

## **Standard Terms and Conditions of Room Hire**

**Applicable to Farriers Way Community Centre, Windsor Hall, Community Hub – Leeming Road, Aberford Community Centre, Organ Hall and Phillimore Hall**

### **1 Introduction**

- 1.1 These standard conditions apply to any agreement to hire any of the Premises pursuant to the terms of any Hire Agreement and shall, combined with the relevant Hire Agreement, constitute and be read as a single agreement which shall (subject to any other agreement in writing between Communities 1st and the Hirer) constitute the whole agreement in relation to the Hirer's booking of the Premises (the "**Booking**").
- 1.2 Unless defined in these terms and conditions, capitalised terms used in these terms and conditions shall have the meanings given to them in the relevant Hire Agreement.
- 1.3 If the Hirer is in any doubt as to the meaning of any of the terms set out in these terms and conditions, it should speak to an authorised representative of Communities 1<sup>st</sup> (a "**Communities 1st Manager**") and/or seek its own independent legal advice.

### **2 Hiring Fee**

- 2.1 On or promptly following the date on which the Hirer makes the Booking, the Hirer shall pay (or shall procure to be paid) to Communities 1st the Hire Fee to an account notified to the Hirer by a Communities 1st Manager. Subject to paragraph 3 below, the Booking shall not be valid unless and until the Hire Fee is so paid and, until such time, Communities 1st shall be entitled to accept another booking of the Premises for the same period.

### **3 Deposit**

- 3.1 The Hirer shall pay a cash deposit of £200 to Communities 1st on or promptly following the date on which the Hirer places the Booking (the "**Deposit**"), and the parties agree that the Booking shall not be valid unless and until such Deposit is paid. Communities 1st shall hold the Deposit on behalf of the Hirer pending application in accordance with paragraphs 3.2, 3.4 and 3.5 below.
- 3.2 If the Hirer (or a person on its behalf) requests to cancel the booking prior to the first date of the hire period (the "**Booking Commencement Date**"),

Communities 1st shall return the Deposit (up to the amount of such deposit which has actually been paid) to the Hirer as soon as reasonably practicable.

- 3.3 On or following the last day of the Hire Period, a Communities 1st Representative may carry out an inspection of the Premises (a "**Post-Hire Inspection**") and identify any damage to the Premises that it reasonably considers was caused or occurred during the Hire Period (such damage being "**Hirer Damage**"). Communities 1st shall notify the Hirer of any Hirer Damage in writing as soon as reasonably practicable.
- 3.4 Subject to paragraph 29 below, if the Post-Hire Inspection does not identify any Hirer Damage, Communities 1st shall promptly following the Post-Hire Inspection return the full amount of the Deposit to the Hirer.
- 3.5 Subject to paragraph 29 below, if the Post-Hire Inspection does identify Hirer Damage, Communities 1st shall be entitled to keep such amount of the Deposit that it reasonably believes is equal to the cost of repairing the Hirer Damage and reinstating the relevant part of the Premises (such amount to be promptly notified by Communities 1st to the Hirer in writing). If such amount is less than the amount of the Deposit, Communities 1st shall reimburse to the Hirer an amount equal to the difference between the Deposit and the reinstatement cost. If the reinstatement cost exceeds the amount of the Deposit, Communities 1st shall be entitled to keep the entire Deposit without prejudice to any other rights that Communities 1st shall have by law or under these terms and conditions to recover from the Hirer any shortfall between the Deposit and the reinstatement cost.

#### **4 Cancellation**

- 4.1 If the Hirer (or a person on its behalf) requests to cancel the booking:
  - (a) more than 4 weeks prior to the Booking Commencement Date, the Hirer shall not be obliged to pay any amount of the Hire Fee to Communities 1st and, if the Hire Fee has been paid, Communities 1st shall refund the Hire Fee to the Hirer;
  - (b) not more than 4 weeks but not less than 2 weeks prior to the Booking Commencement Date the Hirer shall (on or prior to the date of cancellation) pay Communities 1st 50% of the full amount of the Hire Fee or, if the Hire Fee has been paid, Communities 1st shall retain an amount equal to 50% of the Hire Fee and shall reimburse the remainder to the Hirer; or
  - (c) 2 weeks or less prior to the Booking Commencement Date the Hirer shall (on or prior to the date of cancellation) pay Communities 1st the full amount of the Hire Fee, or if the Hire Fee

has been paid, Communities 1st shall be entitled to retain the Hire Fee for its own account;

in each case, without set-off or deduction **provided that** in respect of any cancellation pursuant to paragraph (b) or (c) above, Communities 1st shall (as soon as reasonably practicable) reimburse any amount of the Hire Fee retained by Communities 1st pursuant paragraph (b) or (c) above (as applicable) if Communities 1st receives an alternative booking for the full duration of the Hirer's cancelled booking and Communities 1st is paid for such booking in full.

4.2 Communities 1st reserves the right to cancel the Booking by written notice to the Hirer in the event of:

- (a) the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (b) Community 1st reasonably considers that
  - (i) the Booking will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - (ii) unlawful or unsuitable activities will take place the Premises as a result of the Booking;
- (c) the Premises becoming unfit for the use intended by the Hirer; and/or
- (d) an emergency requiring use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

4.3 In any such case the Hirer shall be entitled to a refund of any Deposit and Hire Fee already paid, but Communities 1st shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## **5 Age**

The Hirer (if it is a natural person) shall not be under 18 years of age. The Hirer shall ensure that, at any time whilst persons are on the Premises during the period of hire (the "**Hire Period**"), it or persons appointed on its behalf who are over the age of 18 shall be on the Premises and shall supervise all activities undertaken on the Premises during such time.

## **6 Supervision**

6.1 The Hirer shall, during the Hire Period, be responsible for:

- (a) supervision of the Premises, the fabric and the contents thereon;

- (b) the care and protection of the Premises from damage, however slight; and
- (c) the behaviour of all persons using the Premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway adjacent to the Premises.

6.2 The Hirer must, immediately following discovery, report any damage to the Premises or Communities 1<sup>st</sup> property to a Communities 1<sup>st</sup> Manager. If requested by a Communities 1<sup>st</sup> Manager, the Hirer shall indemnify Communities 1st for the cost of (or, at the discretion of Communities 1st, make good) all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents thereon and for loss of Communities 1st property during or as a result of the hire.

## **7 Use of premises**

The Hirer shall not:

- (a) use the Premises for any purpose other than that described in the Hire Agreement or these terms and conditions (unless expressly agreed in writing by Communities 1st);
- (b) grant any rights of occupation in respect of the Premises to any persons other than providing temporary access for persons under the supervision of the Hirer;
- (c) use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way;
- (d) do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof;
- (e) consume or allow the consumption of illegal drugs on the Premises;
- (f) consume or allow the consumption of alcohol on the Premises without the prior written consent of a Communities 1st Manager;
- (g) do or permit anything to be done on the Premises in contravention of the laws relating to gaming, betting and lotteries; or
- (h) use the Premises or permit the Premises to be used for any improper or immoral purposes or otherwise in a manner which discriminates unlawfully against any individual or group.

## **8 Licensable activities**

- 8.1 Communities 1<sup>st</sup> holds a PRS for Music Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio television or by performers in person.
- 8.2 If other licences are required in respect of any activity in the Premises, the Hirer shall ensure that such licences are obtained and valid in respect of the relevant activity.

## **9 Public safety compliance**

- 9.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises by the relevant Local Authority, the Licensing Authority, the Community Centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. The Hirer will also comply with Communities 1<sup>st</sup> health and safety policy (a copy of which will be provided to the Hirer upon request to a Communities 1st Manager).
- 9.2 The Hirer confirms that it has received instruction in the following matters in respect of the Premises:
- (a) the action to be taken in event of fire. This includes calling the Fire Service and evacuating the Premises;
  - (b) the location and use of fire equipment;
  - (c) escape routes and the need to keep them clear at all times;
  - (d) the method of operation of escape door fastenings; and
  - (e) the location of any fire doors and the importance of closing all fire doors in the event of a fire.

## **10 Safety Inspections**

- 10.1 Prior to the Hirer commencing any activity (or permitted any activity to be commenced) on the Premises, the Hirer shall complete a Pre-Activity Safety Inspection and Risk Assessment form (a "**Safety Form**") (a template of which is attached at Schedule 1) in respect of the relevant activity. The Hirer confirms that the information it has provided in each Safety Form is true, complete and accurate in all respects.
- 10.2 If the Hirer identifies a safety risk on a Safety Form, it will either remove the risk before commencing the relevant activity or otherwise shall cancel the relevant activity and prevent it from proceeding.

## **11 Outbreaks of fire**

In the event of a fire outbreak at the Premises during the Hire Period, the Hirer shall immediately call the Fire Service and shall, only to the extent it is safe to do so, take steps to mitigate the spread of fire and to prevent damage to persons or property. The Hirer shall provide details of any such outbreak to a Communities 1<sup>st</sup> Manager.

## **12 Health and hygiene**

The Hirer shall, if preparing, serving or selling food on the Premises, observe (and procure that all other persons on the Premises observe) all relevant food health and hygiene legislation and regulations. In particular the Hirer shall ensure that any dairy products, vegetables and meat on the Premises are refrigerated and stored in compliance with the Food Safety (Temperature Control) Regulations 1995.

## **13 Kitchen Regulations**

The Hirer shall ensure (and shall procure that all other persons on the Premises ensure) for the duration of the Hire Period that:

- (a) no children enter the kitchen on the Premises unless supervised by an appropriate adult;
- (b) the kitchen on the Premises is not left unattended whilst the water boiler, kettle or the oven are in use;
- (c) no metallic objects, plates, dishes etc. are used in the microwave oven on the Premises;
- (d) the round hand basins in the kitchen on the Premises are used only for washing of hands;
- (e) all work surfaces on the Premises are washed before and after the preparation of food;
- (f) any spillage on the floor of the Premises, should be mopped up immediately to prevent anyone slipping and having an accident;
- (g) no items are placed on the floor of the Premises which could be a trip hazard; and
- (h) all refuse on the Premises is to be secured in dustbin liners and placed by the Hirer in the large bins outside the Premises.

## **14 Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought onto the premises and used thereon, in each case, during the hire period, shall

be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent applicable legislation. Where a residual circuit breaker is provided the Hirer **must** make use of it in the interests of public safety.

## **15 Indemnity**

The Hirer shall be liable to, and shall indemnify, Communities 1st (and its employees, volunteers, agents and invitees) for:

- (a) the cost of repair of any damage (howsoever caused) done to any part of the Premises including the curtilage thereof or the contents of the Premises by it, its representatives, persons under its or its representatives' charge and persons permitted to enter onto the Premises by it or its representatives (together the "**Hirer Parties**" and each a "**Hirer Party**");
- (b) all claims, losses, damages and costs made against or incurred by Communities 1st, its employees, volunteers, agents or invitees in respect of damage to, or loss of, property or injury to persons arising from the use of the Premises (including the storage of equipment) by the Hirer Parties (or any of them), and
- (c) all claims, losses, damages and costs made against or incurred by Communities 1st, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the occupation and/or use of the Premises by the Hirer Parties (or any of them).

## **16 Insurance**

[Where Communities 1<sup>st</sup> does not insure the liabilities described in sub-clauses (a) (b) and (c) above, the Hirer shall take adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to a Communities 1<sup>st</sup> Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable Communities 1<sup>st</sup> to rehire the premises to another hirer.]

## **17 Accidents and dangerous occurrences**

The Hirer shall report any incidents or accidents causing damage or injury to the Premises (or any contents thereof) or to any persons arising out of the use and/or occupation of the Premises by the Hirer Parties to a Communities 1st Manager as soon as possible and, in relation to such incident or accident, shall (upon request of the Communities 1st Manager) make an appropriate entry in the Communities 1<sup>st</sup> accident book in accordance with the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995 (RIDDOR).

## **18 Explosives and flammable substances**

The Hirer shall not (and shall ensure that no Hirer Party shall):

- (a) bring any highly flammable substances onto the Premises;
- (b) erect any internal decorations of a combustible nature (e.g. polystyrene, cotton wool) on the Premises without the consent of a Communities 1<sup>st</sup> Manager; or
- (c) erect or mount any decorations or displays of any nature near light fittings or heaters on the Premises.

## **19 Heating**

The Hirer shall not (and shall ensure that no Hirer Party shall) bring (or allow to be used) any heating appliances (including but not limited to any Portable Liquefied Propane Gas (LPG) heating appliances) onto the Premises without the prior written consent of a Communities 1<sup>st</sup> Manager.

## **20 Drunk and disorderly behaviour**

20.1 To the extent that the Hirer has the prior written consent of a Communities 1<sup>st</sup> Manager to consume or permit the consumption of alcohol on the Premises during the period of hire, the Hirer shall:

- (a) prevent excessive consumption of alcohol by any Hirer Party;
- (b) prevent drunk and disorderly behaviour on or around the Premises;
- (c) prevent the sale and/or consumption of alcohol on or around the Premises to or by any person who is drunk, suspected of being drunk or who is, or is suspected of being, under the age of 18;
- (d) ensure that any person who is, or is suspected of being, drunk, under the influence of drugs or who is behaving in a violent or disorderly way is made to leave the premises.

20.2 To the extent that the Hirer has the prior written consent of a Communities 1<sup>st</sup> Manager to consume and/or sell or permit the consumption and/or sale of alcohol on the Premises, the Hirer shall ensure that the licence conditions and restrictions attaching to the Premises together with the "Think21" policy are complied with at all times. If the Hirer is unsure as to such licence conditions or restrictions or policy, it shall request such details from a Communities 1<sup>st</sup> Manager.



## **21 Storage**

- 21.1 The Hirer shall not store goods or equipment on the Premises or leave such items at the Premises overnight without the prior written consent of a Communities 1st Manager. If any Hirer Party brings any goods or equipment onto the Premises, it shall do so at its own risk and Communities 1st shall have no responsibility for any loss of or damage to such items.
- 21.2 If items belonging to any Hirer Party are left on the Premises after the end of the Hire Period, the Hirer shall pay on demand to Communities First a fee equivalent to the daily Hire Fee from (and excluding) the last day of the hire period to (and including) the date on which such items are removed. Communities 1st shall be entitled to deduct the amount of such fees from the Deposit.
- 21.3 In the event that the Hirer either fails to pay any amounts payable pursuant to paragraph 21.2 above or otherwise does not remove the relevant items from the Premises within 7 days of the end of the Hire Period (or such longer period agreed in writing between Communities 1st and the Hirer), the Hirer irrevocably confirms that it has abandoned such items and Communities 1st may claim and deal with such items however it deems appropriate (in its sole discretion) and shall not have to account to the Hirer for any amounts in relation to such items. To the extent that Communities 1st determines that such items shall be disposed of or destroyed, the Hirer shall reimburse Communities 1st on demand for any costs associated with such disposal or destruction.

## **22 Keys and intruder alarm**

- 22.1 Communities 1st may, at its discretion, provide the Hirer with keys for the Premises and one or more fobs for the intruder alarm. Upon being provided with any keys or fobs, the Hirer shall complete a "key acceptance form" which Communities 1st shall provide.
- 22.2 Communities 1st may, at its discretion, provide the Hirer with instructions on how to arm and disarm the intruder alarm on the Premises. If, as a result of any Hirer Party failing to follow such instructions, a member of the Communities 1st staff and/or a representative of the alarm monitoring company is requested or required to attend the Premises to de-activate and/or reset the alarm, the Hirer shall (on demand) pay Communities 1st a fee of £25.

## **23 Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought or are permitted to be brought onto the Premises, other than with the prior written consent of a Communities 1st Manager. If such

consent is granted, the Hirer shall ensure that no such animals enter or are permitted to enter the kitchen on the Premises at any time.

## **24 Children and Young People**

- 24.1 The Hirer shall take (and shall ensure that every precaution must be taken) to safeguard the well-being of children and young people on the Premises, and it is the responsibility of all users of the Premises to use their best endeavours to ensure that children and young people receive all necessary care and attention, and are protected from coming to any harm on the Premises.
- 24.2 All work with children and young people under the age of 16 at the Premises must comply fully with the requirements of the Childcare Act 2006 and the Children Act 2004 (or such further legislation as may be enacted from time to time) or, where applicable with the Home Office Code of Practice Safe from Harm.
- 24.3 It is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons are at all times in attendance when young children are on the Premises.

## **25 Fly posting**

The Hirer shall not carry out or permit to be carried out fly posting or any other form of unauthorised advertisement for any event taking place at the Premises and shall indemnify Communities 1st against all actions, claims and proceedings arising from any breach by the Hirer of this restriction. Failure to observe this restriction may lead to prosecution by the local authority.

## **26 Sale of goods**

The Hirer shall, if selling goods (or permitting goods to be sold) on the Premises, comply (and ensure that each Hirer Party complies) with Fair Trading laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed; as shall be the Hirer's name and address and that any discounts offered are based only on manufacturers' Recommended Retail Prices.

## **27 Film shows**

The Hirer shall ensure that children are not permitted to view films on the Premises which are classified as inappropriate for children of the relevant age according to the recommendations of the British Board of Film Classification. The Hirer should ensure that it has the appropriate

copyright licences to display or present any media content at the Premises.

## **28 Hours of opening**

- 28.1 The Hirer shall (and shall ensure that any Hirer Party shall) not use the Premises other than between the hours of 08.00 - 22.00 on any day during the Hire Period. These hours of use may be extended by Communities 1st (at its sole discretion) upon request by the Hirer.
- 28.2 No later than 15 minutes following the finish time of the Hire Period as stated on the Hire Agreement, the Hirer shall (and shall ensure that each Hirer Party shall) vacate the Premises. In the event that the Hirer or any Hirer Party fails to vacate the Premises at this time, Communities 1st may (at its discretion) apply a pro-rata charge for the period from the end of the contracted Hire Period until such time as the Hirer and each Hirer Party vacates the Premises.

## **29 Cleaning and Security**

- 29.1 The Hirer shall (and shall ensure that each Hirer Party shall) keep the Premises in a clean and tidy condition throughout the Hire Period and shall ensure that the Premises are yielded up at the end of the Hire Period in a clean and tidy condition.
- 29.2 If the Post-Hire Inspection evidences that the Premises have not been yielded up in a clean and tidy condition at the end of the Hire Period, Communities 1<sup>st</sup> reserves the right to retain such amount of the Deposit as is required to cover the cost of cleaning the Premises and returning the Premises to a comparable condition to that existing at the beginning of the Hire Period (without prejudice to any other rights that Communities 1st has to claim the amount of such cleaning and reinstatement costs from the Hirer).

## **30 Noise**

The Hirer shall ensure that every effort is made to ensure that noise in connection with the use and occupation of the Premises during the Hire Period is kept to a minimum, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment upon the Premises, make use of any noise limitation device provided by Communities 1st and comply with any other licensing condition applicable to the Premises.

## **31 No alterations**

No alterations or additions may be made to the Premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the Premises without the prior written

approval of a Communities 1<sup>st</sup> Manager. The Hirer must remove all such articles at the end of the Hire Period unless otherwise agreed with Communities 1<sup>st</sup>. Any unauthorised articles left on the Premises will be disposed of by Communities 1<sup>st</sup> as it thinks fit. The Hirer will make good to the satisfaction of Communities 1<sup>st</sup> any damage caused by such installation and removal.

### **32 No rights**

The Hiring Agreement constitutes permission only to use the Premises for the duration of the Hire Period and confers no tenancy or other right of occupation whatsoever over the Premises on the Hirer or any Hirer Representative(s) and the Hirer must not (and must procure that no Hirer Representative may) purport to grant rights of occupation to any person with respect to the Premises.

### **33 Dangerous and unsuitable performances**

The Hirer shall not perform or authorize or permit any performances to be given on the Premises which involve a danger to the public or are of a sexually explicit nature.

### **34 Smoking**

The Hirer (and shall ensure that each Hirer Party shall) comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. The Hirer shall ensure that any person who breaches such regulations leaves the Premises immediately.

### **35 Indoor pyrotechnics**

No bubble machines, fog machines, indoor fireworks, candles or similar are to be used within the Premises. All helium-filled balloons that are used within the Premises must be removed at the end of the Hire Period or the Hirer will be charged for their removal.

### **36 Internet service**

Use of the internet service on the Premises as at the Hirer's (and any Hirer Party's) own risk. The internet service is provided on an "AS IS" and "AS AVAILABLE" basis without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy. The Hirer will be responsible for acceptable use of the internet (Wi-Fi or cabled) at the Premises by any Hirer Party.

### **37 Early Termination**

Communities 1<sup>st</sup> reserves the right to terminate the hire or the Booking with immediate effect as a result of any failure by the Hirer to fully observe the terms and conditions set out herein. In the event of any such termination, the Hirer shall not be entitled to a refund of any Hire Fee already paid and Communities 1<sup>st</sup> shall not be liable to the Hirer for any direct or indirect losses or damages whatsoever resulting from such termination.

### **38 Information Policy**

Communities 1<sup>st</sup> will comply with all applicable legislation concerning the holding of personal data on IT or in paper form. Communities 1<sup>st</sup> will need to hold the data gathered in connection with a Booking for various purposes in connection with the hire including, but not limited to, being able to make contact with the Hirer, taking payment from (or on behalf of) the Hirer, dealing with the Deposit and checking the condition of the Premises. Communities 1<sup>st</sup> will also need to hold data to act as an audit trail for the assessment of its accounts. Communities 1<sup>st</sup> may, with the Hirer's approval, hold information to assist with subsequent actions such as a repeat hire.

### **39 Complaints**

Communities 1<sup>st</sup> aims to ensure that the Hirer has a positive experience. As a not-for-profit organisation Communities 1<sup>st</sup> tries to maintain a safe, friendly service and believes in trying to resolve any problems reasonably and promptly. Should the Hirer have any concerns about the Booking, Communities 1<sup>st</sup> encourages them to speak to a Communities 1<sup>st</sup> Manager in the first instance. If they are unable to address the concern, the Hirer should please write to the Chief Executive of Communities 1<sup>st</sup>.

## Schedule

### Pre Activity Safety Inspection and Risk Assessment

1. This form is to be completed by the Hirer prior to any activity commencing on the Premises.
2. The completed Risk Assessment and Inspection Sheet should be retained for three years from the date of the relevant activity.
3. If you have identified a safety risk, state what action you have taken to deal with the risk. Where a risk is identified you must:
  - (a) remove the risk before commencing use of the Premises (for example, by cordoning off the area);
  - (b) where rectification is outside of your control, the activity must be cancelled; and
  - (c) report any problems to Communities 1st staff on 020 3559 3559.

Organisation:		Date:		Time Activity:	of	_____	to	_____
Completed by:		Position/Role:						
Signature:		Telephone Number:						
Email:								
Type of Activity: e.g. Playgroup, Bingo, Coffee Morning etc.								
Estimated number of attendees:		Approximate age range:						
<b>Fire Safety &amp; First Aid</b>								
<b>Please confirm you:</b>			<b>Y/N</b>	<b>Action Taken</b>				

Aware of the 'Fire Emergency Plan'			
Checked the evacuation route is free from obstruction and final exits from the building are not blocked or locked			
Checked that fire fighting equipment, such as extinguishers, are available			
Provided your own First Aid Box, on the understanding that Communities 1st does not provide First Aid Cover.			
<b>Visual Inspection</b>			
<p>Before each session, please indicate that you have checked the areas for any hazards and confirm these have been removed, or made safe, and whether they have been reported for repair. Any issues or repairs should be reported to <a href="mailto:bookings@communities1st.org.uk">bookings@communities1st.org.uk</a>. You can also call 020 3559 3559.</p> <p><b>NOTE: If a hazard is identified that cannot be made safe, you will need to cancel the session.</b></p>		<p>A 'Hazard' is anything that has the potential to cause harm, e.g.:</p> <ul style="list-style-type: none"> <li>• Spillages/wet floors, damaged flooring, carpets, pathways etc.</li> <li>• Broken lights leading to poor lighting conditions</li> <li>• Broken equipment, sharp edges etc. Loose or broken handrails</li> <li>• Damaged electrical sockets/light switches or trailing cables</li> <li>• Fire equipment present, and not tampered with</li> </ul>	
Area:	Hazard identified and location:	Action taken:	Reported Y/N
Car park			
Safe entry and exit from building			
Lobby area			
Hall			
Toilets and washrooms			

Kitchen area			
Please list any other areas used:			
<b>Risk Assessment</b>			
<b>Activities taking place</b>	<b>Who may be harmed and how</b>	<b>What are you doing to ensure people's safety</b>	
<i>Example: Children's party, general party games, cold food provided, music being played.</i>	<i>Children running around may hurt themselves. Scalds from hot drinks.</i>	<i>Supervision, stereo is PAT tested. Hot drinks restricted to kitchen area.</i>	
<b>Date:</b>	<b>Organisation:</b>	<b>Completed by:</b>	<b>Signed:</b>