



9 Warmstone Close, Waddesdon, Aylesbury, Bucks, HP18 0NR  
Tel: 01296 651800 email: clerk@waddesdonparishcouncil.gov.uk

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Annex A.

Waddesdon Community Centre – Hirers Risk Assessment Template

Name of group:		Form completed by:	
Date form completed:		Position in group:	

Waddesdon Parish Council expects hirers of Waddesdon Community Centre 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 below for your particular activity/use of the room if it is not covered by the standing risk assessment. If your organisation or group have their own health and safety policy / risk assessments, then please include these as well.

Activity taking place
Who will be attending (e.g. members of group, members of the public, children)

Public Liability Insurance - *All hirers using the Hall for physical activities or commercial events.*

I/We confirm that I/We 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.

Electrical Safety

I/we confirm that any electrical equipment to be used in the Community Centre has been PAT tested and is safe to use.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

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