

TOWNSHEND VILLAGE HALL, TOWNSHEND, HAYLE TR27 6AG

TERMS AND CONDITIONS

CHARITY NO. 1077077

PLEASE MAKE SURE YOU READ ALL OF THIS DOCUMENT CAREFULLY - hall hirers are responsible for the safety of those using the hall

1. Information for Hirers
2. Health and safety in the hall
3. Fire Information
4. Accidents
5. Cancellation Policy
6. End of Session check List

1. INFORMATION FOR HIRERS

The person who has hired the hall is responsible for the following -

- * Hirers must take full responsibility for any Covid measures required by the hall users.
- * The heating will be set for you if it is required - If you do change the thermostat setting please make sure you return it to its original temperature setting.
- * To ventilate the hall please use the doors, there is a block to keep open the rear fire exit, a door stop to hold the door at the top of the ramp and another for the main entrance doors. It is **not** possible to open the hall windows. The toilet window can be opened. Please make sure that the outer doors and toilet window are closed before departure.
- * Please take any rubbish away with you or place it in the outside dustbin.
- * Only assistance dogs are allowed in the hall, no other pets.

Check you have a copy of the hall floor plan showing all fire exits, extinguishers, blanket and fire doors and that you know where these are. A group leader must make sure all attending members are aware of all the fire information and how to exit the building in case of emergency. Fire assembly point - car park.

Check your mobile signal - coverage varies, if you don't have a signal in the hall you should get on in the car park, check this.

Make sure that none of the fire exits are at any time blocked in any way

Make sure that the number of people in your group does not exceed the maximum safe number of people for the activity you are carrying out

If furniture is used then gangways of at least 1.05m must exist between sections of chairs or tables. Chairs in rows must not exceed a maximum of 7 seats and the rows must be 50cm or more apart to allow easy evacuation.

No candles are allowed in the hall

No smoking is allowed anywhere on the hall premises, this includes our outside spaces.

The hirers must sign (email is acceptable) to say that this policy has been read and will be adhered to.

2. Health and Safety in the Village Hall.

1. The Townshend Village Hall Management Committee has overall responsibility for health and safety at the Hall.
2. The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy statement are:
 - o Name: **Judy Scott** (Chair of Trustees) Telephone No: **01736 851272**
 - o Address: Gwel Meneth, Townshend TR27 6AW
 - o Name: **Sarah Chapman** (Bookings Secretary) Telephone No: **01736 850 287 / 07842201950**
 - o Address: 41 Bosence Road, Townshend TR27 6AL
3. It is the duty of everyone using or visiting the hall to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds and car parking areas.
4. If you find a fault or a problem at the hall please let Judy or Sarah (contact details above) know as soon as possible.
5. The following persons have responsibility for specific items:
 - o First Aid: **Sarah Chapman 01736 850287 / 07842201950**
 - o Reporting of Accidents: **user, first aider & injured Party** may all need to do this depending on the severity of the accident
 - o Fire precautions and checks: **Diane Brown 07875759634**
 - o Risk assessment and Inspections: **Judy Scott 01736 851272**
 - o Information to contractors: **Judy Scott** as above
 - o Information to hirers: **Sarah Chapman** as at 2 above
 - o Insurance: **Diane Brown**
6. A plan of the hall is attached showing the location of fire exits, fire extinguishers, and disabled exits.

7. Smoking is not allowed in the Village Hall or on any other part of the property

Licences

8. Cornwall Council licenses the hall for the following activities:

- o Live and recorded music; Plays; Films; Indoor sporting events; Performance of Dance; Provision of facilities for making music and dancing or facilities similar thereto.
 - o Licence No. PREM/00430/05
9. The Trustees hold a public performance licence which is displayed on the board inside the main entrance renewable annually on 1st August

Evacuation Procedure

10. In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by any of three emergency exits (two exits are signed as being suitable for disabled use) and assemble at fire assembly point, in the car park. See also Fire Notice and Hall Plan.

- o Company hired to maintain and service fire safety equipment:
 - o Name: Fire Crest
 - o Address: Wilson Way, Pool, Cornwall
 - o Contract No: R30730 renewable annually February
 - o Location of service record: secretary's file

The Management Committee will carry out all necessary Risk Assessments and safety checks.

11. The following practices **must** be followed in order to minimise risks:

- All hirers must ensure that the hall capacities are not exceeded. Maximum number of persons allowed in the hall are:
 - o **Dancing (unseated) 60**
 - o **Functions utilising seating at tables 55**
 - o **Closely seated audience (moveable seating) up to 60** depending on the amount of peripheral performance space that may be needed
- Fires, pyrotechnics or any naked flame (with the exception of tea lights) are not allowed on any part of the property. Tea lights must be contained in a semi-enclosed container designed for that purpose.
- Make sure all Emergency Doors are unlocked and clear of obstructions internally and externally as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not cover or place any item on or above the radiators.
- Do not bring on to the property any portable electrical appliances that have not been Portable Appliance Tested. All appliances must be displaying a current 'Passed Test' sticker. **(Electricity at Work Act 1989)**
- Do not leave portable electrical appliances operating unattended.
- Portable gas heaters are not allowed anywhere in the hall.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not attempt to move heavy or bulky items. Use Trolley and securing straps provided to transport fold up chairs and do not stack more than the height of the main handlebar.
- Do not attempt to carry or tip a water boiler when it contains hot water.
- Do not allow children into the kitchen.
- Wear suitable protective clothing when handling cleaning or other toxic materials

- Report any evidence of damage or faults to equipment or the building's facilities to **Sarah Chapman** or to any available member of the committee.
- Report every accident using a reporting sheet from the Accident Book located with the First Aid kit, please remove the sheet and leave it in the kitchen. Make sure that **Sarah Chapman** knows - she will place the report in the accident folder kept with hall records.
- All electrical equipment / emergency lighting is tested regularly. Most recent full electrical inspection - July 2022, next one due July 2027.

12. Insurance

- Name and address of insurer: Allied Westminster, Holgate Lane, Preston Spa, LS23 6BN
- Telephone no. of insurer: 01937 845 245
- Policy No: VH 88/0047440/BS8217
- Date of renewal: annually 21st May

Employer's Liability insurance is held with Aviva also renewable annually on 21st May. Copies of the certificates are pinned to the notice board inside the main door.

The Management Committee will review the cover provided at each renewal date.

Committee members with responsibility for aspects of health and Safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of users or employees.

Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both contractors and the committee
- contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- All contractors are aware of any hazards that might arise (electricity cables, overhead cables).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- Contractors have their own Health and Safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as specified and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

3. TOWNSHEND VILLAGE HALL FIRE RISK ASSESSMENT

1. FIRE HAZARDS

The potential hazards in the hall -

- * central heating boiler in store room

- * cooker if in use
- * any electrical equipment
- * any hot surfaces
- * arson

Combustable materials -

Oil - in tank at a distance of 4m from the hall building

Oil boiler - in store room on outside wall, store room fitted with fire alarm and fire door

Cooking materials - heat detector fitted in kitchen, fire exit from kitchen to outside front of building, also door from kitchen opposite fire exit to rear of building

Paints - kept in shed and not in main hall

Petrol driven lawn mower - kept in shed

Waste - air tight pedal bin in kitchen emptied weekly or more often if necessary when hall is cleaned. Waste collected weekly by council

Electrical equipment - all PAT accredited annually

Furnishings / fabrics - all cushions kept in store room when not in use, store room fitted with fire alarm and fire door

Smoking - **no smoking is allowed in the building or on any part of the hall's premises**, that includes the rear lawn, the wall enclosed frontage and the tarmac section of the carpark.

2. PEOPLE AT RISK All hall users / volunteers

3. PROTECTION Hall fire officer - D Brown.

Check you have a copy of the hall floor plan showing all fire exits, extinguishers and fire doors.

- a. fire doors - all fire doors clearly marked with notices and hall users informed these must be kept closed at all times
- b. fire exits - 3 main fire exits, from the kitchen to the outside at the front of the hall; from the corridor outside the kitchen to the rear all marked with emergency signs and lighting - these are tested monthly
- c. smoke alarms - 3 fitted in the building, in the store room, outside the kitchen door and in the main hall. These are fitted with long life back up batteries and are tested regularly. Heat detector fitted in kitchen and connected to alarm system.
- d. fire extinguishers - red water type, 3 these are in the kitchen, the main hall and corridor
- e. fire blanket - in kitchen.

**IN CASE OF FIRE - EVACUATE THE BUILDING,
DIAL 999 AND ASK FOR THE FIRE BRIGADE. THE HALL POST CODE IS TR27 6AG.
MUSTER IN THE CAR PARK AND CHECK EVERYONE IS OUT OF THE BUILDING.**

Contact Diane Brown on 07875759634 or Sarah Chapman on 07842201950 as soon as possible.

23. In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the lay-by outside the former chapel on the other side of the road.
24. On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
25. Nobody, other than the Fire Brigade, should attempt to extinguish the outbreak using the fire appliances provided unless there is no doubt it is safe to do so.

4. ACCIDENT

1. The location of the nearest hospital Accident and Emergency/Casualty departments are:

West Cornwall Hospital, St Clare, Penzance 01736 874 113
Royal Cornwall Hospital, Truro 01872 250 000 (24/7)

The location and telephone number for the nearest doctor's surgery is:

The Surgery, School Road, Praze-an-Beeble 01209 831 386
(This number is linked to an out-of-hours service)

You will find the First Aid Box on the piano.

2. The person responsible for keeping the first aid box up to date is: **Sarah Chapman**
01736 850 287

3. The accident book/forms are kept WITH THE FIRST AID BOX / OR ON THE PIANO. A record must be made whenever an accident occurs.

4. **Any Serious accident** must be reported to the member of the management committee responsible for completing RIDDOR forms.
This person is: **Sarah Chapman**

5. CANCELLATION

Please inform the booking secretary (Sarah Chapman) 48 hours in advance of any cancelled booking. Any cancellation received later than this could incur a charge.

6. END OF SESSION CHECK LIST

- a. Clear up any spillages (immediately). Please **DO NOT** clean cooker hob with anything other than a wet cloth. If this does not work please notify Sarah
- b. Check that all electrical appliances are turned off **EXCEPT THE MAIN COOKER SUPPLY SWITCH** and unplugged.

- c. Turn out all lights not required for security purposes.
- d. Close all internal doors.
- e. Secure all outside doors and windows.
- f. Return all hall equipment used to its proper storage space
- g. The Hall boiler and thermostat are pre-set and should not be adjusted except by a Management Committee Member
- h. Return the entry key to the key safe AND MAKE SURE THAT YOU PULL DOWN THE BLACK KNOB TO FULLY CLOSE THE SAFE

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ADOPTED by the Trustees at the Management Committee September 2021