

Risk Assessment – Codford Village Hall

The Risk Assessment is for hirers of Codford Village Hall to ensure the safety of hirers, visitors and members of the public affected by your event. Use of Codford Village Hall requires that the hirer is aware of any risks and keeps these risks to a minimum to avoid injury to themselves, their guests or passing members of the public.

Hirers are advised to check that Codford Village Hall is in a safe condition for use at the start of an event and take measures to reduce any risks identified.

Hirers are also reminded that users are required to then leave Codford Village Hall in a safe and clean condition after use. Examples are given below, please continue to complete the risk assessment tailored to your event.

Assessment carried out by: Signature of Hirer (If sent electronically you accept responsibility for the risk assessment)

Date:

Facility/ Activity	What are the hazards?	Risk Identified?	Who might be harmed?	Current Hazard control	Further action to control risks	Responsibility
	Trips – Electrical cables	Risk of bruising, cuts or broken bones	Participants	Hirers to ensure that wires and cables are safely stored and secured to the edge of the hall or that safety cable mats are used (does the hall provide these?)		Hirer
	Broken glass	Injury or cuts		Hirers are required to check for and clean up any broken glass inside and outside the hall. Hirers are to report any glass found to bookings clerk A broom and dustpan are provided in the kitchen cupboard.		Hirer
	Damage	Injury or Cuts	Participants	Hirers are required to check for and clean up any damage inside and outside the hall. A broom and dustpan are provided in the kitchen cupboard.		Hirer

Facility/ Activity	What are the hazards?	Risk Identified?	Who might be harmed?	Current Hazard control	Further action to control risks	Responsibility
	Dangerous Litter	Injury or Cuts	Participants	Hirers are advised that the hall may not be cleaned or checked in-between bookings so they need to be cautious of dangerous litter left by previous occupants. If needed a broom and dustpan are provided in the kitchen cupboard.		Hirer
	Bringing in own alcohol	Underage drinkers	Under 18's	Measures to be taken by hirer to take responsibility that under 18's do not and cannot access alcohol.		Hirer and under 18s parents.
	Car Park	Being hit by a moving vehicle or objects being run over such as a bike	Participants and members of the public	Hirers are advised to be aware of small children and children on bikes/scooters when entering the car park or reversing. Slow speeds must be adhered to by all. Equipment such as bikes must be stored safely away from the car park.		Hirer, visitors and other members of the public.

The hirer is required to check the following regarding their event:- Bouncy Castle/Children's Face Painting – appropriate insurance must be in place. CVHMC will require a copy of the certificate of insurance prior to the event. Events taking place before 8am or after 12 midnight - timings must be agreed by CVHMC. There is to be no excessive noise and the privacy and peace of .Oneighbouring properties is to be respected at all times.

Overnight Camping toilet facilities – Are these required? Yes/No *. If they are VHMC will ensure there is access to the changing rooms.

BBQ – will all relevant health and safety issues be addressed particularly in relation to children? Yes/No*

Risk assessment agreed by:

Date:

Once complete please return the form to: bookings.cvh@codfordvillage.org.uk * Delete as applicable