

Bollington Civic Hall Hirer's Risk Assessment Form

Name of Group: _____

Form completed by: _____

Position in Group: _____

Activity taking place	
Who will be attending (e.g. members of group, members of the public, children)	
Approximately how many attendees?	

Risk Assessment Example		
Hazards Identified with this Activity	Who Might be Harmed and How?	Precautions / Control Measures Required
<i>Trailing wires – use of electrical equipment</i>	<i>Volunteers/ Members of Public</i>	<i>Tape Wires Down and position equipment near power source</i>
<i>Hot food & drinks being prepared & served</i>	<i>Volunteers/ Members of the public. Hot surfaces & equipment. Hot liquids being spilt.</i>	<i>Keep members of the public out of kitchen area and keep serving area free from trip hazards</i>

RISK ASSESSMENT		
Hazards Identified with this Activity	Who Might be Harmed and How?	Precautions / Control Measures Required

Training & Supervision

Does the activity taking place require:		If yes are there enough qualified instructors/leaders to run the event?	Y/N
a. Qualified instructors/ leaders	Y/N	If children are attending are there enough adults to supervise the activity?	Y/N
b. Specialist training?	Y/N		

Please list the types of training received?

(e.g.safeguarding & protecting children training, food hygiene training, coaching qualification.)

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First Aid

Do you have enough Qualified First Aiders to cover the activity and the numbers of attendees	Y/N	Do you have enough First Aid Kits?	Y/N
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Please note that the use of any items from the First Aid Kit on site need to be reported to the Council by the hirer. The accident book situated in the kitchen needs to be completed in the event of an accident.

Equipment

	Please tick here to confirm all equipment that you bring on site is fit for purpose and in a good state of repair.
	If the equipment is electrical please confirm it has a valid "PAT TEST" for electrical safety by ticking here

Public Liability Insurance	All hirers must hold suitable Public Liability insurance to the minimal value of £5million, copies of the insurance must accompany the booking form. Please refer to the "conditions of hire" for complete details.
Date:	Signature:

Bollington Town Council expects hirers of the Civic Hall to apply a common sense approach to health and safety when using the facility.

To help comply with the conditions of hire please complete the risk assessment form for your particular activity/use of the hall. If your organisation or group have their own health and safety policy and risk assessments then please include them as well.