

HIRING A SPACE IN THE LIBRARY LETTINGS RISK ASSESSMENT

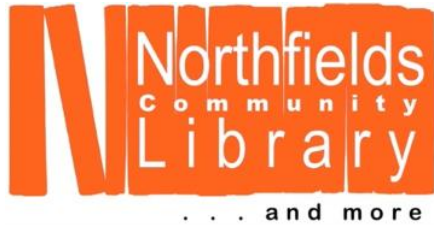
Reviewed on 11 December 2024

Organisation _____ Representative _____

Dates/Times booked _____ Date of assessment _____

Standard and some sample risks are shown below. Please add any additional hazards related to your event.

Task/Activity Area	What are the hazards?	Who Might be Harmed and How?	Control Measures
Access to the building	Intruders, theft, violence Damage to stock and premises	All building users	NCL volunteer follows NCL procedure for opening and locking the building. Main entrance door is set to exit only so that all entrants are met and sign in. Doors closed when all have arrived
Moving furniture to set up	Users may suffer back pain if they try to lift objects that are too heavy or awkward,	Volunteers who move library furniture	Lightweight chairs and tables available. 2 people to move bookshelves Volunteers trained in lifting and manual handling
Electrical safety	Electric shocks or burns from faulty equipment or installation	Volunteers and users	Fixed installations are installed by qualified electrician and inspected regularly. Portable equipment PAT tested annually and checked for visual signs of damage before use. Hirers are responsible for own equipment.
Fire	Danger of death	All building users	Emergency exit at rear of building checked and is working. Hirer advised of evacuation procedure if fire alarm goes off and where to assemble. Attendance sheet signed by all attendees. Fire exits kept clear and pointed out to all attendees at start of event. Attendees gather in Northfields Station entrance. Attendance sheet checked before they can leave.



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Equipment Brought on Site			
Serving Refreshments			
Other			
Other			

Agreed by Hirer (Date) _____ Approved and Agreed by NCL ##(Date) _____

Any comments or recommendations