



AUGUST 2024

COACH HOUSE CHURCH

EVENTS POLICY

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 15/08/25

Date assessment was carried out: 15/08/24

Coach House Church is committed to serving the community and bringing people into church. This includes holding events in the week

To enable this to happen consistently, certain guidelines need to be followed to allow the building to be maintained well and events to be able to repeated.

These are as follows:

- All leaders of events must have read the fire policy, fire evacuation policy, and, if using the kitchen, the kitchen policy.
- All leaders of events are responsible for the safeguarding of people at the event
- All leaders of events are responsible for the safekeeping of the building and everything contained inside
- All leaders of events are responsible for checking the following list is completed before leaving the building

- Check that all rooms used have been tidied
- Check that all rooms used have been hoovered where needed
- Check that all toilets are clean
- Check that anything that has been found broken has been reported to trustees
- Check that the alarm has been set
- Check that all lights (including the outside light) have been turned off
- Check that all doors have been locked