## **HALL HIRING**

The varying activities that can be part of any hall or centre can provide a difficult risk management environment for a group to manage. Activities can involve other groups or individuals, can involve some major risks, can involve a number of people coming together for a short period of time and the physical environment can be challenging ...not to forget that the weather can intervene and cause chaos at any time.

These Checklists are intended to provide a starting point for you to use to develop your own specific risk management checklists. Every group has specific risks to them – only YOU can identify them. Look and understand the risk management process at <a href="https://www.ourcommunity.com.au">www.ourcommunity.com.au</a> and this will help prevent people being injured and save you from unnecessary concern and grief. While this checklist deals mainly with public safety there are other risks involved that you should attempt to identify that may deal with finance, planning, staff, law etc.

What potential risks have you identified?	Date Inspected	What Problem was Detected (if any)	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L (see Risk Chart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
1. Hiring Process Checklist								
Check history of enquirer								
Check suitability of facility								
Check Permit requirements								
Evidence of insurance received								
Permit received								
Pre-inspection carried out								
Has a bond been received								
Keys issued								
Post-inspection carried out								
Keys returned								
Bond returned								
Records filed								
Have the Hirers been informed in writing of all of their obligations including notification to you of any incidents likely to lead to a claim? Have they agreed and signed off on this?								

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2. Facility Checklist								
Do you regularly inspect your premises for any risks?								
Is the place of assembly in a clean and sanitary condition?								
Are equipment, installations and components essential to the safety of persons using the place of assembly maintained in a condition ensuring their proper performance?								
Are stair, carpet and floor coverings firmly fastened?								
Are entrances, car parks and paths all well lit and maintained?								
Are stairs and floors in good repair?								
3. Emergency Checklist								
Are exit doors easily opened from inside?								
Are exit doors free from fittings that would obstruct egress?								
Do exits remain free from obstruction at all times?								
Are exits in any way used as a cloakroom?								
Are exits free from peg-racks, rails, or stands which may reduce the effective width of the exit or form an obstruction of any kind?								
Are mirrors and objects with reflecting surfaces positioned so as to avoid creating reflected images of exit signs?								

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Is an evacuation scheme prepared in accordance with any applicable fire regulations and acceptable to the Fire Service in place?								
Is the place of assembly covered by an occupancy limitation certified as appropriate by a suitably qualified person?								
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Is an evacuation scheme prepared in accordance with any applicable fire regulations and acceptable to the Fire Service in place?								
Is the place of assembly covered by an occupancy limitation certified as appropriate by a suitably qualified person?								
Have you read the other general checklists at www.ourcommunity.com.au?								

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Have you read any checklists that may be appropriate to your groups at www.ourcommunity.com.au?								
INSERT YOUR OWN								
INSERT YOUR OWN								
INSERT YOUR OWN								
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## **LIKELIHOOD**

RATING		A	В	С	D	E
		Frequent	Probable	Occasional	Remote	Improbable
Α	Catastrophic	High	High	High	High	High
В	Critical	High	High	High	Medium	Low
С	Marginal	High	Medium	Medium	Low	Low
D	Negligible	Medium	Low	Low	Low	Low

MEASURE	IMPACT	Effect/description
Α	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
В	Critical	Major Injuries – require medical assistance (inc concussions)
С	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
Α	Frequent	Will occur regularly – day to day
В	Probable	Will occur on most occasions, circumstances
С	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

## **DISCLAIMER**

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