

## Disley Community Centre- Hirer's Risk Assessment Form

Name of group: .....

Form completed by: .....

Position in group: .....

Date form completed: .....

**Activity taking place**

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

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Disley Parish Council expects hirers of Disley Community Centre to apply a common sense approach to health and safety when using the community room / kitchen facility.

To help comply with Clause 8 in the Conditions of Hire, please complete the risk assessment form below for your particular activity/use of the room. If your organisation or group have their own health and safety policy / risk assessments, then please include these as well.

*(A generic example of a hazard / risk assessment is provided for your guidance only. You will need to complete the risk assessment form with your proposed use / activity)*

**Risk Assessment example**

<i>Hazards</i>	<i>Who might be harmed and how</i>	<i>Control Measures to be applied</i>
<i>Trailing wires – use of electrical equipment (Projector)</i>	<i>Volunteers / Public users Trips and falls (same level )</i>	<i>Tape down wires prior to use. Position equipment near power source</i>

**Hirer's Risk Assessment Details**

<i>Hazards</i>	<i>Who might be harmed and how</i>	<i>Control Measures to be applied</i>

I/we confirm that any electrical equipment to be used in the Community Centre has been PAT tested.  Please tick

**Public Liability Insurance**

All hirers using the Hall for physical activities or commercial events must 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.

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**Signature**

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**Staff use only:**

Date form received: \_\_\_\_\_

Form received by (please print): \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_