

UPTON VILLAGE HALL GROUP.

PLAY EQUIPMENT RISK ASSESSMENT

Hirers Name and/or Group:

Date of Hire:

Hazard Identified.	Who might be at risk.	Actions that must be taken to mitigate risk	Other actions required.	Who must take the actions	When action to be taken	Done
Inappropriate, faulty or unsafe equipment	Adult and children present	1) Hire equipment from reputable hire company. 2) Ensure equipment is suitable for the size ages of children using it. If indoors ensure equipment is suitable a size for safe use within the building without blocking fire exits or touching roof beams (Hall plan is provided) 3) Ensure equipment hired is covered by current public liability insurance, plus safety certificate if appropriate. Copies need to be provided to hall booking clerk. Please note that hirers and all responsible adults supervising use of equipment during the event should also have their own public liability insurance in case of accidents/damage caused by inappropriate use. 4) All electrical equipment must have a current PAT test before being used in the hall.	Careful research before hire regarding size of equipment/age of users. Certificate/insurance etc requested before hire confirmed. Visual check by hirer when equipment is delivered to hall	Hirer and Hire company	Before event begins	
Erection/setting up of play equipment	All adults and children present.	Play equipment to be set up by hire company or in accordance with hire company instructions. Bouncy castles must be securely moored or weighted to the ground. Electricity cables must be covered by cable guards and must not create a tripping hazard. Generators must be positioned away from through routes and access by children must be prevented.	Liaise with hire company to ensure play equipment is set up correctly + visual check by hirer before use	Hirer and Hire company	Before event begins	

Incllement weather if outdoors	All adults and children	Play equipment not to be used in unsuitable weather. Manufacturer/hire company safety guidance MUST be adhered to in full ie. (not in wet or windy weather)	Hire company must provide full safety guidance regarding suitable/unsuitable weather conditions. Supervision and enforcement by responsible adult at all times.	Hirer and Hire company	Before event begins and throughout period of hire.	
Play equipment overcrowded or used by inappropriate age groups	All children using equipment	Manufacturer/hire company safety guidance must be followed in full particularly in respect of number of children and age groups allowed on equipment at any one time. Guidance regarding removal of shoes, jewellery, buckles, watches etc must be adhered to.	Ensure hire company provide full safety guidance regarding numbers/ age groups allowed to use equipment. Supervision and enforcement by responsible adult at all times.	Hirer	Before event begins and throughout period of hire.	
Rough play causing accidents	All children using equipment	Children exhibiting rough behaviour must be removed from equipment until they are able to use equipment appropriately and in accordance with safety rules.	Supervision and enforcement by responsible adult at all times.	Hirer	Throughout period of hire	
Trips and falls when entering or leaving play equipment	All children using equipment	Soft gym mats must be provided and used to cover any hard surfaces at entrance/exits of bouncy castles.	Regular checking for movement of mats, supervision and enforcement by responsible adult at all times.	Hirer	Throughout period of hire	
Removal of equipment at end of event	Adults and children present	Keeping all adults and children , except those employed to remove equipment, at a safe distance until packing away and removal is complete	Supervision and enforcement by responsible adult at all times.	Hirer	At end of event.	

Signature of hall hirer.....

Date.....