

BHASVIC – RISK ASSESSMENT FOR VENUE HIRE

Purpose of activity:	Hiring to external organisations and groups
Persons at risk:	Hirers, participants and estates staff
Location(s):	BHASVIC site
Prepared by:	Venue Hire team
Date:	SEPTEMBER 2024

<u>Hazard</u> (Description of Hazard)	<u>Outcome</u> (Consequences of hazard without control measures)	<u>Control Measures</u> (Actions taken to reduce the risk and outcome by the hazard)
Trips & slips (i.e. power cables, icy pathways, spillages)	Injury	<p>Lighting and use of torches if necessary</p> <p>BHASVIC check and maintain internal & external surface</p> <p>Power cables to be secured safely to avoid trips with tape if necessary (also applicable if hirers bring their own equipment)</p> <p>Hirers have Estates contact number to report any issues.</p>
Lack of qualified First Aider(s)	Unable to facilitate appropriate care	<p>Venue first aid boxes are checked regularly to make sure they are fully stocked and where possible, they should include resuscitation face shields. (Locations: College House, Sports Hall Corridor, Copper Building & Ground Floor Link Building)</p> <p>2 Defibrillators on site (Locations: Main Reception and Sports Hall)</p> <p>First aiders will not always be available on site. Hirer default to call an ambulance 999.</p>
Furniture and other hazards	Injuries from falling items	Hirer to check the space before each activity for any miscellaneous objects or hazard and will remove them.

		<p>BHASVIC Should be notified of any damage or hazards pertaining to the building itself.</p> <p>Remove unnecessary items from room where there is space to store it elsewhere.</p> <p>Chairs not to be stacked in piles of more than 6.</p> <p>Common sense, awareness and reporting on-sight promoted.</p>
Lone working (hirer in a venue for solo activity)	Miscellaneous	<p>Hirer to always carry a mobile phone.</p> <p>Estates team to check up on hirer during session.</p>
Electrical equipment	Electrocution and Fire	<p>All electrical equipment brought to the premises to be regularly PAT tested.</p> <p>BHASVIC sixth form college PAT test all their electrical equipment on an annual basis.</p> <p>All work to conform to IEE Regulations and Electricity at Work Regulations 1989.</p> <p>BHASVIC Sixth Form College are responsible for ensuring venue electrical systems are installed and inspected by qualified contractors.</p> <p>All cables are rated for use.</p>
Fire	Impeded evacuation resulting in personal injury/death/damage	<p>BHASVIC Sixth Form College are responsible for the regular inspection and maintenance of the fire alarm system and emergency lighting.</p> <p>BHASVIC Sixth Form College undertake regular Fire Risk Assessments and make these available to the venue hirer.</p> <p>Hirers are required to be familiar with the venue fire procedure and brief any staff under their duty of care. Fire & emergency evacuation procedures are displayed in each room.</p>

		<p>Adequate and appropriate fire extinguishers (Water, CO2 and Foam) and fire blanket are provided by the venue in accessible positions in high risk areas.</p> <p>Fire extinguishers are serviced annually by BHASVIC sixth form college.</p> <p>Flammable liquids are to be stored away from any sources of ignition and in their correct containers.</p> <p>Strictly no smoking or vaping allowed in the venue.</p>
Waste management	Spread of illness and sickness Exposure to waste	BHASVIC to provide appropriate waste management solutions.
Faulty Sports equipment	Injury	<p>Estates will inform lead coach of any faulty equipment he/she is aware of.</p> <p>Hirer to report any equipment they find to be faulty to Estates.</p>
Working at height	Scaffold tower and ladder in good repair	<p>BHASVIC to ensure equipment is maintained and safe.</p> <p>Ladders to be footed and no lone working.</p> <p>If hirer wishes to utilise they must be competent in using the equipment and do so at their own risk.</p>
Strangers on site	Violent or aggressive behaviour Theft	<p>Estates to always carry a mobile phone and to be vigilant of what is going on around the site.</p> <p>If necessary retreat to place of safety.</p> <p>Contact police 999.</p> <p>CCTV in operation.</p>
Asbestos	Exposure	BHASVIC adheres to Asbestos at Work Regulations
Gas safety	Fire, explosion, poisoning	BHASVIC to maintain equipment with registered Gas Safety Engineer. Storage for flammable materials.

Ventilation	Unsuitable conditions for working	Doors and windows in working order. Co2 monitors can be used to check ventilation levels on request.
Lighting	Unable to see and identify trip and slip hazards	Route to/from entrance/exits are covered by appropriate lighting, if not, report this to BHASVIC. BHASVIC to be informed and requested to repair or replace the lighting within 24 hours. Emergency lighting is installed and maintained.
Carparks	Accident	Cars are parked at owners own risk. Hirers are only able to park if spaces are available and only for the duration of their booking. Only park in designated spaces/do not block other cars. Ensure if required emergency vehicles can access all car parks.
Liability	Reputational and financial impact on business	BHASVIC Insurance includes an Indemnity to Hirer endorsement where private individuals/informal organisations do not hold their own cover. Hirer's who operate as a business has to have Public Liability Insurance in place and BHASVIC will require copy of certificates confirming this is in place. Hirer is responsible for ensuring ALL SUPPLIERS providing services for their event/booking has adequate Insurance in place i.e. Caterers, DJ's, Bouncy Castles etc.

The following points are not included in this risk assessment and each hirer is responsible for their groups/guests in relation to:

- Safeguarding
- Individual risk assessments required for their participants i.e. pregnant ladies, disability
- Sale of alcohol