

Venue Hire Health & Safety Acknowledgement

The following documents must be submitted by all hirers at least 10 days before the date of hire commences.

- A copy of their Health & Safety Policy
- A copy of their Employers Liability Insurance
- A copy of their Public Liability Insurance
- A copy of the risk assessment for the activity produced by a competent person
- Copies of trainers/instructors qualifications, including first aiders. Only where relevant.
- Copies of servicing records and equipment inspection records. Only where relevant.

If you use a third party to supply any additional equipment, such as marquees, barriers, sound systems, generators, stages and food provision we will require the above documentation from them, in addition to your own.

If you require any assistance with the submission of these documents please do not hesitate to contact the Health & Safety Department on 07780 449 569 or email cconroy@bca.ac.uk

Please read and sign:

I understand that I will receive a health & safety induction. I will follow procedures and abide by the rules that have been explained to me. I understand that BCA will check with the HSE for prohibition notices and enforcement notices against me.

I understand that:

- I will only smoke in designated areas.
- Broken glass will be cleared up, appropriately labelled and not put in the domestic waste bin
- No sky lanterns or fireworks.
- No open fires, unless previously agreed.
- No chemicals or gases, unless previously agreed.

Hirer:	Date:
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