

## General Venue Hire (Self-Serve / Unmanned Use)

Event / activity	General Venue Hire	Date of Risk Assessment	07/03/2026	Name of Assessor	E. Yarborough
		Date of Next Review	07/03/2027		

Hazard Identified	Risk	Who is at Risk	How are the risks Controlled
unsupervised behaviour due to unmanned venue	Unsafe play, misuse of equipment, minor injuries	Children, guests	Clear booking terms state the venue is self-serve. Adult supervision required at all times. House rules are displayed within the venue and provided at booking.
Inappropriate use of equipment	Trips, falls, collisions, minor injuries	Children using equipment	Equipment provided is age-appropriate and stored clearly. Guidance signage provided. Adults responsible for supervising safe use.
Guests unfamiliar with venue layout	Confusion, unsafe movement around space	All guests	Clear signage is provided for key areas (toilets, exits, storage areas). Pre-arrival information sent with booking confirmation.
Overcrowding of space	Reduced safe movement, collisions, accidents	Children and adults	Maximum occupancy limit set and communicated in booking terms. Capacity designed to suit space and equipment layout.
Guests moving furniture or equipment	Strains, trapped fingers, trips	Adults moving equipment	Equipment designed to be lightweight where possible. Guests are advised to move items carefully and return them to storage after use.

Children accessing storage areas	Equipment falling, misuse of items	Children	Storage areas are clearly organised and labelled. Adults responsible for supervising children and managing equipment access.
Unfamiliar emergency procedures	Delay responding in an emergency	All guests	Emergency procedures are displayed in the venue. Fire exits are clearly marked. Contact information provided in booking details.
Children running in the venue	Trips, collisions or minor injury	Children	Open play areas designed to reduce obstacles. Adults supervise children. House rules encourage safe play behaviour.