

Keeping Safe

Guidance for hirers

The hall management committee maintain and regularly review a full Risk Assessment for the hall. This is available, by request to the management committee, for inspection. All hirers should familiarise themselves with the following key points from the Risk Assessment which highlights important information from the hiring agreement.

This general guidance applies to all hirers. You, the hirer, must carry out your own bespoke Risk Assessment considering the planned activities, ages of participants and any specific conditions unique to your hiring. You must make it available during the hiring

Hazard	Assessed Risk (1 - 25)	Mitigation	Reporting
Slips, trips and falls	6	Any spillages should be cleared up immediately. Any trailing electrical leads/ cables should be secured with appropriate tape or hardware.	Any damage to the flooring should be reported to the management committee as soon as possible.
Working at height	8	A step ladder is provided for use if working at height, e.g. when decorating the hall. Chairs and tables must not be used for working at height	Any damage to the stepladder must be reported to the management committee as soon as possible
Vehicle movements	12	Hirers should consider whether they need to control car parking to ensure pedestrian safety.	
Electricity	6	Any portable equipment used in the hall must have evidence of a recent PAT and must be checked for visual signs of damage before use. "Safety Socket Covers" are dangerous and must not be used in the hall. See fatallyflawed.org.uk Freestanding heaters present a fire risk and risk overloading the electrics so they must not be used in the hall.	Any electrical outlets or switches showing signs of a fault must not be used and must be reported to the management committee as soon as possible.
Manual handling	9	You should only lift items within your ability. Get help when lifting any heavy or awkward shaped items.	
Hall equipment	6	Take care when stacking hall chairs and tables to ensure they are the right way round, interlocking, and will not collapse and injure anybody.	

Hazard	Assessed Risk (1 - 25)	Mitigation	Reporting
Hazardous substances e.g. cleaning products	9	Cleaning products must be stored in their original container and not transferred to an unmarked container. Hirers must ensure no cleaning products, except hand soap, sanitiser and domestic washing up liquid, are accessible to children or vulnerable people during the hiring.	
Fire	9	Hirers must ensure emergency exits are fully operational and remain accessible at all times.	Any activation of fire-fighting equipment, whether intentional or accidental, and any faulty emergency exits must be reported to the management committee as soon as possible.

If the Kitchen is to be used for food preparation purposes, it must be cleaned thoroughly before and after use. At least one member of kitchen staff should have a current food hygiene qualification and all food hygiene guidance must be adhered to.

Emergency Contacts

NHS Direct: 111

Police, Ambulance, Fire Brigade: 999

Powercut or dangerous electricity supply cables: 105