Health & Safety Risk Assessment Summary (Hirers) - provided by Village Hall				
Please note that Hirers should undertake their own Risk Assessment.				
The Hirer is responsible for any incidents arising while the Hall is in use.				
Risk No:		**Risk**	**H/M/L**	**Mitigation**
1a	Health & safety (hirers)	Flood gate on side door causes fall	medium	remove flood gate when side door opened; remind users with prominent notice on door.
1b	Health & safety (hirers)	regular users of hall don't comply with T&Cs / notices	medium	recirculate T&Cs (including Risk Assessment Summary) to all regular users periodically; H&S file in Hall; notices in Hall
1c	Health & safety (hirers)	food poisoning	low	experienced and trained volunteers prepare food (no food prep done in hall); reheated at hall to correct temerature before serving (thermometer provided); guidelines doc available. Blue plasters in First Aid kit. Handwash gell and cleaning materials provided.
1d	Health & safety (hirers)	slips due to wet floors	medium	mat by front door; use 'wet floor' sign; clear up spills immediately. non slip surface at side door (mat not required - could be a trip hazard)
1e	Health & safety (hirers)	china/cutlery/glass	medium	Hirers and users must report any issues. Glass stored in boxes. Please leave damaged items out for removal.
1f	Health & safety (hirers)	floor - slip due to dirt or moisture		ensure floor cleaned after each event; use 'wet floor' signs where needed.
1g	Health & safety (hirers)	trip when entering or leaving the Hall		Please take care when entering or exiting the hall and use handrails where provided; internal steps has LED lights. Use the Disabled Access where appropriate.
1h	Health & safety (hirers)	fall from stage		Please use the banister rail for the stage steps. All edges are outlined with white paint.
Hirers own Risk Assessment:				
Risk No:		**Risk**	**H/M/L**	**Mitigation**