



St. Stephen's Parish Church
St. Stephen's Road
Hightown
L38 0BL

- *integral to community life*
- *welcoming and joyful in worship*
- *inspiring and loving in our ministry to children*

Risk Assessment: Hall Hire - Casual Use

Please read carefully and initial each item to accept liability for each risk identified.

Hazard	Risk Mitigation Action	Initial	N/A
1. Carpark	1. Hirer to control access to and egress from the car park and ensure vehicles are safely parked.		
	2. Vehicles must not park directly opposite the Church or obstruct access to the Garden of Remembrance.		
	3. Children not to play on carpark or grass verge on Kerslake Way frontage at any time.		
2. Hall	1. Hirer to be aware of emergency evacuation procedures and to ensure emergency exits are kept clear at all times.		
	2. Hirer is responsible for evacuating the hall in the event of fire.		
	3. Hirer to be aware of location of first aid box and accident book.		
	4. Stage not to be used under any circumstances during hire unless specifically agreed in writing.		
	5. No bouncy castles, assault courses or other inflatables in hall under any circumstances.		
	6. Children to be supervised at all times by a responsible adult.		
	7. Chairs and tables are moved at the hirer's risk. Chair trolley to be used at all times. Do not drag furniture.		

Continued on next page.

Hazard	Risk Mitigation Action	Initial	N/A
3. Kitchen	1. Children are not permitted within the kitchen under any circumstances.		
	2. No more than 3 adults in the kitchen at any time.		
4. Hall Field	1. Bouncy Castles and any other inflatables to be provided by reputable providers and securely tethered to ground.		
	2. An Insurance Policy covering public liability is to be held by the provider and checked by the hirer prior to use.		
	3. Use of equipment to be supervised by responsible adult at all times.		
	4. Number of users at any time restricted in line with providers advice.		
	5. See Bounce House Safety Tips Make Safe Happen . (see <i>Internet for further advice.</i>)		
	6. Children must be supervised at all times by a responsible adult.		

I confirm I have read and will apply this guidance during my hiring period.

Hirer Name: _____

Date: _____

Signature: _____