

Hirer risk assessment guidance

Trustees want every event at Battle Memorial Hall to be safe. To support this, the Hall carries out its own overall risk assessments covering the building, fixed equipment, and the general way the venue operates. These assessments help us manage the health and safety risks that sit with us as the venue provider.

However, every activity brings its own specific risks - and these vary widely depending on what the hirer is doing, who is attending, and how the space is being used. For this reason, each hirer is responsible for completing their own activity and attendee specific risk assessment.

To give an example, a meeting of adults with a mutual interest has very different considerations from a children's party or performance involving staging or electrical equipment.

Because the hirer understands their event better than anyone else, they are best placed to identify what could cause harm and what sensible steps to take to prevent it.

The Hall takes responsibility for:

- The safety and maintenance of the building and its fixed features
- Fire safety systems and evacuation routes
- Providing clear information about the space, capacities, and any known hazards
- Ensuring the Hall meets legal requirements as a venue

The hirer is responsible for:

- Assessing the risks associated with their specific activity, equipment, and participants
- Putting appropriate control measures in place (e.g. supervision, safe equipment use, first aid arrangements)
- Ensuring the event complies with relevant laws, guidance, and good practice for the type of activity
- Providing adequate staffing, supervision, and safeguarding where required
- Ensuring any external providers (e.g., entertainers, instructors, contractors) are competent and insured

The risk assessment simply needs to show you have thought carefully about what could cause harm and how you will manage it.