

BUCKLAND NEWTON VILLAGE HALL

Health and Safety Policy

Our policy is to provide healthy and safe working conditions and equipment systems for our volunteers, committee members, cleaners and hirers of the hall. We aim to ensure Village Hall Equipment is maintained in a safe condition for all users and provide training and information as necessary to volunteers and users.

It is the intention of Buckland Newton Village Hall Committee to comply with all Health and Safety legislation and to act positively where it reasonable to do so in order to prevent injury, ill health or any danger arising from its activities.

Employees, hirers, users and visitors are expected to recognize that there is a duty on them to comply with the practices set out by the Committee, to comply with all safety requirements set out in the Conditions of Hire and be aware of and be able to identify the location of health and safety equipment, fire exits and fire extinguishers on the premises, to ensure fire exits are unobstructed and to accept responsibility to do everything they can to prevent injury to themselves or others. Please view the village hall's full Risk Assessment document here: https://www.bucklandnewton.com/index_htm_files/BNVH%20Risk%20Assessment%20Nov%202021.pdf

Conditions of Hire

Hire agreements for Buckland Newton Village Hall are subject to the Conditions of Hire set out below. If the hirer is in any doubt as to the conditions relating to their hire, the Village Hall Booking Secretary should be consulted.

The hirer accepts responsibility for being in charge of the premises throughout their hire period and for the safety and behaviour of their users. The Hirer must ensure that they and all their assistants understand and comply with the Health and Safety Policy, the Risk Assessment document and the Hire Conditions. The premises is defined as the hall building and its surrounding land.

Non-Regular users may be asked to sign a Hire Agreement and pay a refundable deposit at the discretion of the Booking Secretary.

The Hall is only equipped for basic on-site cooking and food preparation. A hirer must inspect equipment provided and supplement, if necessary, at their own expense. With the exception of the cutlery drawer, catering equipment available to hirers is restricted to items stored in upper and lower kitchen cupboards between the fridge and the cooker. Catering items stored under the stage and in kitchen cupboards on the window side are the exclusive property of regular user groups and must not be used.

There is no public phone line in the hall; hirers must ensure they have a mobile phone available for emergencies. Mobile signal in this area of Buckland Newton is poor, but a useable phone signal (particularly Vodafone and O2) can be accessed outside the hall, on the Patio and in the Car Park, but not in the hall. However, a wi-fi system has recently been installed, enabling wi-fi calling. The password for this can be found on the router in the cloakroom/bar area. It is a

condition of use of this wi-fi that no live BBC services are accessed via it as the Hall is not covered by a television licence. A First Aid Box is located in the kitchen. Manual fire alarms are located in the kitchen and in the main hall. A defibrillator is available externally on the Patio outside the kitchen door. In addition, emergency use of a mattress and blanket belonging to a user group is available. The location of all items is posted on the main Hall and Kitchen notice boards.

HIRE CONDITIONS

The Hirer is responsible during the whole period of hire (including any pre-use agreed for setting up) for making sure that:

- use of premises namely the building, its fabric and contents, its access, car park, patio and surrounding land, is fully supervised to keep those premises safe from damage or abuse.
- where the whole hall is not hired, the purpose and conduct of the hire does not disrupt the use of the second room in the hall if hired by others
- behaviour of all persons, using the premises, remains under the control of the Hirer
- car parking arrangements are controlled to avoid obstruction of the car park entrance or of the highway, Particular attention must be paid that there is no parking on the designated walkway.
- no excessive noise occurs during the hire
- a minimum of noise is made by any person on arrival or departure particularly during late night hirings.
- any electrical appliances brought onto the premises for use shall be certified safe, recently PAT tested and in good working order, and used in a safe manner.
- nothing that may endanger the premises is allowed to be brought onto the premises
- NO DRUGS are allowed on the premises and there is NO SMOKING in the building
- all means of exit from the premises must be kept free from obstruction and immediately available for instant public exit.
- the Hirer provides a mobile phone for use in emergencies
- the Hall's specialist stage lighting/ PA sound equipment and ladders may only be used with the express agreement of the Hall Committee (usually via the Booking Secretary), and at no time may ladders be used by an individual without at least one colleague supporting the foot of the ladder and 2 in the case of the long three-section ladder
- all current Covid related guidelines are followed
- if the outdoor wilderness area to the rear of the Hall is to be used that they visit the site ahead to conduct a risk assessment for their activity

At the end of the Hire period, the Hirer is responsible for ensuring that :

- RUBBISH: Regular Users must bag rubbish and place in the grey wheelie bin in car park. Single event hirers must remove ALL rubbish from the premises. ALL GLASS by any user must be taken home.
- KITCHEN CROCKERY AND CUTLERY is clean and stored away in correct cupboards,
- CLOAKROOM GLASSES are clean and stored away in correct cupboards under counter.
- HOT WATER to kitchen sink is turned off at wall switch
- INSTANT HOT WATER HEATER in kitchen is turned off
- CHAIRS and TABLES are returned to correct area of storage room. CHAIRS must be stacked so as not to obstruct Emergency Exit

- FLOOR is left clean, Brushes and mop available in cleaning cupboard in cloakroom (key above door)
- HEATING if used is turned down to 6 C
- RADIATORS are left at a setting of 3
- LEAVING THE PREMISES: all lights switched off and all doors and windows locked securely, and key returned to Key Box.

ALCOHOL AND PUBLIC ENTERTAINMENT

The hall holds a Premises Licence (on display on Hall noticeboard) which permits the performance of entertainment and the supply and consumption of alcohol on the premises under the authority of the Village Hall Committee.

Any intention to supply or sell alcohol should be discussed with the Booking Secretary.

All performance of entertainment for the public should be discussed with the Booking Secretary

The Village Hall Committee may require that the Hirer to obtain a Temporary Event Licence at their own expense, but no Hirer may seek such a licence without the consent of the Village Hall Committee.

ACCIDENTS, DAMAGE AND EQUIPMENT FAILURE

The Hirer must report all damage to premises or equipment, accidents and failure in hall equipment to the Booking Secretary. This includes use of items from the First Aid Box so that they can be replaced. Accidents that result in injury should be recorded in the Accidents Book located by the First Aid Box.

COMPLIANCE WITH RELEVANT LEGISLATION

The Hirer shall ensure that:

- any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and relevant succeeding legislation:
- activities must not contravene the law relating to gaming, betting, and lotteries
- activities must comply with all conditions and regulations required by the Premises Licencing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment.
- they and all assistants observe all relevant food health and hygiene legislation and regulations in preparing and serving food on the premises.

INDEMNITY

The Hirer shall indemnify each member of the Village Hall Committee and the Hall's employees against: -

- the cost of repair of any damage done to any part of the premises and including the contents of the premises during their hire period
- all actions, claims, and costs of proceedings arising from any breach of the Village Halls Hiring Conditions.

- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises by the Hirer.

The Village Hall Committee is insured against public liability claims arising out of its own actions and its public liability cover extends to cover non profit making, i.e. non-commercial, hirers. The Hall is not insured for the use of bouncy castles at children's parties and hirers must check with providers of bouncy castles that they have public liability cover for their provision.

STORED EQUIPMENT AND LOST PROPERTY

The Village Hall Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, apart from that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

Lost Property should be notified to the Booking Secretary as soon as discovered and will be kept for collection for an agreed time period. Unclaimed property will be disposed of after 4 weeks.

A copy of the above conditions is available on www.bucklandnewton.com under the section Village Hall.

Buckland Newton Village Hall Committee

September 2022

Bookings Secretaries: Katharine Hayens & Ian Scott, **tel: 01300 345455**