

Health and safety guidance notes in connection with the letting of church premises

We would suggest that the Diaconate draw up a formal letting agreement for the use of the church and hall and any other buildings by third parties.

In addition to the provision for making good any loss or damage to the building and contents, the agreement should include procedures to follow in the event of accidents.

The agreement should draw the attention of hirers to the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

An accident book should be located on the premises. One of the letting conditions should be as follows:

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers of the

[Redacted]

(insert church/hall, etc.) are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

A book is provided for this purpose and this is located in

[Redacted]

The following information should be recorded:

- 1** Name, address and telephone number of person(s) injured
- 2** Exact time and place of the occurrence
- 3** Detailed description of accident or incident, including a description of any apparatus or equipment involved
- 4** Name, address and telephone number of any witness(es) to the accident
- 5** Signed witness statements should be obtained if possible

The hirer must notify

[Redacted]

(insert name, address and telephone number of person responsible) as soon as possible after the accident, but in any event within 24 hours.

Any apparatus or equipment involved must be retained for inspection.

