

St Luke & St John Ecclesiastical Charity Cheltenham

St Luke's Church Hall – Risk Management Policy

The Trustees carry out risk assessment in respect of the building and its furniture, fittings and other equipment used by hirers. They ensure that gas and electrical installations are properly inspected and certified and that Portable Appliance Testing (PAT) is conducted. A Fire Risk Assessment is conducted by trustees (to be updated?). Smoke alarms are located in central areas. All fire fighting equipment is owned and maintained by an authorised contractor – Chubb Fire & Security Ltd.

An audible intruder alarm system is installed and maintained by Allcoopers Ltd.

All hirers are briefed on use of the Hall and its equipment and are required to sign terms and conditions of hire which include the following:

- “The Hirer/Keyholder is responsible for the care and security of the property and its contents, the safety of the occupants, and the behaviour of all those using the Hall and the car park. “
- “The Hirer shall have adequate insurance for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers) or damage to the property or the property of others, arising out of their occupation and activities whilst at the Hall.”
- “The Hirer is responsible for the supervision and control of children and young or vulnerable people during the hire period and the conduct of all persons present. “
- “The Hirer must comply with legislation regarding food and hygiene preparation, (serving and selling of food).”
- “Any electrical appliances must be in good working order and used in a safe manner.”

St Luke's Church Hall is insured under a “Hallguard” insurance policy issued by the Ecclesiastical Insurance Office plc (EIO). The building is insured for over £700,000 and the contents for over £20,500, loss of income for £100,000, employers' liability for £10,000,000, personal and products liability for £5,000,000 and personal accident cover up to £10,000.

A Risk Management Report was last issued by an EIO Insurance Consultant and Surveyor on 8 October 2013.