

St Mary Magdalen Church Community Hall

Hirer's Risk Assessment Form

Name of group	
Form completed by	
Position in group	
Date form completed	
Activity taking place	
Who will be attending (e.g. members of group, members of the public, children?)	

St Mary Magdalen Church expects hirers of the Community Hall to apply a common sense approach to health and safety when using the community hall, grounds, and/or kitchen facilities.

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 aswell.

(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

Hazards	Who might be harmed and how	Control Measures to be applied
<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 brought in to be used on site 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 minimum value of £2million. Copies of the insurance must accompany the booking payment. Please refer to the "conditions for hire" for complete details.

Signature

For Office use:	
Date form received:	
Form received by (please print):	
Position:	
Signature:	