**St John the Evangelist, Kenilworth.**

Activity Risk Assessment (*to be completed before booking*)

Welcome to St. John the Evangelist, Kenilworth. We are delighted that you have chosen to use our premises and we hope that you will enjoy your event(s).

We are keen to help you to have a safe time whilst on the premises, so we ask you to complete a simple self-assessment, in order that you can satisfy yourself that a) the premises are suitable for your needs, b) that you have identified any risks and c) that you have eliminated those risks (where possible) and/or mitigated the effects of one of those risks materialising. Therefore, please complete the form below.

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| **General** | **Y/N** | **Considerations** |
| Have you looked around the premises you are going to book? |  | Please consider any risks posed by your particular activity. |
| Do you know where the fire extinguishers are? |  | Please note that you should only use extinguishers if you have been instructed in their proper use.  |
| Do you know where the fire exits and assembly areas are? |  | The most important thing to do if a fire breaks out is to get everyone out safely. |
| Does your activity pose a risk of starting a fire? |  | Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen. Please consider whether your activity contains any specific fire risks; try to eliminate these risks.  |
| Will people be using the car park to park vehicles? |  | The car park has limited space. You may want to direct people to park in Clarkes Avenue or Farmer Ward Road. If parking in these streets, please park considerately. There is a risk to people using/crossing the car park while cars are manoeuvring. You may wish to appoint marshals to assist the safe use of the car park. |
| Will you be moving furniture/equipment, etc. to facilitate your event? |  | Moving chairs, screens and other furniture can cause back-strain and other injuries. Please satisfy yourself that the people being asked to move furniture or equipment are physically able to do so and are aware of manual handling techniques. |
| Will you be using your own electrical equipment? |  | Your equipment may need PAT testing. If in doubt, please consult a qualified electrician. |
| Will you be using the church's electrical equipment? |  | You need to ensure that someone in your party understands how to use the equipment. |
| Have you identified any specific health/hygiene issues (e.g. self-distancing due to Covid-19). |  | You may want to consider how your activity might be affected by specific circumstances.  |
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| **Children** |  |  |
| Does your activity involve children? |  | Some parts of the church buildings are out-of-bounds to children (e.g. kitchen areas). Some may be unsafe for children. Please check to identify areas that may be unsafe. |
| Does your activity require Safeguarding policies for children or vulnerable adults?  |  | You should check that you have the correct Safeguarding policies in place. |
| Have you assessed the supervisor:child ratio for your activity? Does the venue support your supervision model? |  | You need to have the appropriate ratio of supervisors to children - note that this is required to ensure safe, supervised exit in the unlikely event of a fire. Note also that, if a child has to be attended to individually or taken to hospital, for example, this will affect the ratio.  |
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| **Vulnerable adults** |  |  |
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| Does your activity involve vulnerable adults? |  | You should satisfy yourself that you have adequate supervisors/helpers for the numbers expected to attend. Note that this is required to ensure safe, supervised exit in the unlikely event of a fire. |
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| **Kitchen** |  |  |
| Are you preparing /serving food as part of your activity? |  | You should check that you are following the correct Food Handling Safety guidelines.  |
| Are you using the kitchen as part of your activity? |  | Please observe the instructions for safe use of the kitchen facilities and the correct use of the equipment. If in doubt, please ask. |
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| **Insurance** |  |  |
| If you are booking the premises on behalf of an organisation, do you have adequate insurance in place?  |  | Please provide details of the policy and confirm it is suitable for the activity you wish to carry out. |
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| **First Aid** |  |  |
| Does your activity require a First Aider to be present? Have you arranged this?  |  | Please confirm that you intend to have a suitable qualified First Aider present if your activity requires this. |
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☐I have read and completed this form as directed. I understand that it is my responsibility to check the suitability of the premises I am booking; to identify any risks presented by that activity and to alert the Church Administrator of any risks identified; to check that I am meeting my Safeguarding and First Aid responsibilities; to make suitable arrangements for safe handling of food (if appropriate); to ensure that people involved in my activity know the Fire Evacuation procedure.

**and**

☐I have appropriate insurance cover for my activity.

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| Insurer: | Policy No: | Expires: |

**or**

☐I wish St. John's Church PCC to include me on their insurance to cover my activity. I understand that there may be a cost for this.

I shall report any breakages or any problems experienced during the event to the Church Administrator as soon as possible.

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| Signed: | Date: |
| Name (please print): | Organisation (if appropriate): |
| Date of event: | Premises booked: |