



Risk Assessment Form – Part 1

(To be completed by all Hirers/Users for each room used prior to any activity)

Date	Time	Room (eg Large Hall, Community Room)	Name of person completing form
Generic questions applicable to all rooms (tick appropriate box)			
Is floor clear of objects?	Yes	No	
Are tables and chairs in good working condition?	Yes	No	
Are all surfaces clean and tidy?	Yes	No	
Is the nearest Fire Exit clear?	Yes	No	
Is the temperature in your room correct?	Yes	No	
Are the windows working?	Yes	No	
Do you have sanitising station in your room?	Yes	No	
Are social distancing measures satisfactory?	Yes	No	
If the answer to any of the above is No please see the Centre Manager or a member of staff immediately.			
Any other comments:			
Signed (hirer):		Signed (staff):	

Please note you should also complete Risk Assessment Form - Part 2 and a Room Register



Risk Assessment Form – Part 2

(To be completed by all Hirers/Users for each room used prior to any activity)

Date		Time		Room (eg Large Hall, Community Room)		Name of person completing form	
Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk	Who needs to carry out action?	When is action needed by?	Done (Yes/No)	

Please note you should also complete Risk Assessment Form - Part 2 and a Room Register



Risk Assessment Form – Example for Hirers

(To be completed by all Hirers/Users for each room used prior to any activity)

Date		Time		Room (eg Large Hall, Community Room)		Name of person completing form	
31.03.2021		15.30		Large Hall		Sam Adams	
Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk	Who needs to carry out action?	When is action needed by?	Done (Yes/No)	
Varnished floor	Could be slippery when wet. Somebody could fall over and injure themselves.	Staff, volunteers, centre users.	Put out a sign warning people when the floor has just been cleaned or something has been spilled. Where possible, clean the floor at the end of the day when there are fewer people around.	LCC Staff and/or users	Immediately after cleaning	Yes	
Chairs and tables	People could trip over or bump into them. They could also fall onto people if they are stacked incorrectly.	Staff, volunteers, centre users	Clear tables and chairs away before running activities. Ensure all centre user group leaders know how to stack tables and chairs correctly.	LCC Staff and/or users	Before activity	No	
Fire	People could become trapped during a fire.	Staff, volunteers, centre users.	Hirers must be familiar with Smoke Alarms, Fire Exits, Fire Alarms, Fire Extinguishers and location point.	LCC Staff and users	Before activity	Yes	
Cleaning up litter	Hazardous litter could cause injury or illness to users and staff when they are cleaning it up.	Staff, volunteers, centre users.	Users will be provided with gloves, plastic bags and hand washing facilities.	LCC Staff and users	After activity	No	

Training cables from audio equipment	Slip, trip or fall hazard that can cause injury	Staff, volunteers, centre users.	Hirers to ensure cables neatly run in safe area away from footfall. Cable tape can be provided.	LCC Staff and users	Before activity	No
All electrical equipment from hirers PAT tested and be safe to use	Faulty appliances can cause electrocution, which can cause serious injury and death.	Staff, volunteers, centre users.	Ensure all appliances are checked and check for exposed wires and burn marks on cables or plugs before using appliances.	Users	Before activity	Yes

Please note you should also complete Risk Assessment Form – Parts 1 and 2 and a Room Register