

## **Risk assessments & preventions.**

### **BIRCHWOOD BOILER HOUSE COMMUNITY HALL**

It is incumbent upon hirers to assess risks before booking or before sessions commence in our premises.

Trailing electric cables must be covered and not pose a trip hazard.

Generators, must be kept away from any harm or risk

All electrical devices/equipment should be PAT tested. Hirers contracting services are responsible to ensure they are protected.

Depending on the type of event, hirers should assess risks in terms of young children using doors, tampering with electrical equipment and wandering in to the kitchen or wandering off premises.

We do not allow smoke machines, as our alarm system will sound and need to be reset. There will be a charge for calling out someone to attend.

Bubble machines can be dangerous and cause slip hazards.

All spillages must be cleaned immediately and checked at the end of your booking session.

Our equipment and premises are subject of regular testing and checks, inspection certificates are provided by our contractors.

Fire doors must not be blocked by furniture or bouncy castles etc.

Our hall storage cupboards contain tables and chairs (right one), stacking chairs could topple, be aware when opening the cupboard door or replacing the chairs.

Use the chair trolley to save back injury.

An accident book and feedback book are located in the kitchen.

Please report any incidents or complaints to our volunteers or to the secretary; [birchwoodboilerhouse@gmail.com](mailto:birchwoodboilerhouse@gmail.com)

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