

# Risk management guidance for clubs hiring out their premises

There are many things to consider if you are planning to hire out your club for use by a Third Party, such as for a wedding reception, slimming club, party, disco, fete, fayre, charity event; or if you're leasing out part of the club grounds, such as the car park.

## Assessing the Risks

The person or organisation hiring your club is responsible for the activity they are undertaking at the venue. For your protection, you should make sure they have their own Public Liability Insurance in place for their activity and establish who is responsible for undertaking risk assessments.

There are also a range of areas that the club needs to consider, as you still have a responsibility to make sure that the venue you are leasing out is safe to use:

- Ensure you have an individual with responsibility for health and safety matters.
- Remember to carry out a fire risk assessment.
- Ensure that all stairways are in good condition and adequately lit.
- Remember to ensure that floor surfaces and floor coverings are in good condition and properly maintained.
- Ensure you carry out an assessment of your building to ensure they can be used by persons with disabilities.
- Ensure an assessment has been carried out into any manual handling operations.
- Remember to have systems in place for the recording of accidents and the reporting of injuries, diseases and dangerous occurrences.
- Have assessments been carried out of areas where there is a risk of falls from a height and the appropriate safety measures taken.
- Are all electrical systems including wiring, switchgear and any fixed machinery and all portable electrical appliances in good condition and properly maintained as required by the Electricity at Work Regulations 1989.

- Has an assessment been carried out to ensure there is no risk of injury from glass in doors and windows.
- Is all plant and machinery in good condition and regularly maintained and are all tools and other items of equipment such as ladders and scaffolding towers routinely checked and repaired.

## Further actions

Carry out an assessment of all substances hazardous to health, and put in place control measures where necessary as required by the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

Provide formal safety procedures if your Club is used for public performances.

Check whether an assessment has been carried out on any catering undertaken to ensure compliance with food hygiene regulations.

Do you have procedures in place for the vetting of persons working with children and vulnerable adults?

Do you have procedures in place for tournaments, parties and other outdoor activities?

Have you carried out a risk assessment as required by the Management of Health and Safety at Work Regulations 1999. A brief guide to these regulations can be found at: [www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)

**Detailed advice for venue hire can be obtained from the Howden RFU Helpline on 0121 698 8001.**

## Reference should be made to Howden where hire or club activity relates to the following:

- Rugby match / festivals where you are expecting more than 2,000 spectators, ie such as an age group representative match, county/divisional championship.
- Any Social /commercial activity which the club or hirer is organizing and which is likely to attract more than 1,000 participants, ie such as a funfair, bonfire party, musical festival.
- Any waterborne activities, such as Boat/raft racing.

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