all sensible measures to reduce the risk of any accidents.

- Partly this is simply a matter of everybody involved ensuring no risks are created, (e.g. not creating a trip hazard by leaving something lying on the floor where people are passing)
- Partly it is a matter of having somebody with specific responsibility for looking around during your event to ensure no hazards are created. (This might be you as the main hirer or might be somebody else that you designate).
- Partly it is a matter of doing a simple risk assessment before the event.

In such a risk assessment you might need to consider:-

- The possibility of trips or falls, particularly if your event will include young, elderly or physically handicapped people; you should include entering, using and leaving the building
- The safety of any electrical equipment you are using, (including such issues as dealing with trailing leads)
- Safety when serving food and drink, particularly anything hot
- Anything that might create a fire risk.
- Please take note of the location of fire extinguishers, fire alarm buttons, and exit doors, including the emergency exits. Also please note the alarm in the upstairs toilets – this gives a high-pitched note. It can be turned off using the box on the wall outside the toilets or in the kitchen. In an emergency, the toilet doors can be opened from the outside using a coin, knife blade, etc.
- Coping with the numbers attending, (e.g. are you likely to have a rush of people trying to enter or leave the building at the same time?)
- Problems that might occur if evacuation is needed, (e.g. if there is a fire, will any people need special assistance to evacuate?)
- Parking issues. Guests should use a local car park - Victoria Woodholme is the nearest. For other information on parking please see the information sheet downloadable from the church website. Cars must not block the drive at the side of the church, access to our neighbours' entrances and garages, or the pedestrian routes in and out of the church and hall.

The above points are suggestions only. Not all may be relevant to your event, but equally it may be that you need to consider some issues not listed here.

Where you find that there are risks, please give thought as to how that risk can be reduced to a minimum.

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We hope you have a safe and happy event, and we thank you for hiring our church premises.