



<h1 style="margin: 0;">Liphook Village Hall</h1> <h2 style="margin: 0;">Risk Assessment</h2>
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Name of Group renting the Village Hall	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

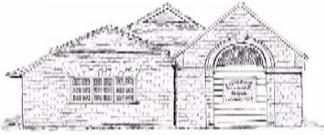
It is expected that all users accept responsibility for their basic safety and wellbeing when participating in any activity within the Village Hall

Liphook Village Hall Management Committee have provided areas of risk they have identified, and the actions taken to mitigate them that is appended and should be considered by all users of the Hall when preparing the following assessment checklist

USER RISK ASSESSMENT CHECKLIST

Where you identify a particular risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the event takes place,

	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Recce	Have you researched the activity and identified any specific hazards and/or issues?				
	Have you given other users an overview of the event and the identified hazards/issues?				
	Do other users know the length and time of the activity?				
Safety	Is there any specific danger to the activity that people should be aware of before undertaking the activity?				
	Do you have a list of emergency contact details?				



<h2 style="margin: 0;">Liphook Village Hall</h2> <h3 style="margin: 0;">Risk Assessment</h3>
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	Is there any danger you will lose your Mobile phone signal?				
	Are you planning to use the Kitchen area? Possible risk due to burns/ scalds				Limit the number in the kitchen to no more than 8 at any one time. No children under the age of 18 allowed in the kitchen

Other identified risks:	What will you do to mitigate these risks?
Use of inflatable Bouncy Castles and or Trampolines pose a risk of injury	Users should rent only from bona fide professional hire companies and use their delivery and installation services. All such activities must be always be supervised by a competent adult
Use of the stage area poses a risk of injury due to falling	No children under the age of 18 should use the stage unless supervised by a competent adult

The following aims to identify areas of risk within the Village Hall environment.

GENERAL

- The hall is well lit and away from hazards.
- Floor surfaces in good condition, clean and non-slip to prevent slips trips and falls
- All walkways clear and free from obstruction

ELECTRICAL

- No trailing leads or cables
- Minimum use of extension sockets
- Inspection of cables and PAT testing on relevant equipment
- Regular maintenance

FIRE SAFETY

- All fire exits and escape routes, fire alarm points and fire fighting equipment are visible, unobstructed and indicated.
- User aware of safety procedures and assembly points
- Working smoke alarm
- Working carbon monoxide alarm
- Regular maintenance

Smoke and fire doors closed and not wedged / locked.

- Procedures in place to assist disabled users during a fire evacuation.

WELLBEING

- Refreshments (water / tea etc.) available
- First Aid box available (note the key to the first aid box is on the front door key ring)
- Female, male and disabled toilets' available.



Liphook Village Hall

Risk Assessment

Risk areas specific to Liphook Village Hall

KITCHEN

- No more than 8 people in the room at any one time.
- No children under 18 allowed in the kitchen.
- Use instructions for appliances (ovens etc.) in clearly labelled drawer.

STAGE

- Children under 18 should only be allowed on the stage when supervised by a responsible adult.

CHAIR STORAGE IN THE MAIN BODY OF THE HALL

- Chairs to be stacked no more than 6 high.

USE OF BOUNCY CASTLES

- Bouncy Castles should only be provided and installed by bona fide members of the British Inflatable Hirers Alliance (BIHA) together with their public liability insurance.
- Trampolines should only be hired and installed by bona fide rental companies.
- Use of Bouncy Castles and Trampolines to be supervised at all times by a responsible adult.
- No Inflatables to be tethered to the Village Hall floor using mechanical fixings (screws etc.)
- Liphook Village Hall Management Committee is not able to accept any responsibility for injury or damage caused by the use of Bouncy Castles and /or Trampolines.

Chair of Liphook Village Trustees: Jo Hall

Charity Number: 211861

Risk assessment checklist		
Version	Description of changes	Date
1.0	Document prepared by Committee member Martin Humphreys, next Review 2025	8 July 2023

Declaration

I confirm that I have read all of the above and have considered all possible risks associated with the event that I am organising.

Signature

Date