

Document Control

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Next review date: March 2027

Hirer Risk Assessment – Arminghall Village Hall

Organisation: Caistor St Edmund and Bixley Parish Council

Venue: Arminghall Village Hall

Assessment applies to: All hirers and activities

Who this assessment covers

- Hirers and their organisers
- Volunteers and helpers
- Members of the public attending events
- Contractors engaged by the hirer

Risk Assessment

1. Hazard: Slips, trips, and falls

Who may be harmed: Hirers, guests, children, elderly

Risk: Medium

Control Measures (Responsibilities of Hirer unless stated): Keep floors clear of bags, cables, and equipment. Clean up spillages immediately. Use signage for wet floors. Ensure adequate lighting

2. Hazard: Fire

Who may be harmed: All occupants

Risk: High

Control Measures (Responsibilities of Hirer unless stated): Do not block fire exits. Keep exit routes clear at all times. No naked flames unless agreed in writing. Hirer must familiarise themselves with fire exits and assembly point. Follow hall's Fire Safety Policy.

3. Hazard: Electrical equipment

Who may be harmed: Hirers, performers, public

Risk: Medium

Control Measures (Responsibilities of Hirer unless stated): All portable electrical equipment brought in must be in good condition and PAT tested where required. Do not overload sockets. Switch off equipment after use.

4. Hazard: Manual handling

Who may be harmed: Hirers, volunteers

Risk: Medium

Control Measures (Responsibilities of Hirer unless stated): Avoid heavy lifting where possible. Use correct lifting techniques. Ask for help when moving tables, chairs, or equipment. Do not attempt to move fixed equipment.

5. Hazard: Children and vulnerable persons

Who may be harmed: Children, vulnerable adults

Risk: Medium

Control Measures (Responsibilities of Hirer unless stated): Hirer responsible for supervision at all times. Appropriate safeguarding procedures must be followed. Children must not access, store, porch or outside areas unsupervised.

6. **Hazard: Alcohol** (excessive drinking, disorderly behaviour, underage drinking, drink driving)
Who may be harmed: Hirers, public
Risk: Medium/high
Control Measures (Responsibilities of Hirer unless stated): Alcohol not to be served to under 18s. If selling alcohol, appropriate licence or Temporary Event Notice (TEN) must be in place. Refuse alcohol to anyone intoxicated. Provide free drinking water. Ensure adequate supervision throughout event. Encourage safe transport home (taxis/designated drivers). Consider use of plastic glasses for 18th/21st parties or large events
7. **Hazard: Use of bouncy castles / inflatables**
Who may be harmed: Children, users
Risk: High
Control Measures (Responsibilities of Hirer unless stated): Use of bouncy castles / inflatables is prohibited.
8. **Hazard: Accidents and first aid**
Who may be harmed: All
Risk: Low
Control Measures (Responsibility of Hirer unless stated): Hirer to report all accidents and near misses to the Parish Council. First aid kit location to be made known to hirer.
9. **Hazard: Security and personal safety**
Who may be harmed: Hirers, public
Risk: Low
Control Measures (Responsibility of Hirer unless stated): Ensure doors and windows are secured on departure. Do not allow unauthorised access to restricted areas.

Hirer Responsibilities (Summary)

The hirer agrees to:

- Take reasonable care of themselves and others using the hall
- Comply with all hall policies and instructions
- Comply with maximum capacity of 60 persons
- Follow fire and emergency procedures
- Conduct their own event-specific risk assessment where appropriate
- Supervise children and vulnerable adults. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide the Parish Council with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

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- Hold suitable public liability insurance (where required)
- Report accidents, damage, or hazards immediately
- Alterations – Not to make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without prior written approval from the Parish Council.
- Explosives and flammable substances – No highly flammable substances are to be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are to be erected with prior written consent from the Parish Council.
- To remove all rubbish generated during the hire period from the Village Hall upon departure and dispose of it appropriately. A refuse sack will be provided within the internal rubbish bin for this purpose.

Prohibited activities:

- Smoking (You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder).
- Inflatables or bouncy castles
- Live music or amplified performances

Declaration

I confirm that I have read and understood this Hirer Risk Assessment and agree to comply with the control measures.

Name: _____

Organisation/Event: _____

Signature: _____

Date: _____