

Barton Town Council - Premises risk assesment for hire

LOCATION	The Assembly Rooms - Hire Facility											
PERSONS AT RISK	Staff, Guest and performers											
ASSESSMENT TEAM	Vicky Haines & Carol Clark											
DATE OF ASSESSMENT	9th March 2026											
DATE OF NEXT ASSESSMENT	Mar-27											
APPROVED	Chairman of the Finance & GP Committee											
DATE	30th March 2026											
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Initial Assessment			What additional controls are required?	Responsibility	Date	Residual Risk		
				Likelihood	Severity	Risk Level				Likelihood	Severity	Risk Level
Trailing cables	Trip Hazards	Staff and guests	Tape cables down or use cable covers	Medium	Medium	Medium	All existing cables are made safe	Existing cables are the responsibility of the Town Council. Any cabling laid for the event lies with the responsibility of the hirer	09/03/2026	Low	Medium	Low
Wet Floors	Slips	Staff and guests	Display wet floor signs and clean spills quickly	Medium	Medium	Medium	Cleaners will be scheduled during times that won't cause this hazard should there be an event	Cleaning staff	09/03/2026	Low	Medium	Low
Blocked fire exits	Delayed evacuation	Everyone	Daily checks for council staff to ensure all exits are clear from obstruction	Low	High	Medium	Checks to be made by council staff prior to the event and frequent checks during the event by the hirer	Hirer	09/03/2026	Low	High	Low
Over crowding	Crushing injuries	Staff, guests and performers	Capacity limits monitored by staff and entry controlled	Medium	High	High	Capacity details are highlighted in the terms and conditions and no bookings to be accepted that exceed this	Hirer to follow Town Council guidance	09/03/2026	Low	High	Medium
Electrical Equipment	Electric shocks, burns, fuses	Staff, guests and performers	All council equipment PAT tested	Medium	High	High	All existing cables are made safe	Any electrical equipment brought on site to be PAT tested by the hirer	09/03/2026	Low	High	Medium
Emergency Procedures	Injury or panic during emergency evacuation	Staff, guests and performers	Clearly marked fire exits and evacuation routes. Fire alarm system installed. Town council provide to the hirer detailed information of the necessary procedures in advance of the hire	Low	High	Medium	Town council to brief hirer on emergency procedures and evacuation points before the event. Ensure exits remain clear and emergency services contact details are available.	Hirer to ensure all information provided by the Town council is understood	09/03/2026	Low	High	Low
Alcohol, Behaviour & Security	Disorderly behaviour, fights, injury	Staff, guests and performers	Alcohol consumption monitored by event staff. Security or responsible persons present to supervise behaviour.	Medium	Medium	Medium	Hirer to ensure responsible alcohol service, refuse service to intoxicated persons, and arrange security if required.	Hirer	09/03/2026	Low	Medium	Low
Food Safety (if catering provided)	Food poisoning, allergic reactions	Staff and guests	Catering providers expected to follow food hygiene regulations and allergen guidance.	Medium	Medium	High	Hirer to ensure caterers are registered, follow food hygiene standards, and provide allergen information.	Hirer /caterers	09/03/2026	Low	High	Medium
Noise Complaints	Disturbance to nearby residents, complaints	Local Residents	Event to follow council noise guidelines and venue closing times.	Medium	Low	Low	Volume levels monitored during the event and music to end within permitted hours.	Hirer	09/03/2026	Low	Low	Low
Damage to building	Property damage, repair costs	Town Council	Hirer responsible for care of the premises during the event.	Low	Medium	Low	Hirer to ensure equipment is set up safely and the venue is left in its original condition after the event.	Hirer	09/03/2026	Low	Medium	Low