

## GENERIC RISK ASSESSMENTS

### Hire of School Premises by members of the public, charity organisations and businesses

*Completion of this risk assessment conforms to statutory duties and council policy.*

#### DEFINITION

This risk assessment is to be used when a council premises is hired to members of the public, charity organisations or businesses either for a fee or not.

#### THE HAZARD

The hazards arising with this activity are:

- Vehicle movement;
- Hazardous substances
- Electricity
- Stored Equipment
- Unfamiliarity in emergency situation
- Noise
- Manual Handling
- Asbestos
- Fire
- Slips, trips and falls
- Food and drink

#### RISK CONSEQUENCE

The risk consequences when working in confined spaces are:

- serious injury if struck by cars
- skin problems e.g. dermatitis
- serious injury from collapsing stack
- electrical burn;
- chemical burn;
- smoke inhalation
- damage to reputation of council
- suffocation;
- strains and sprains;
- explosion;
- dust inhalation; and
- fire.
- food poisoning

#### RISK FACTOR

The inherent risks are assessed as **LOW** provided that the control measures detailed in this assessment are implemented and maintained.

#### INFORMATION

This risk assessment should be completed in conjunction with the procedure for the use of council premises by members of the public, charity organisations or businesses and should form part of the Service Contract or Service level agreement.

Please identify that you have been issued the procedure outlined above and a service level agreement has been produced.

- Procedure for use of council premises by members of the public, charity organisations and businesses
- Service level agreement/Service contract produced and signed by both parties

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#### MONITORING

The control measures detailed in this risk assessment are to be monitored by local management to ensure that they are effectively and consistently implemented. Any instances where effective implementation becomes impossible should be reported to the manager who may seek advice from Corporate Health and Safety.

CONTROLS to be implemented by person/s hiring premises	In Place?		
	N/A	YES	NO
➤ For large events, the person hiring the venue should control parking by the use of marshals wearing high visibility vests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All portable electrical equipment brought into the premises by person hiring the venue must have been PAT tested and meet any relevant health and safety regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue must ensure that they are given verbal instruction on how to locate the fuse box and how to switch electrical supply off in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been instructed on the safe stacking of tables and chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been advised that no maintenance work is to be carried out by anyone, this includes fixing items to the wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been given a copy of the Fire & Evacuation Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been given verbal instruction as to the requirement to keep all corridors and fire doors clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been made familiar with the emergency evacuation procedure and any further control measures required have been established ahead of event including how to raise the alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been advised through contract to ensure all spillages are cleared up immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue must ensure that there are no trailing electrical cables/leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All children are to be supervised appropriately at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue has been advised through hire agreement that they should not use any stepladders within the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue and the premises manager will discuss if there is a requirement to have stewards present to monitor event and assist attendees should evacuation away from the area be necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue should ensure that there is adequate first aid provision including sufficient numbers of first aiders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All food handling and preparation and cooking must be carried out by a competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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➤ Person hiring the venue must ensure that if alcohol is to be sold they have obtained they have adhered to the necessary licensing requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ If alcohol is to be sold person hiring the venue should consider employing registered door staff as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Person hiring the venue must ensure that music or sound system is monitored to ensure there is no noise nuisance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ If there is to be music then the person hiring the venue should ensure that all neighbours who may be affected by noise to be informed of event and reassured of control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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#### ADDITIONAL MANAGEMENT CONTROLS

The following controls are additional to those listed above and are the responsibility of the local/premises manager to ensure implementation:

- Entrance/exit to car parks are clearly marked
- Car parks and walk ways are well lit
- Skip/recycling collection takes place at times when hall not in use
- Car parking spaces for disabled persons should be made available close to the entrance.
- CoSHH Risk assessments for all products have been carried out
- Mops, brushes and appropriate cleaning equipment to be made available
- Cleaning products stored securely
- Fixed electrical installation inspected regularly
- All repairs are carried out by qualified electrician
- Portable equipment checked for visual signs of damage before use
- Tables and chairs stacked safely so they do not collapse
- Trolleys available to move heavy equipment
- Asbestos management pack available on site
- Fire risk assessment available and all remedial actions carried out
- There is good lighting in hall, all rooms and corridors
- Mats at entrance to stop rain water
- Step ladders are not provided for use by hirer
- Emergency evacuation procedures in place and communicated to hirer
- All exit routes clearly signed and easily identifiable
- Where alcohol is sold proof must be obtained from person hiring hall of appropriate license issued

This assessment was completed by (manager's and employee's name):	Date:
Person hiring venue signs to confirm they have understood the assessment and have received a copy:	Date:

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Manager signs to confirm the assessment has been completed, control measures implemented and the employee informed of the measures:	Date:

#### REVIEW

This assessment should be reviewed annually or sooner if circumstances change such as significant change in procedure, equipment or supervisory personnel.

<b>DATE OF THE REVIEW</b>	
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#### REMARKS (If you complete this form manually, write remarks/comments on a separate sheet.)

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#### RELATED DOCUMENTS

- Application form
- Service Contract or service level agreement
- Conditions of hire

**IF ANY OF THE ABOVE CONTROLS ARE NOT IN PLACE (AS SHOWN IN THE 'NO' COLUMN) THE APPROPRIATE MANAGER MUST TAKE ACTION. WHEN SEEKING TO AMEND THIS ASSESSMENT, CORPORATE HEALTH AND SAFETY MUST BE NOTIFIED.**