Marden Parish Trust
Registered Charity 1210758

Risk Assessment Templates for Hirers

Which form to use

Every group hiring Marden Parish Hall must lodge a risk assessment with Marden Parish Trust before a booking can be confirmed. Low-risk groups use the short Form A; higher-risk activities use the fuller Form B.

Form	Who it is for	Examples
Form A – Simple	Members' clubs and societies holding meetings, talks and similar low-risk activities	Gardeners group, wildlife group, book club, committee meetings
Form B – Full	Commercial hirers; activities for children or vulnerable adults; events open to the public; higher-risk activities such as exercise or sport, tools or machinery, or serving food to the public	Fitness or dance class, toddler group, dementia café, craft workshop with tools, public fair or sale

- If you are not sure which form applies, use Form B or ask the Booking Officer.
- Send your completed form to the Booking Officer or the Trust's admin email address. Your booking cannot be confirmed until it has been received.
- Review your risk assessment at least once a year, and whenever your activity changes, and send the Trust an updated copy.
- The hall's first aid kit and accident book are in the kitchen. Fire exits and the assembly point are shown on the notices in the hall.

Form A – Simple risk assessment (low-risk groups)

For members' clubs and societies holding meetings, talks and similar low-risk activities. Please fill in every row and answer each check.

About your group

Name of group	
Responsible person (aged 18 or over)	
Phone and email	
What the group does at the hall	
Room(s) booked	
Day, time and how often	
Usual number attending (and most expected)	

Safety checks

Check	Yes / No	Notes
We know where the fire exits and assembly point are, and will keep exits clear		
We know how to raise the alarm and will call 999 in an emergency		
We will keep a note of who is present, so everyone can be accounted for if we have to leave the building		
We know where the first aid kit and accident book are (in the kitchen), and will record any accidents		
We will keep walkways and floors clear of bags, cables and spills		
We will set out and put away tables and chairs safely, with enough people to lift them		
We will take care in the kitchen, especially with kettles, urns and hot drinks		
Any electrical equipment we bring is safe and in good working order		
Numbers will stay within the room's maximum capacity, as advertised on the hall website		
We have thought about anyone attending with mobility or health needs		

Check	Yes / No	Notes
We will take care on paths and in the car park in dark or icy weather		
We will leave the hall clean and tidy and report any damage or hazards to the Trust		

Anything else that could cause harm during your activity, and what you will do about it

Risk	What we will do

Declaration

I confirm that this risk assessment reflects how our group will use the hall, and that we will follow the hall's booking terms and conditions.

Signed	
Name	
Date	
Date of next review	

Form B – Full risk assessment (higher-risk activities)

For commercial hirers, activities for children or vulnerable adults, events open to the public, and higher-risk activities. Please fill in every section; leave a hazard row out only if it truly does not apply.

About your group

Name of group or business	
Responsible person (aged 18 or over)	
Phone and email	
What the activity involves	
Who attends (members, public, children, vulnerable adults)	
Room(s) booked	
Day, time and how often	
Usual number attending (and most expected)	
Number of helpers or staff	

Hazards and how you will manage them

For each hazard, say who could be harmed, what you already do to keep people safe, anything more you need to do, and how serious the risk is once those steps are in place (Low, Medium or High).

Hazard	Who might be harmed	What we already do	Anything more needed	Risk level (L / M / H)
Fire and evacuation				
Slips, trips and falls (floors, cables, bags, spills)				
Hot drinks, kettles, urns and kitchen equipment				
Moving tables, chairs and equipment				

Hazard	Who might be harmed	What we already do	Anything more needed	Risk level (L / M / H)
Electrical equipment you bring in				
Overcrowding				
Physical activity, exercise or sport				
Tools, machinery or craft equipment				
Food preparation, hygiene and allergies				
Children or vulnerable adults leaving the building unaccompanied, or wandering towards the car park or road				
Someone taken ill or injured				
Setting up or clearing away alone				
Dark evenings, ice or bad weather on paths and in the car park				
Other (please add)				

Safeguarding *(if children or vulnerable adults attend)*

Safeguarding policy attached? (Yes / No)	
Name of your safeguarding lead	
DBS checks held where required (Yes / No)	

Who is responsible for each child or vulnerable adult during the session (for example parents or carers stay on site)	
How a concern will be reported (to your group, the authorities and the Trust)	

First aid and emergencies

Name of first aider at each session	
Who will call 999 and lead the evacuation	
How you will check everyone is out of the building	
We know the first aid kit and accident book are in the kitchen (Yes / No)	

Food *(if you serve anything beyond tea, coffee and shop-bought biscuits)*

What food will be served, and who prepares it	
Food hygiene training held (Yes / No, and level)	
How allergen information will be given	
Registered as a food business with Herefordshire Council, if required (Yes / No / Not needed)	

Insurance

Insurer and policy number	
Public liability cover (at least £5 million)	
Expiry date	
Certificate attached (Yes / No)	

Declaration

I confirm that this risk assessment reflects how our activity will be run at the hall, that everyone helping will be told about it, and that we will follow the hall's booking terms and conditions.

Signed	

Name	
Position in group	
Date	
Date of next review	

For Marden Parish Trust use

Received by	
Date received	
Approved by trustees (Yes / No)	
Notes	