

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

Hazards	Who might be harmed and how	Control Measures to be applied

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: