

Indoor Recreation Venue Booking Agreement Form

Facility	Day of Week	Start Date	End Date	Start Time	End Time	Purpose	Yth - 18< Pen - 65>	Adult	Est # Attend
<i>Arataki – Kingfisher Room</i>	<i>Wed</i>	<i>01 Jan 16</i>	<i>31 Dec 16</i>	<i>9.00 am</i>	<i>3.00 pm</i>	<i>Community Meeting</i>	√	<input type="checkbox"/>	<i>45</i>
Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
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Click here to enter a Facility	Select a Day	Start Date	End Date	Start Time	End Time	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	Est. Attend
Please ensure times requested include set-up and pack down and allow for user groups to leave the facility in a satisfactory condition									

Special Requirements:

- Exclude Public Holidays
 Exclude School Holidays
 Kitchen Required
 Room Setup (Costs may apply)
 Special Equipment

Details Below



INDOOR RECREATION VENUES Terms and Conditions of Hire

General

1. All groups must have a nominated point of contact, who is responsible for the group (and the premises, if hired after hours) for the duration of the hire.
2. The selected Bay Venues facility can be hired for any activities deemed appropriate by Bay Venues management.
3. Booking times must include set up / break down and allow for user groups to leave the venue in a satisfactory condition. Failure to include this time may result in extra charges for your group. Entry to the venue is only available from the time booked and must be vacated within the timeframe specified on the booking confirmation. If any patrons wish to continue to use the venue at the conclusion of the booking, they must re-enter as a paying individual.
4. All equipment utilised during the period of hire must be returned to the correct position at the end of the hire period.
5. Adult supervisors (age 16+) are required for children and youth groups.
6. The number of required supervisors is 1 adult per ten children.
7. All children under the age of 8 must be "actively supervised" by a Parent or Guardian aged 16 years or over. Minimum requirement for under 5's is 1 adult actively supervising 4 children.
8. Any group bookings are to adequately and actively supervise the group at all times whilst they are in the venue and must remain in the hired area throughout the entire period. Supervisors are held responsible for the group and must maintain the venue guidelines whilst at the venue. Failure to have enough supervisors may result in entry being refused.
- 9. All venue rules are in effect throughout the hire.**
10. All people must follow any and all direction from Bay Venues staff. Refusal to do so may result in the group being asked to leave the venue.
11. Venue personnel reserve the right to determine unacceptable behavior of individual(s) while on the premises, with this right being to cancel a booking or request an offender to leave. If this occurs no refund will be given.
12. Hirers shall agree to hold the venue fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above described property.
13. The Venue Manager or their nominee will have right of entry at all times.
14. Regular users may be asked to shift their booking times to allow better optimisation of space, and or their preferred room/venue to accommodate bookings that are deemed by management to necessitate the move e.g. events.
15. The manager at their discretion may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.

Hire Fees & Bond

16. Bond payments are required for all one-off or event users. The bond payment will vary between \$150 - \$1,500 depending on the level of booking and associated potential risks. Bond payments for casual small bookings are normally waived. Management has full discretion as to the amount of bond required.
- 17. The hirer is liable for all damages that occur to the property and venue equipment as a result of the hiring groups actions. Damage or problems experienced during the event may delay or change the release of the bond. In the event where full release of the bond is not completed a detailed list of withdrawals will be provided in writing to the group organiser.**
18. If a bond is paid, this will be refunded in full within ten working days following the date of hire, if the following criteria is met:
 - o No damage to property or equipment
 - o All areas left in a clean and tidy state
 - o Security conditions are met.
 - o All pre-agreed timings or equipment use are adhered to
19. A non-refundable deposit amounting to 25% of the hire fee is required to secure event bookings. This should be paid once we have confirmed your event. Your booking will remain tentative until such time as the deposit is paid.
20. For events, the balance of the hire charge and bond must be paid in full seven days prior to the hire date, if not sooner, or as agreed with management.
21. Regular hirers spending over \$100 a month can request to be invoiced on a monthly basis on the proviso invoice payments are kept up to date – payment received by the 20th of the following month. Failure to keep accounts up to date will result in further bookings to be paid in advance. Prior to any accounts being invoiced a credit application form must be completed and approved by Bay Venues.
22. Failure to pay invoiced accounts by the due date may see future bookings suspended until payment in full is received. Payments not received by the due date maybe referred to a debt collection agency. The hirer will be liable for all associated fees and any other costs associated with this debt collection.
23. Where a booking falls outside of our normal staffing hours in the venues that are staffed, a fee of \$28.75 an hour will apply in addition to the hire charge. Staffed venues are closed during Public Holidays unless prior arrangements are confirmed; a fee of \$51.75 an hour will apply in addition to the hire charge for a staff member to be on site.
24. Any cash on arrival or casual bookings must be paid for in full prior to the booking commencing.

Cancellations / Amendments

- 25. The venue must be given at least 30 days' notice of cancellation or change to bookings. Written notice must follow oral notification. Should the notice of cancellation be less than 30 days prior to the date of reservation or should the group fail to occupy the premises at the specified time, all booking charges may still apply.**
26. Cancellations of tournament/event bookings require 60 days' notice. Deposits are non-refundable. Failure to cancel within 60 days may result in booking charges still applying.
27. Bay Venues reserves the right to cancel or alter a hire agreement at the discretion of management. Every effort will be made by the venue to avoid cancelling any confirmed reservation. However, in the event of an emergency, beyond the control of the venue, a confirmed reservation may be cancelled. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the venue. If rescheduling cannot be done, a full refund will be given.

Cleaning and Maintenance

28. No smoking in the venue.
29. Strictly no chewing gum allowed.
30. Parking on grass areas is prohibited.
31. Consumption of food and drink is limited to designated areas only.
32. Only appropriate sports or casual shoes are allowed on stadium court areas. Stilettos damage stadium floors and must not be worn accordingly.
- 33. No vehicles/machinery allowed onto the sports floor of any Bay Venues facility without prior written consent.**
- 34. Cleaning equipment will be made available to all hire groups and the spaces hired must be left in good condition.**
- 35. Any additional cleaning performed by venue staff or contractors to get the facility back to a satisfactory condition may incur an additional charge.**
- 36. After use, and before vacating the premises, the hirer must clean, remove food and personal items and place all trash in provided containers. Rubbish exceeding container space must be removed from the premises by the hirer.**
- 37. Any damage to the building or the assets of the venue will result in the replacement or repair of the damaged property at the hirers cost.**

Compliance

38. Catering and alcohol services must be negotiated with management. Venue vending machines must not be removed or covered.
39. The sale of food, including fundraising, requires a Food License which can be obtained directly from Tauranga City Council. Please allow a minimum of five working days prior to booking for the license application to be processed.
40. If alcohol is to be sold or if your event is a ticketed event and liquor is complimentary (or included in the ticket price), a special liquor license is required. Contact the Tauranga City Council Liquor Licensing Agency on 577 7077 for more information - 20 working days is required for processing. If

alcohol is to be consumed but no sale is taking place a 'Host Responsibility Agreement' certificate may be granted. An application must be completed and can be obtained from the Venue Manager. The application form must be returned to the Venue Manager for processing a minimum of 20 working days prior to your event.

41. Acquiring any necessary licenses or certificates (e.g. Liquor Licenses) will be the responsibility of the hirer. Applications are available from the venue on request.
42. The hirer must ensure that noise levels do not exceed limits as per Tauranga City Council's District Plan (45DBA). However, in the event the noise is deemed a "nuisance" and Council receives two or more complaints from the public, a visit from an Enforcement Officer may result in an infringement. If the "nuisance" persists, Enforcement Officers have the right to confiscate sound equipment. Hire fees will not be refunded if the booking cannot proceed due to a noise complaint.

Security

43. All hirers making bookings outside of business hours will be responsible for the security of the building. The hirer will have access to alarm codes (where applicable) and property keys. All alarm codes and property keys will be given out prior to the booking (where necessary). Keys and alarm codes must remain with the nominated point of contact and kept secure at all times. In the event keys are lost or stolen, management must be notified immediately and any cost incurred for replacing the key and/or locks will be charged to the hirer.
44. Where deemed necessary, the hirer will be required to provide security services for crowd control purposes.
45. Hirers shall enter on the times and only those areas within the venue stated on the hire application form. If a hirer causes alarm activation, that hirer will be charged an additional \$100 to cover security guard callouts.
46. Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation. The standard false alarm call out charge is \$1,150 plus GST.

Health & Safety

- 47. Please disclose any high risk medical conditions to the Venue Manager prior to your planned visit.**
48. The nominated point of contact who is responsible for the group must familiarise themselves with the relevant Potential Hazards for Users for each venue that is accessed. The aforementioned person is also required to take all practical steps to ensure their safety and well-being, and that of anyone else in their group, while accessing our venues.
- 49. When a venue staff member is not present, it is the hirer's responsibility to ensure a Fire Warden and/or Floor Supervisor is appointed. These people must be familiar with and abide by the specific health and safety requirements of the venue including the evacuation plan, and be competent to action if the need arises. Management will inform hirers as to the required number of Fire Wardens required.**
50. All exit ways must be kept clear and visible at all times.

This booking is not confirmed unless the hiring party signs this Terms & Conditions of Hire and returns it to Bay Venues.

***Signed:
(Print Name Here)**

Enter you Name Here

Date:

Please select a Date

****Your Name here indicates the acceptance of the terms and conditions of use of this venue. If you have any questions regarding these terms, please discuss with the Venue Manager.***



Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G1	Vulnerable Customers (Elderly, very young, sick, impaired).	1. Fatality 2. Medical event. (Age related).	1. Monitoring the elderly. 2. Speak to customers, develop relationship with regular users about medication, health issues. 3. Remind customers to keep hydrated.	Unlikely	Disastrous	19	1. First Aid trained staff and Staff inducted.
G2	Vehicles moving on site (personal/company vehicles, scissor lifts etc.)	1. Fatality 2. Impact injuries.	1. Walkways. 2. Curbing. 3. Horns. 4. Lights. 5. Speed bumps. 6. Speed limit signs. 7. Directional traffic flows. 8. Drivers licences. 9. Cones to isolate a site when using scissor lift.	Unlikely	Disastrous	19	Monthly inspections form.
G3	Lone Workers	1. Fatality 2. Personal injuries.	1. Communication. 2. Operator monitoring. 3. Lighting. 4. SOP. 4. Contract agreement.	Unlikely	Disastrous	19	PCBU Management.
G4	Unattended children	1. Fatality. 2. Personal injuries.	1. Staff vigilant. 2. CCTV.	Unlikely	Disastrous	19	1. Incident/Near Miss reviewed. 2. Trained staff on duty.
G5	Exercising	1. Fatality. 2. Medical complications. 3. Physical exhaustion 4. Personal injuries.	1. Equipment specifications. 2. Customers to disclose a health or medical problems to user groups. 3. Communication between customers and staff especially with regular customers. 4. Water available for sale or from water fountains or taps.	Unlikely	Disastrous	19	1. Staff & First Aid training recorded in 'Time & Attendance' & alerted when up for renewal.

Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G6	Fatigue	1. Fatality. 2. Personal injuries.	1. Roster Management. 2. Supervision of staff. 3. Scheduled breaks. 4. Staff culture. 5. OCP. 6. "Got ya back" H&S slogan and company values...	Unlikely	Disastrous	19	1. Counselling. 2. Fatigue Management Procedure. 3. Payroll reports to monitor hours worked.
G7	Environmental Disaster/Natural Disaster	1. Fatality. 2. Personal injuries.	1. Emergency Management Procedure. 2. Staff training. 3. Civil Defence updates.	Unlikely	Disastrous	19	1. Training recorded in 'Time & Attendance' & alerted when up for renewal. 2. Emergency Management Procedure
G8	Lost/Abducted Child	1. Fatality. 2. Personal injuries.	1. Emergency Management Procedure. 2. Training for staff. 3. Police vetting for staff. 4. Police Trespass Notice. 5. Parents to advise if protection orders in effect. 6. Staff and parental supervision.	Unlikely	Disastrous	19	1. Emergency Management Procedure & Competency Test.
G9	Aggressive/anti-social people	1. Fatality.2. Personal injuries.3. Mental injuries E.g. stress, anxiety.	1. Trained staff in dealing with difficult people.2. Intoxicated people refused entry.3. Police/security on call.4. First Aid trained staff.5. Power to trespass.	Unlikely	Disastrous	19	1. Incident/Near Miss reviewed.2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G10	Robbery/Theft of Money/Valuables on site.	1. Serious injuries.	1. Money kept in a safe, out of sight. (SOP). 2. Minimal cash kept in cash drawers. (SOP). 3. Security contractor conduct daily cash collections. 4. EMP. 5. Staff training (aggressive customers &EMP). 6. Visible security cameras. 7. Staff to be vigilant of customers' actions. 8. Staff don't work alone.	Possible	Major	18	1. Emergency management plan competency test. 2. Incident/Near Miss reviewed.

Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G11	Slippery floor due to spilled water.	1. Slip, trips, falls. 2. Personal injuries.	1. Non slip mats. 2. Signage. 3. Lighting. 4. Drainage. 5. Keeping things tidy 5. Hand rails. 6. Clear walkways. 7. Routine cleaning and maintenance.	Likely	Moderate	17	1. Incident/Near Miss reviewed. 2. Customer feedback.
G12	All Sporting Activities	1. Personal injuries. 2. Physical exhaustion.	1. Conducted under supervision by coach or person responsible for team/s. 2. Other team mates. 3. Staff monitoring.	Likely	Moderate	17	1. Incident/Near Miss reviewed. 2. First Aid trained staff.
G13	Bomb Threat/Explosion	1. Fatality. 2. Personal Injuries	1. Staff training. 2. Evacuation procedures.	Extremely unlikely	Disastrous	15	1. Emergency management plans in place.
G14	Electrical Equipment	1. Fatality. 2. Personal Injuries	1. Lock Out Tag Out System. 2. PAT. 3. Qualified contractors. 4. Residual Current Devices (RCDs). 5. SOP.	Extremely unlikely	Disastrous	15	1. Monthly inspections form. 2. Authorized contractors. 3. PAT schedule.
G15	Storage and handling of hazardous materials. E.g... Chemicals, paints, liquids, gas.	1. Fatality. 2. Explosion/fire. (Burns, hearing loss etc.) 3. Chemical exposure (ingesting, breathing in, getting in to eyes or on skin).	1. Trained staff. 2. Enclosed/labelled containers. 3. PPE. 4. Stored correctly. 5. Chemicals in a locked cleaning cupboard.	Extremely unlikely	Disastrous	15	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained staff/inducted staff.
G16	Fire	1. Fatality. 2. Personal injuries (burns). 6. Stored chemicals catching fire.	1. Heat/smoke detectors. 2. Emergency Lighting. 3. Emergency Evacuation Plan. 4. Trial evacuations. 5. Maintenance of equipment. 6. Limit amount of chemicals stored & ensured stored correctly. 7. Emergency exits clearly visible.	Extremely unlikely	Disastrous	15	1. Emergency management plans in place. 2. Incident/Near Miss reviewed. 3. Trial evacuation records & debriefs. 4. Monthly inspections form.

Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G17	Confined Spaces	1. Fatality. 2. Personal Injuries	1. Confined space qualification required. 2. Signage. ("Confined Space, No entry without permit"). 3. Permit to work. 4. PPE. 5. SOP.	Extremely unlikely	Disastrous	15	1. Monthly inspections form. 2. Confined Space Training recorded in 'Time & Attendance' & alerted when up for renewal.
G18	Heights	1. Fatality. 2. Impact injuries.	1. Railing. 2. Non slip. 3. Lighting. 4. Trained staff only. 5. Permit to work at height. 6. PPE (as applicable). 7. Signage (restricted access). 8. SOP.	Extremely unlikely	Disastrous	15	1. Monthly inspections form. 2. Working at height training recorded in 'Time & Attendance' & alerted when up for renewal.
G19	Hot Work	1. Fatality. 2. Personal injuries due to explosion/fire. (Burns, hearing loss, eye injuries etc.)	1. Suitable tools. 2. Welding in controlled environment. 3. PPE. 4. SOP. 4. Trained staff only.	Extremely unlikely	Disastrous	15	1. Incident/Near Miss reviewed. 2. Job specific contractor safety work. E.g.. JSAs, hazard register & assets management info & training competencies. 3. Contractor safety observation forms.
G21	Access to plant room/safety sensitive areas left unsecured.	1. Fatality. 2. Personal injuries.	1. Ensure plant room door is secure when not in use. 2. Signage. (Restricted Access). 3. Pin to door is not written next to lock.	Extremely unlikely	Disastrous	15	1. Staff on duty. 2. Monthly inspections form. 3. Daily walk around.
G22	Pandemic	1. Fatality. 2. Illness.	1. Emergency Management Procedure. 2. Stay at home if you are sick. 3. BOPDHB advise what to do/take control.	Extremely unlikely	Disastrous	15	Monitor DHB/MOH Alerts

Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G20	Poor contract management.	1. Fatality. 2. Personal injuries.	1. Signage. 2. Area cordoned off. 3. All workers to be trained in use of tools, signed in and safety checked. 4. Unacceptable noisy work to be done when facility closed/appropriate controls in place. 5. Ear plugs offered to customers and staff if acceptable noisy work is to progress. 6. Hazard board displayed. 7. All contractors will be pre-approved 8. PCBU & Event Management Procedures. 9. SOP.	Extremely unlikely	Disastrous	15	1. Job specific contractor safe work. E.g.. JSAs, hazard register. Assets management & training competencies. 2. Incident/Near Miss reviewed. 3. Customer feedback. 4. Contractor safety observation form.
G23	Active Shooter	1. Fatality. 2. Personal injuries.	1. Emergency Management Procedure. 2. Training for staff.	Extremely Unlikely	Disastrous	15	1. Training recorded in 'Time & Attendance' & alerted when up for renewal. 2. Emergency Management Procedure
	Electric plug sockets in rooms - children putting things in the holes.	1. Fatality. 2. Personal injuries.	1. Cover all sockets with plastic socket covers in rooms where children have access. 2. Supervision in rooms by parents, caregivers and staff to monitor children's actions.	Extremely unlikely	Disastrous	15	1. Staff monitoring. 2. Incident/Near Miss reviewed. 3. Hazard ID iAuditor
G24	Storage/use of heavy/cumbersome equipment and manual handling	1. Manual handling injury. 2. Slip, trips, falls. 3. Impact injuries. 4. Repetitive strain.	1. Use of lifting devices. E.g.. Trolleys, pallet jack, gantry. 2. Two person lift. 3. Layout/work space ergonomically designed. 4. Keeping things tidy.	Unlikely	Major	14	1. Monthly inspections form. 2. Manual training recorded in 'Time & Attendance' & alerted when up for renewal.
	Incorrect set up/use of equipment.	1. Personal injuries.	1. Maintenance checks. 2. Equipment specifications. 3. User inductions. 4. SOPs.	Unlikely	Major	14	1. Staff monitoring. 2. Incident/Near Miss reviewed.
	Baby changing table	1. Serious injury from baby falling off. 2. Fatality	1. Warning label on change table. 2. Constant supervision. 3. Child protection straps. 4. Smooth concave to prevent fall.	Unlikely	Major	14	1. iAuditor check list. 2. Incident/Near Miss reviewed.

Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G26	Contamination from bio hazards.	1. Infection. 2. Contracting disease.	1. Ensuring staff are current in First Aid training. 2. PPE. 3. Staff telling parents/caregivers. 4. Regular checks and monitoring. 5. Cleaning of changing rooms. 6. Customers often advise staff. 7. Appropriate cleaning equipment, chlorine, disinfectant, hose etc. 8. SOPs. 9. Blood bourne Pathogen Kit. (Blood Kit).	Extremely unlikely	Major	10	1. Trained staff on duty. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G28	Working with ladders	1. Slips, trips, falls. 2. Impact injury.	1. Use of cherry picker and harness instead of ladder. 2. Trained staff only. 3. Compliance checks. 4. PPE. 5. SOP. 6. Routine maintenance.	Extremely unlikely	Major	10	1. Monthly inspections form. 2. Incident/Near Miss reviewed.
G29	Poor ergonomics	1. Personal injuries.	1. Equipment suitable and fit for task. 2. Layout of work area/task is smart & efficient. 3. SOP. 4. Early report of discomfort form.	Unlikely	Moderate	9	1. ACC 'Habit at Work" website self assessment. 2. Incident/Near Miss reviewed.
G30	Slips Trips and Falls	1. Impact injuries.	1. Ensure raised surfaces are clearly marked with Hi Viz tape. 2. Non-slip mats. 3. Signage. 4. Site rules. 5. Keeping things tidy. 6. Lighting. 7. Non slip paint. 8. Mats that are no longer fit for purpose (frayed) to be repaired or replaced with new ones.	Unlikely	Moderate	9	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained staff on duty.

Ref. No.	Hazard	Potential Harm	Controls	Risk Assessment (Residual)			Monitoring of controls
				Likelihood	Consequence.	Risk Rating	
G31	Poor Building Management	1. Personal injuries.	1. Monthly Hazard Inspections. 2. BWOFF and inspections. 3. Staff to report hazards or anything broken. E.g.. Door closer missing screws. 4. Customer feedback. 5. Daily walk arounds.	Unlikely	Moderate	9	1. Incident/Near Miss reviewed. 2. Trained staff on duty.
G32	Bullying & Harassment	1. Fatality. 2. Stress. 3. Absenteeism. 4. Personal injuries. 5. Self-Harm. 6. Depression	1. Company safety culture. 2. Reporting bullying/harassment. 3. OCP - Counselling. 4. Leadership training. 5. HR Team. 6. Policy/procedures. 7. Managers monitoring staff/teams.	Unlikely	Moderate	9	1. Reported incidents. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G33	Steps (slip, trip, fall).	1. Personal injuries.	1. Non slip paint, carpet. 2. Edges painted a different colour.	Possible	Minor	8	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained staff on duty.
	Noise (Music and kids)	1. Personal injuries	1. Volume controls in each room	Possible	Minor	8	1. Staff monitoring. 2. Incident/Near Miss reviewed.
G35	Under the influence of drugs and alcohol	1. Personal injury. 2. Stress.	1. Company policy on alcohol and drug use at work. 2. Staff and manager to look out for one another. 3. Site rules. 4. Dealing with aggressive people course.	Extremely unlikely	Moderate	6	1. Random alcohol & drug testing. 2. Counselling. 3. Disciplinary actions.
G37	Pest Management Rodents, insects.	1. Personal injuries/illness.	1. Pest Control called for swarms/infestations. 2. Routine pest management 3. Personal medication held by people allergic. 4. Cordon off area.	Extremely unlikely	Moderate	6	1. Incident/Near Miss reviewed.
G38	Overcrowding	1. Overcrowding. 2. Inadequate supervision. 3. Not being able to evacuate on time.	1. Set maximum attendance. 2. Site rules. 3. Supervision by trained staff. 4. First aid training and equipment. 5. Security/Police on call. 6. Emergency Evacuation Plan	Unlikely	Minor	5	1. Emergency Management Plan. 2. Incident/Near Miss reviewed. 3. Trained staff on duty.

G39	Cooking/Food preparation in kitchen/lunchroom for staff and customers	1. Personal injuries.	<ol style="list-style-type: none"> 1. Signage for zips or continuous hot water. 2. Maintenance of equipment. 3. Staff & users to report all faulty equipment. 4. Fire extinguisher/fire blanket. 5. Clean and tidy. 6. Soap and water. 7. Hygiene signage. 8. Adults only. 9. Induction for users. 10. Staff monitoring. 	Unlikely	Insignificant	2	<ol style="list-style-type: none"> 1. Monthly inspections form. 2. Incident/Near Miss reviewed.
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***Signed:**
(Print Name Here)

Enter you Name Here

Date:

**Your Name here indicates the acceptance of the terms and conditions of use of this venue. If you have any questions regarding these terms, please discuss with the Venue Manager.*