



# Ainsdale Village Church Hall Lettings



Ainsdale Village Church Hall Lettings  
92 Station Rd, Southport, PR8 3HW  
<https://www.ainsdalevillagechurch.com/hall-letting>  
<https://www.facebook.com/ainsdalevillagechurch>  
Email: [Ainsdalevillagechurch@live.co.uk](mailto:Ainsdalevillagechurch@live.co.uk)

# Hall Hire

**COVID RESTRICTIONS MAY APPLY- Based on Govt. Guidelines**

<https://www.ainsdalevillagechurch.com/hall-letting>

**We have two halls available to hire.**

Current Hire Charges for large hall: **£20 per hour (or part thereof)**

Current Hire Charges for small hall: **£15 per hour (or part thereof)**

Both have easy access to tables and chairs, toilets, and a small kitchen for making tea and coffee. Both are **wheelchair accessible**.

The **capacity** for the **large hall** is no more than 50 seated around tables, or 100 seated theatre style.

The **capacity** for the **small hall** is no more than 30 seated around tables, or 50 seated theatre style. Any event that is **paid for** entrance must be **ticketed**.

## Large Hall

This hall has a large open space with a raised stage.

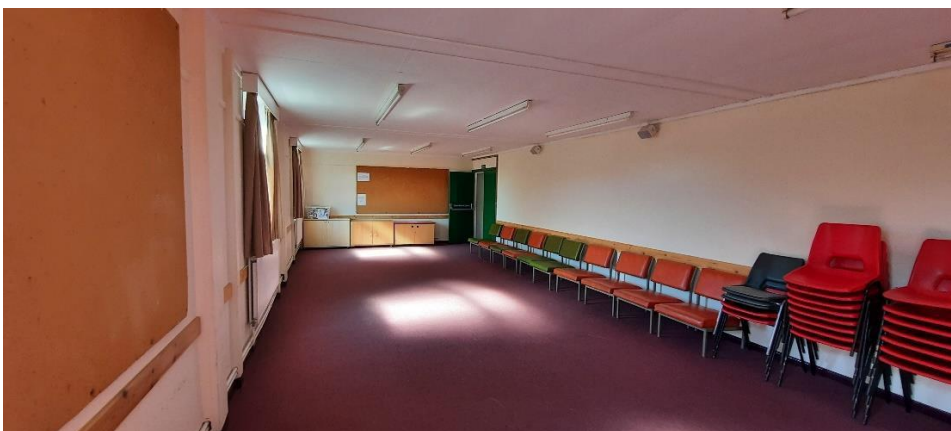
There is direct access to a small kitchen and the floor is suitable for dancing.

Perfect for larger groups

## Small Hall

Available for hire in conjunction with the large hall or separately.

Perfect for smaller groups



## **HIRING TERMS AND CONDITIONS RELATING TO THE CHURCH PREMISES OF AINSDALE VILLAGE CHURCH**

**Note well:** The Church's Public Liability Insurance does not extend to external hirings. Hirers are advised that it is in their interest to ensure that they have **Public Liability Insurance**.

(Please see conditions of hiring). Many clubs and organisations hold a policy which covers hiring of premises. Those working with children will need to be DBS checked and provide a copy of their Safeguarding policy and Child Protection Policy certificates.

**PARTIES** (1) The Minister and Deacons from time to time ("Deacons") of

Ainsdale Village Church  
Station Road, Southport, PR8 3HW

(2) The person/s named in clause 1.1 below or the organisation acting by the authorised representative named in clause 1.1 below ("the Hirer")

**1.1 Hirer:**

- (a) Name/s (if individual)
- (b) Organisation name:
- (c) Name of Organisations Authorised Representative:
- (d) Address:
- (e) Email:
- (f) Contact phone number

**1.2 Premises:** (specify rooms/facilities required) ----- Hall.

Please read our Hall lettings risk assessment attached with this document.

You must **provide your own risk assessment** prior to using the premises and follow current govt. guidelines in regard to COVID 19. Please keep a record of attendees for each meeting. Please sign and date a record of entry and exit of the property and use hand sanitiser and face masks indoors as appropriate **in line with Govt. guidelines**.

A signed copy of our **Safe-Guarding Policy** and **Hall lettings risk assessment** is kept on the premises on the entrance hall Notice board. The **accident book** is in the top drawer of the small kitchen.

**1.3 Hire Period/s** (specify dates/days/ ..... \_Starting **Date:** .....

**1.4 End Date:** .....

**1.5 Purpose:** (specify the event/purpose for which premises are required: .....

These will take place in the ----- Hall, with a risk assessment provided by .....

**1.6 Hire Charges for large hall: £20 per hour (or part thereof)**

**Hire Charges for small hall: £15 per hour (or part thereof)**

**1.7 Security Deposit:** (if security deposit is taken specify amount) **N/A**

**1.8 Date for Payment/s: on day of hire-**

Please make BACS payments to: **AINSDALE VILLAGE CHURCH**

**Bank details:** RBS Southport, Lord St. Branch

Sort code: 16.32.10 Account No: 11146946

## 2. HIRE

In order to book the halls, the Hirer must read and sign the **AVC Hall lettings Agreement** which will be made available to them and agree to the terms and conditions therein, plus agree to follow the **AVC Risk Assessment** and **AVC Safe-Guarding Policy** outlined in this document.

- 2.1 In consideration of the Hire Charges described in Clause 1.6 above and subject to the Hirers obligations under clause 2.2 below the Deacons permit the Hirer to use the Premises described in clause 1.2 above until the End Date described in cause 1.4 above for the Purpose described in clause 1.5 above during the Hire Period/s described in clause 1.3 above.
- 2.2 The Hirer agrees to be bound by and to observe and perform the Standard Conditions of Hire set out in Schedule 1 (“Standard Conditions”) and any Special Conditions of Hire set out in Schedule 2 (“Special Conditions”).
- 2.3 The Hirer and the Deacons agree that the terms defined in clauses 1.1 to 1.8 above have the meanings defined therein when used in the Standard Conditions and any Special Conditions

### **2.4 The Hirer must produce their own risk assessment before rental.**

**A template is available for help with this.**

The Hirer must take responsibility for the state of health of hall users to ensure that older people, or those with pre-existing health conditions and are particularly vulnerable, are not putting themselves and others at risk.

The Hirer must not knowingly allow anyone to enter the premises who has COVID symptoms.

The Hirer must clean the hall and any corridors that have touched before and after use to avoid surface contamination.

All Hirings must be compliant with the current legal requirements for covid.

All Hirers must read and sign the agreement to confirm they have been made aware of their responsibilities to follow COVID 19 safety guidelines.

### **2.5 The Hirer must read and agree to follow the AVC Risk Assessment and AVC Safe-Guarding Policy which is also outlined in the link under ‘Hall Hiring Conditions’ at**

**<https://www.ainsdalevillagechurch.com/hall-letting>**

A signed copy is available in the entrance hall of the Church building.

## Schedule 1

### Standard Conditions of Hire

#### 1. Payments

- 1.1 The Hirer shall make all payments to the Deacons in the manner determined by the Deacons for time to time on the Dates for Payment
- 1.2 The Deacons reserve the right to review and increase the Hire Charges and Security Deposit
- 1.3 The Deacons will repay the Security Deposit to the Hirer without interest within 7 days of the End Date, less any deductions made by the Deacons to cover any unpaid sums due under this Agreement and the actual or anticipated cost of remedying any breach of these Standard Conditions or any Special Conditions.

#### 2. Use of Premises

- 2.1 The Hirer agrees and acknowledges that this Agreement confers permission to access and use the Premises only for the Purpose during the Hire Periods and further agrees and acknowledges that no relationship of landlord and tenant between Deacons and the Hirer or any other rights of occupation are created.
- 2.2 The Hirer shall ensure that not more than the maximum number of persons as may be agreed from time to time with the Deacons shall be allowed in the Premises at any one time.
- 2.3 Where keys and access codes are issued to the Hirer, the Hirer agrees that:
  - 2.3.1 the keys remain the property of the Deacons ;
  - 2.3.2 the keys are for the nominated keyholders only and are not to be copied or passed to any other person, and;
  - 2.3.3 where an access code is provided to the Hirer the code must remain confidential and not be communicated to any other individual.
- 2.4 The Hirer agrees and acknowledges that the Deacons give no warranty that the Premises are legally or physically fit for the Purpose
- 2.5 The Hirer agrees and acknowledges that all persons using the Premises or bringing belongings onto the Premises do so entirely at their own risk.
- 2.6 The Hirer or another authorised person of any group/organisation for whom he/she is acting shall be present throughout the Hire Periods and shall be responsible for the safe and efficient supervision of the Premises.
- 2.7 The Hirer acknowledges that there is no parking provision on site except to the extent agreed in advance and in writing by the Church.
- 2.8 The Deacons reserve the right to enter the Premises and remain on the Premises at any time during the Hire Periods.
- 2.9 The Deacons reserve the right to cancel or rearrange any Hire Period if the Premises are required for the Church's own use and if a Hire Period is so cancelled will refund the Hire Charge for that Hire Period.
- 2.10 The Hirer will not cause any nuisance or annoyance to the Church other users of the Church premises or to the owners or occupiers of any adjoining or neighbouring properties
- 2.11 The Hirer will not use the address of the Church as its postal address for the purposes of correspondence or as part of its letterhead unless agreed by the Deacons in writing. The address of the Church may be displayed on the Hirers website, blog, Facebook page or similar to enable clients/members etc to locate where events and activities are to take place
- 2.12 The Hirer will use all electricity and gas economically and if there is excess use will pay any additional sum that the Deacons may consider reasonable
- 2.13 The permission to use the Premises granted by this Agreement is personal to the Hirer and is not assignable

### **3. Compliance with rules and regulations**

- 3.1 The Hirer must comply with any rules and regulations made by the Deacons from time to time for the use of the Premises, including any shared areas or facilities which have been provided to the Hirer either in writing or by email.
- 3.2 The Hirer is responsible for complying with all laws and regulations relating to their use of the Premises and for obtaining and paying for any consents, licences (unless a relevant licence is already held by the Deacons) and permits (which for the avoidance of doubt includes any Performing Rights Society Licence and Temporary Event Notice) required to lawfully use the Premises for the Purpose. The Hirer must also obtain any particular licences required for public/theatrical performances involving music, singing and dancing, and if copyright material is used or performed, the permission of the owner of the copyright.
- 3.3 The Hirer will not allow, in compliance with current legislation, any smoking and vaping on any part of the Premises
- 3.4 The Hirer will not consume or allow to be consumed any alcoholic beverages on any part of the Premises except to the extent agreed in advance and in writing by the Deacons.
- 3.5 The Hirer must not allow any pets and animals (except assistance animals) on the Premises except to the extent agreed in advance and in writing by the Deacons.
- 3.6 The Hirer must not bring into the Premises any contaminative or hazardous substances, or anything of an especially combustible, inflammable or explosive nature.
- 3.7 The Hirer must not display any form of advertising at the Premises, except to the extent agreed in advance and in writing by the Deacons.

### **4. Safeguarding**

[4.1. The Hirer confirms that the appropriate legislation and best practice in connection with children, young persons and adults at risk and their supervision and safety neither applies to it nor the activities, purposes or services it offers]

OR

[4.1 The Hirer has read and understands the policy of the church regarding the safeguarding of children and will implement it.

OR

4.1 The Hirer has in place a safeguarding policy compliant with and relating to the appropriate legislation and best practice in connection with children, young persons and adults at risk and their supervision and safety and which does not conflict with the policy of the Church; and agrees that whilst using these premises, they will uphold their policy and the policy of the Church.]

4.2 The Hirer will ensure that when children, young people or adults at risk are present on the Premises the appropriate legislation and best practice in connection with their supervision and safety is observed.

4.3 The Hirer will ensure that children, young people and adults are protected at all times by taking all reasonable steps and by having any necessary insurance in place.

4.4 The Hirer must respond without delay to every complaint which suggests that a child, young person or adult at risk has been harmed or is at risk of harm. The Hirer will report to and share the information with the Church's Safeguarding Coordinator and co-operate with the police and Children's and Adult Services in any investigation.

4.5 The Hirer must abide by and implement their own Safeguarding Policy if they have one or if they do not have one the Hirer acknowledges that it has read and understood the Church's Safeguarding Policy and will abide by and implement it.

4.6 The Hirer confirms it is not required to register with OFSTED (e.g. nursery, pre-school, out of school hours childcare, etc)

OR The Hirer is registered with OFSTED and its registration number/reference is #

## **5. Public Safety**

- 5.1 The Hirer must abide by the Church's Evacuation and Fire Emergency Plan.
- 5.2 The Hirer must not obstruct any means of exit from the Premises.
- 5.3 The Hirer must observe all relevant food health and hygiene legislation.
- 5.4 The Hirer must ensure that any electrical appliances brought onto the Premises are safe, in good working order and used in a safe manner.
- 5.5 All accidents involving injury to members of the public must be recorded in the appropriate accident book (located in top draw of small kitchen) and notified to the Deacons as soon as possible.
- 5.6 The Hirer must prepare a Risk Assessment for their activities.

## **6 Repair, damage, insurance and indemnity**

- 6.1 The Hirer is liable for any loss or damage to the Premises or any other part of the Church premises (including its electrical installations) and for any loss, theft of, or damage to any property on the Premises or on the remainder of the Church premises (including any fittings or furnishings belonging to the owners or occupiers) arising out of the hire, or while persons are entering or leaving the Premises pursuant to the hire, howsoever and by whomsoever caused.
- 6.2 The Hirer is liable for any loss, damage, injury or expense which may be suffered by or be done to or happen to any person, arising out of the hire, or while persons are entering or leaving the Premises pursuant to the hire, howsoever and by whomsoever caused.
- 6.3 The Hirer must not make any alteration in the decoration of the Premises and must ensure that no bolts, nails, screws, pins, spikes or other objects are driven into the fabric or furnishings of the Premises, and that no adhesive products are used on the walls of the Premises.
- 6.4 The Hirer must report to the Deacons any damage, howsoever caused or arising from their use of the Premises, or their breach of these Conditions, whether directly or indirectly in any manner whatsoever.
- 6.5 The Hirer shall indemnify the Deacons from and against any loss, damage or theft of any property, or any other demands, actions, proceedings, losses, damages, costs, expenses, claims and liability from any person, howsoever caused or arising from their use of the Premises, or their breach of these Conditions, whether directly or indirectly in any manner whatsoever.
- 6.6 The Hirer acknowledges that the Church's Public Liability Insurance does not extend to external hirings, that the Hirer is strongly advised to arrange their own Public Liability Insurance, and that the Deacons reserve the right to insist that such insurance is arranged and a copy provided.

## **7. End of each Hire Period**

- 7.1 The Hirer must fully vacate the Premises at the end of each Hire Period by the time agreed
- 7.2 Any property brought into the Premises for any reason for any Hire Period or otherwise, must be removed at the end of each Hire Period. The Deacons shall not be responsible for any property left behind in any event.
- 7.3 The Hirer must not store any property on the Premises or elsewhere on the remainder of the Church premises, except to the extent agreed in advance and in writing by the Deacons. Where permission is granted, this is not intended to confer exclusive possession on the Hirer and no tenancy is intended to be created. The Deacons reserve the right to relocate stored property at any time and for any reason.
- 7.4 The Hirer must at the end of each Hire Period return any borrowed or hired items, equipment and furniture to their original location.

- 7.5 The Hirer must at the end of each Hire Period ensure that the Premises are left in a clean, orderly and smoke free state. The Hirer must remove and take away all their rubbish at the end of each Hire Period. Failure to clean the Premises and remove all rubbish arising from the hire may result in additional charge for cleaning.
- 7.6 The Hirer must at the end of each Hire Period ensure that all lights and appliances are turned off and that the Premises are left securely locked (which for the avoidance of doubt includes the locking of all doors and windows and ensuring, by checking all rooms, including the toilets that there is no-one on the Premises)

## **8 Termination of hiring agreement**

- 8.1 The Deacons may terminate this Agreement at any time on giving not less than 4 weeks' notice] (except in the event of emergency when less notice may be given) to the Hirer.
- 8.2 The Hirer may terminate this Agreement on giving not less than 4 weeks' notice to the Deacons
- 8.3 The Deacons may terminate this Agreement with immediate effect:
  - 8.3.1 at any time in the event of any material breach of these Conditions
  - 8.3.2 at any time in the event that they are required to close the Church premises due to any advice, instructions, rules or orders issued by the government,
- 8.4 The Deacons may terminate this Agreement with immediate effect if in their opinion the hire :
  - 8.4.1 is not being properly conducted or does not respect the special status of the Premises, or
  - 8.4.2 interferes with or may interfere with the activities of the Church or other hirers, or
  - 8.4.3 might compromise the ministry and mission of the United Reformed Church.
- 8.5 Service of such notice of termination is sufficient if it is in writing and delivered by hand, first class post or by email to the Hirer or to the Deacons
- 8.6 This Agreement terminates on the End Date unless terminated earlier.
- 8.7 The Hirer must return any keys to the Premises which have been issued at the earliest opportunity following the end of this Agreement. A written receipt for the keys must be obtained.
- 8.8 Termination of this Agreement shall not affect the rights of either party in connection with any breach of any obligation under this Agreement which existed at or before the date of termination

## **9. Liability**

Where the Hirer is more than one person any liability under these Standard Conditions and any Special Conditions shall be joint and several.



## **Schedule 2**

### **Special Conditions of Hire**

#### **1. PANDEMIC - SAFE USE OF PREMISES**

1.1 When engaging in any activity under this Agreement, the Hirer must ensure that:

- (a) any such activity is permitted by law;
- (b) all activities are carried out in a manner that is COVID-19 secure and in line with relevant Government guidance and associated legislation;
- (c) all social distancing guidelines are complied with to minimise the potential for spreading COVID-19 among visitors, volunteers, staff or contractors, as applicable, and those working/volunteering within the Premises and surrounding grounds;
- (d) face covering is worn as applicable, and in accordance with current Government guidelines, to offer protection to others.
- (e) high levels of personal hygiene, including washing hands or using sanitiser before entering and leaving the Premises, is maintained in accordance with current Government guidelines; and
- (f) they will keep a register of attenders with their contact details and that the attenders agree that they will immediately advise the Hirer if they are symptomatic, self-isolating or shielding due to a possible or confirmed case of COVID-19, or because they have been requested to do so by NHS Test and Trace; and that the Church is immediately informed of this occurrence.

1.2 In addition to the above, the Hirer should ensure that a COVID-19 risk assessment is completed, in addition to any risk assessment already in place, in line with all relevant guidance and associated legislation. Where applicable, assessments should be done in consultation with unions or workers (including volunteers and contractors). Failure to complete a COVID-19 risk assessment could constitute a breach of health and safety legislation, as could having a risk assessment with insufficient measures set out.

1.3 If an employer, the Hirer should be aware of responsibilities as an employer under existing health and safety legislation, and a duty of care to volunteers, where applicable, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.

1.4 Where changes to operating policies, processes and procedures are necessary to ensure that all activities are carried out in a manner that is COVID-19 secure, any changes to these should always be considered with regard to security implications to maintain effective security of the Premises.

1.5 The Hirer should be aware that where the relevant enforcing authority identifies responsible individuals who are not taking action to comply with relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of risk.



# Ainsdale Village Church – Risk Assessment Record 2023-24

If used by Hirer, this template needs to be edited, completed and signed by **Hirer** BEFORE hire of the premises.

**Risk assessment for:** Ainsdale Village Church Hall hire 2023-24. **Date: 18/08/23 - On behalf of AVC Church Deacons**

As an organiser of an event, you must protect people from harm. This includes taking reasonable steps to protect your workers and others and it will help you manage risk and protect people. **A signed copy of the risk assessment is available in the entrance hall on the Church Notice board.**

You must:

Identify what activity or situations might cause hazards to visitors or attendees Think about who could be at risk.

Decide how likely it is that someone could be exposed.

Act to remove the activity or situation, or if this isn't possible, control the risk.

When completing your assessment, make sure you talk to adults who attend to explain the measures you are taking. Attendees can also provide valuable information on how you could control the risks.

You can use this document to help make sure you have covered what you need to keep adult attendees and others safe.

Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

You should update your risk assessments to reflect any changes in legislation or circumstance that may impact how you carry out your activity, for example if there is a change in local or national restrictions for covid 19.

The assessor can assign values for the 'hazard severity' and 'likelihood of occurrence' on scales of 1 – 5 to aid with rating risks:

## Risk Assessment Record

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g. discomfort, scratch, slight bruising) 2 – Minor (e.g. small cut, abrasion, basic first aid need) 3 – Moderate (e.g. strain, sprain, incapacitation > 3days) 4 – Serious (e.g. fracture, amputation, hospitalisation > 24 hrs) 5 – Fatal	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent) 5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

**Overview of activity / location / equipment / conditions being assessed:**

Entrance to church, Ainsdale Village Church Large and small Halls, Entrance hall, small kitchen, toilet facilities and Stage and back exit area.

**No admittance** to other areas of the church premises is allowed by hall users during hall lettings for security reasons.

**All organisations, groups and entertainers must provide copies of their public liability cover in order to hire the halls.**

**Context of the assessment:**

Hall lettings template for Ainsdale Village Hall use. Can be added to and signed by Hall user to meet their requirements. Please initial each section and sign and date the risk assessment at the top of the first page.

Hazard(s) identified	Person/s affected	Existing controls (how the risk is being mitigated)	a	b	a x b	What further action do you need to take to control the risks?	Who needs to carry out the action?  (Name of Hirer)	When is the action needed by?	Initial in each box below
<b>Garden.</b> Car Parking. Only 2 car parking spaces available	All users	Only 2 cars can park in front of the church. No parking is allowed elsewhere on the property. The drive must be kept clear for access and for safety of garden users and fire safety. Stop at gateway to look for pedestrians before leaving the church driveway.	5	2					
Garden. Night- time trip hazard and security hazard in darkness.	All users	Security lights on wall nearest to the main door of the church hall entrance remain set on timer so that they light up after dark.	5	2					

Garden activity	All users and especially with children	<p>Garden outdoor area is not securely fenced so children must be supervised outdoors</p> <p>Check garden for safety and cleared of rubbish before it is used for a children's activity</p> <p>Adults and children are alerted to the dangers or poisonous plants, herbicides, and pesticides and possible dog fouling in the garden</p>						
Church conditions, protocols, policies, and procedures being Breached – <b>Safeguarding and Risk assessments.</b>	All users	<p>Safe-Guarding policy and both hirer and church risk assessments in place and followed. Any third - party person or group, paid to entertain, perform, or otherwise as agreed with the hirer, must provide</p> <p>evidence of their public liability cover in all cases, PLUS Safeguarding and Child Protection policies and DBS checks if children are attending. There is a link to the Church Safe-guarding Policies, procedures and</p> <p>Conditions of Hire within the AVC Hall lettings agreement, which is sent to Hirer via Email, or delivered as printed docs, prior to rental. The AVC Safe-Guarding policy and Hall letting Risk assessment are available to</p>	4	3				

		users, pinned to notice board in Church entrance hall. Hall users sign the hall lettings agreement to confirm they have read and are knowledgeable of policies and procedures.						
<b>Evacuation:</b> Fire, Flood, Gas escape etc	All users	<p>Fire exits clearly marked and Hirer make users aware of location. Fire Risk Assessment updated annually. All users of the halls are responsible for being alert to any personal needs they or their children may have that could affect quick but safe evacuation.</p> <p>Fire extinguishers located throughout the building: Fire blanket located in the small kitchen.</p>	5	2				
<b>Accessibility</b> for wheelchair/crutch users and those using other physical aides	All users and especially wheelchair/crutch users and those using other physical aides	Wide gateway at entrance to garden. Church main front double doors on flat thoroughfare with ramp and rail for accessibility into the entrance hall and on to other areas of the building which also have double doors. Accessible toilet available.						
Injury from slips trips and falls, accidents. <b>First Aid</b>	All users and especially with children	First aid kit in small kitchen and accident book in small kitchen top drawer. All accidents must be reported in the accident book. Users vigilant at all times. Adult /child ratios maintained and meet the needs of the children in the group and resources are age	3	3				

		appropriate. Children supported to access activities appropriately. Do not lay cable in walkways unless covered or taped down.						
<b>Electric shock hazard</b>	All users	Carry out visual check on electrical equipment before use. Pat test any equipment and provide evidence of Pat test report before bringing any electrical equipment onto the premises. Or provide proof that equipment is less than a year old. Do not use equipment with bare wires, faulty plugs etc. Do not permit liquid near the electrical equipment. Use battery powered equipment where possible. Ensure portable equipment is in working condition.	5	2				
Bumps and Knocks from overcrowding (eg bumping into each other, tripping over each other.)	All users and especially with children	Make sure each person has sufficient personal space and a clear path out of the activity space should they need to exit. Keep children away when setting up. Do not allow young children "backstage" or in the kitchen.	2	3				

Aggravation of or injury as a result of pre-existing medical conditions	All users and especially with children	Hall users must supervise games and activities and not permit their child or anyone to participate with any activity they are physically or emotionally at risk by playing.	3	3				
In the event of a <b>fire</b>	All users	<p>On discovering a fire / or the fire alarm sounding (vocal), evacuate the building from the nearest fire door/exit: Entrance door and Fire Exit in the snooker area, through to lounge and exit lounge entrance. On evacuating the building act calmly and quietly to avoid alarming / scaring the children. Take care on the stairs, do not rush the children which may result in accidents, provide reassurance No effort should be made to collect personal belongings.</p> <p>Hirer, telephone the fire brigade if necessary. Assembly Point/Area is the front garden. Do not enter the building until informed it is safe to do</p>	5	2				



Contracting or spreading coronavirus by not washing hands or not washing them adequately	All users	<p>Make people aware of where to wash their hands.</p> <p>There's are hand washing facilities for visitors in the toilets. Provide hand sanitiser for the occasions when people can't wash their hands.</p>	5	2					
Getting or spreading coronavirus in commonly used or high traffic areas	All users	<p>Identify: areas where people can congregate closely.</p> <p>Areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors.</p> <p>Areas and equipment where people touch the same surfaces, such as in kitchens.</p> <p>Areas and surfaces that people touch frequently but are difficult to clean</p> <p>Communal areas where there may be less air movement than in other areas, for example kitchens with no opening windows or mechanical ventilation.</p>	5	2					

<p>Abiding by rules for <b>maximum no of people per hall</b></p>	<p>Attendees  Visitors</p>	<p>Limited number of people in rooms. No more than 100 people standing in large hall or 50 in small hall. No more than 50 people seated at tables in the large hall or 30 people seated at tables in the small hall.</p> <p>No more than 100 people seated theatre style in the large hall or 50 people seated theatre style in the small hall. Events that reach this capacity must be ticketed.</p> <p>Re-organise facilities in communal areas by spacing out tables</p> <p>Following one-way systems in place in corridors</p> <p>Leaving non-fire doors open during hall use to reduce the amount of contact with doors and also potentially improve workplace ventilation.</p>	5	2					
<p>Getting or spreading coronavirus by touching surfaces, equipment and workstations</p>	<p>Attendees  Visitors</p>	<p>Use the Govt. guidance on washing hands and hygiene during the coronavirus outbreak- Identify surfaces that are frequently touched and by many people. These are often in common areas</p>	5	2					

		<p>and can include handrails, door handles or shared equipment.</p> <p>Avoid sharing equipment by allocating it on a personal basis</p> <p>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors and security doors)</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Use bins and empty them.</p> <p>Provide areas for people to store personal belongings and keep personal items out of activity areas.</p>						
Contracting or spreading coronavirus	Attendees Visitors	<p>Where maintaining reasonable social distancing isn't possible, implement risk mitigations.</p> <p>This can include:</p> <p>Personal protective equipment (masks) may be needed in certain places to protect from the risk of</p>	5	2				

		coronavirus if people must be in very close proximity.						
Increased risk of COVID 19 infection and complications for those who are clinically extremely vulnerable	Attendees  Visitors	Identify who in your party who could be clinically extremely vulnerable and follow the government guidance. Follow our guidance on protecting vulnerable people during the pandemic on how to support people in higher-risk groups and those who are clinically extremely vulnerable.	5	2				
Contracting or spreading the Covid 19 virus by not maintaining social distancing	Attendees  Visitors	<p>Follow guidance on social distancing.</p> <p>Identify places where, under normal circumstances, visitors would not be able to maintain social distancing guidelines.</p> <p>Identify how you can help people maintain social distancing in the first instance. This may include:</p> <p>Using one-way systems;</p> <p>Limiting the number of people on site at one time;</p> <p>Rearranging areas and tasks to allow people to meet Govt. social distancing guidelines;</p>	5	2				

		Personal protective equipment (masks) may be needed in certain places to protect from the risk of coronavirus if people must be in very close proximity.						
Poorly ventilated spaces leading to risks of coronavirus spreading	Attendees Visitors	Follow guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic.  Identify poorly ventilated areas. You should consider steps you can take to improve ventilation, including:  Natural ventilation; Fresh air is the preferred way of ventilating a space. This means opening windows and doors (that are not fire or security doors), where possible.	5	2				
<b>Heat</b> from Radiators when heating is on	All users	Make people aware via risk assessment	2	2				
Heat from water pipes when heating is on	All users	Make people aware via risk assessment	2	2				
Plug sockets- electrical hazard	All users	Take care when using electrical plugs and keep fingers away from plug sockets	4	1				

<b>Entrance Hall -</b> Fuse Box- electrical hazard	All users	Cupboard is locked with a padlock	3	1				
Entrance Hall- two fire extinguishers attached to wall.	All users	Secured to wall with safety clips to prevent falling over and setting off unintentionally	2	1				
Entrance Hall. Corners of table in entrance.	All users	Cover with soft table corner protectors	4	2				
Entrance Hall. Smoke alarm on ceiling.	All users	Take notice if smoke alarm is sounding a warning noise and prepare for evacuation if there is a potential fire hazard.	5	2				
Entrance Hall. Carbon Monoxide detector on wall outside Small Kitchen.	All users	Take notice if carbon monoxide alarm is sounding a warning noise and prepare for evacuation if there is a potential hazard.	5	2				
Entrance Hall. Strip of metal across width of floor.	All users	Use Caution. Luminous tape stuck to floor to make people aware of possible trips	2	2				
<b>Small Hall.</b> Corners of table in entrance and cupboard by fire- exit.	All users	Cover with soft table corner protectors	4	2				

Small Hall. Chairs stacked in piles.	All users	Chairs stacked in piles no higher than 8 to prevent falling over. Sign on wall warning not to stack higher than 8 chairs.	3	3				
Small Hall. Fire exit	All users	Please mind the step down into the garden if leaving the small hall via the fire exit.						
<b>Small Kitchen.</b> Not suitable for Children due to presence of electrical items, kitchen implements and kettle and boiler with hot water.	All users, particularly children.	Bullet pointed sign to indicate that children should not be allowed in the small kitchen	4	3				
Small Kitchen hazard due to presence of electrical items, kitchen implements and kettle and boiler with hot water.	All users	Bullet pointed sign to indicate that all users should take care in the small kitchen.	4	3				
Small kitchen should not be used for preparation of food due to no separate sink for washing hands prior to handling food.	All users	Bullet pointed sign to indicate that all users should not use the small kitchen for preparation of food. Coffee and tea can be made from the kitchen.	4	3				

<b>Large Hall.</b> Fire exit	All users	Please mind the step down into the garden if leaving the large hall via the fire exit.						
Large Hall- two fire extinguishers attached to wall.	All users	Secured to wall with safety clips to prevent falling over and setting of unintentionally	2	1				
Large Hall- fire door can open for ventilation, but Garden is not in use as under development.	All users	Sign to say do not enter the garden as under development	3	3				
Large Hall. Corners of table.	All users	Cover with soft table corner protectors	4	2				
Large Hall. Plug sockets- electrical hazard	All users	Take care when using electrical plugs and keep fingers away from plug sockets	4	1				
Large Hall. Row of stage lights attached to ceiling in front of stage. Heavy object falling hazard and controlled remotely. <b>Do not access.</b>	All users	The row of stage lights attached to ceiling in front of stage are controlled remotely, so cannot be used without special arrangement. They are safely secured to the ceiling but must not be tampered with or used by hall users. There is a written Sign indicating this.	5	2				



<p><b>Stage.</b> Always use stairs at the back to access the stage, do not access from the front. Trip hazard.</p>	All users	Use hazard tape to warn people of edge of stage and luminous tape on edges of stairs backstage for better visibility. Add a bullet pointed sign to re-enforce this and advise to turn on stage lights at back of stage when stairs are used.	3	3					
<p>Stage. Front area of stage, floorboards creaky.</p>		Front area of stage floorboards have been checked for safety due to creaks, and considered safe to use.	3	3					
<p>Stage. Be aware of having to lift chairs off stage if stage is needed for use. Heavy lifting hazard.</p>	All users	Make sure to lift any heavy objects with care and have enough people to help move any items to and from the stage. Warning in risk assessment. <b>Chairs must be put back to the left side of the stage at end of activity.</b>	3	3					
<p><b>Stage and Back stage.</b> Not suitable for small Children under 5 due to potential trip and fall hazards</p>	All users, particularly children.	Bullet pointed sign to indicate that small children under 5 should not be allowed in the Stage and Back stage	4	3					
<p>Stage and Back stage. Children over 5 should be accompanied by adults due to potential trip and fall hazards</p>	All users, particularly children.	Bullet pointed sign to indicate that children over 5 should be accompanied by adults on the Stage and Back stage. Luminous tape applied to make edges of steps more visible.	4	3					

<b>Back Entrance.</b> Tables and large Game boards could fall if knocked. Hazard.	All users, particularly children.	Children under 5 not allowed in <b>back entrance</b> unless accompanied by an adult. Tables and Large Board games are secured by ropes to prevent falling. Always re-tie ropes after accessing these items.	3	4				
Back Entrance. Toilets. Trip hazards on step into toilets	All users	Use Caution. Yellow and black tape stuck to floor to make people aware of possible trips	2	2				
Back Entrance Hall. Smoke alarm on ceiling.	All users	Take notice if smoke alarm is sounding a warning noise and prepare to evacuate if there is a potential fire hazard.	5	2				
Back Entrance Hall - fire extinguisher attached to wall.	All users	Secured to wall with safety clips to prevent falling over and setting of unintentionally	2	1				
In each area. Florescent light bulbs from ceiling. Could break if knocked.	All users	Avoid activities where lights could get broken. Risk assessment used to warn of this.	2	3				
In each area. Keep front door locked during use of the halls for security.	All users	Secure main doors. Call 999 if security is threatened.	4	3				
Fire exits can be used in an emergency from the small hall, large hall and back entrance hall	All users	Fire exit signs are in place.  Fire doors are clearly marked, never obstructed and easily opened from inside  Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in	5	2				



