

# **SULHAMSTEAD AND UFTON NERVET VILLAGE HALL**

## **HEALTH AND SAFETY FILE AND MANAGEMENT DOCUMENTATION**

## **HIRING THE SULHAMSTEAD & UFTON NERVET VILLAGE HALL**

“You”. The person hiring the Hall, whom we will hold responsible for confirming to the Terms and Conditions of Hire.

“We”. The Hall Manager or office bearer acting on behalf of the Sulhamstead & Ufton Nervet Village Hall Management Committee.

“Hall”. One or both of the main rooms and/or the Committee Room, which along with the internal corridors, kitchen, toilet facilities and car parking areas is known collectively as the Sulhamstead & Ufton Nervet Village Hall.

“Hire”. To gain access to the Hall for the period specified.

### Terms and Conditions of Hire

1. You must be over 23 years old to hire the hall. You may not hire the hall on behalf of someone younger.
2. You may hire one or both of the main rooms and/or the Committee Room. The remaining facilities such as toilets, kitchen and car parks are included.
3. You must provide a deposit of £250 to confirm the booking, and pay the full amount of the hire charge before the date of the hire. If payment is by cheque, then you must allow five working days for the cheque to clear. If you cancel the booking, then the money you have paid will be returned to you, less a £20 cancellation charge.
4. After the hire, the £250 deposit will be returned to you within fourteen days, provided that you have left the hall clean and undamaged. You will be charged for any loss or damage that you cause and for any additional cleaning required. If the deposit is not sufficient to cover this cost, then you will be billed for the difference.
5. You will find brooms, brushes and dustpans in the store room (numbered 8) opposite the Kitchen. All rubbish including the contents of the kitchen waste bin must be placed in the outside waste bin. All glass bottles and cans are to be taken for recycling (The Spring Inn has facilities in their Car Park) and must not be placed in the bin.
6. We will provide a key to the side main door for your use during the period of the hire. You must return the key to the Hall Manager at the end of the hire.
7. The disabled toilet facilities are normally kept locked. We will arrange for you to have access to them during the hire if you make your requirements known to the Hall Manager.

8. You must ensure that there is no disturbance or inconvenience caused to the neighbourhood during the hire. We will end the hire immediately if any disturbance or inconvenience continues after we have asked you to stop. In any event, you must end all music by 11.45pm.
9. You may temporarily decorate the hall if you wish for your function, but you must not use any fixings or materials that may damage or disfigure the fabric. (Sellotape type tape in particular causes problems by removing paint when being removed from the walls.) If you wish to use the Stage you may do so as long as you have confirmation from the Hall Manager – there is no additional charge for the use the Stage and Stage Curtain. Care must be taken not to damage or mark the curtains in particular and any repairs or cleaning required may be taken from your deposit. The Stage Lighting is not the property of the Village Hall and cannot be used unless you provide to the Hall Manager confirmation in writing from the resident Drama Group.
10. We provide basic kitchen facilities, including supplies of hot and cold water, ovens and an urn capable of supplying hot water for teas and coffee. You will need to provide anything else that you may need. A plentiful supply of tables and chairs is available should you require them. All equipment is checked by the Management Committee for any signs of damage or malfunction. However, it is the hirer's responsibility to ensure that all food and beverages are prepared and served in accordance with legislation.
11. The hall is not licensed for the sale of alcohol. If you wish to have such a facility you MUST liaise with the Hall Manager about how to obtain a licence to ensure that all legislation is complied with.
12. "No Smoking" notices are posted in the hall. You must ensure that this rule is kept.
13. When you commence your booking, and also when you vacate the hall at the end of your period of hire, you need to comply with the Hire Checklist that accompanies this booking form.
14. By hiring the Hall, you accept these Terms and Conditions.

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**Charges:**

One Hall, with use of kitchen facilities	£15.00 per hour
Both Halls, with use of kitchen facilities	£25.00 per hour
(Please note there is a 3 hour minimum booking period.)	
Storage charges - dependent on facilities	
For Regular Users there is a reduced rate of	£10.00 per hour

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**Contact:**

Hall Manager        Mrs Linda Hannington – Tel: 0118 983 2383  
 Island Farm, Island Farm Road, Ufton Nervet, Reading, Berks, RG7 4ES

## SULHAMSTEAD AND UFTON NERVET VILLAGE HALL BOOKING FORM

For Regular Users this form needs to be completed only annually, however, if as a Regular User you are planning to use the facilities for a public event, that is an event open to people other than your regular attendees, a form is required to be completed for each event.

Name of Hirer

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Nos

\_\_\_\_\_

Event to take place

\_\_\_\_\_

Date of Event

\_\_\_\_\_

Time Hall(s) is\are booked

Main Hall: \_\_\_\_\_

Small Hall: \_\_\_\_\_

Open to members of the public

**Y/N**

Private Function

**Y/N**

Is there a fee being charged to attend

**Y/N**

Expected Number of people

Main Hall Standing 154(max)\_\_\_\_\_

Main Hall Seated 77(max)\_\_\_\_\_

Small Hall Standing 72(max)\_\_\_\_\_

Small Hall Seated 36(max)\_\_\_\_\_

Will there be alcohol available for consumption during the event Y/N

If YES – will there be a charge for the alcohol Y/N

Is there an “included in the price of the ticket” alcoholic drink being made available Y/N

The Village Hall has a Premises License, a copy of which is included in the Health & Safety File. This details the type of events the Village Hall is licensed for. Although licensed for certain events we are not licensed for the sale of alcohol.

If alcohol is to be sold, or if the booking is for an event not covered by the Premises License, then a Temporary Event Notice will be required.

Is a Temporary Event Notice (TEN) required? Y/N

It is confirmed by Sulhamstead and Ufton Nerve Village Hall Committee that a TEN may be applied for, for this event, and that it is the responsibility of

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to apply to West Berkshire Council for the TEN. Once received a copy must be forwarded to Linda Hannington before the event takes place. As we are legally required to have this Licence for the event failure to provide it will give us no alternative but to terminate the Booking.

**Copy of TEN received:    Date:\_\_\_\_\_ Signature:\_\_\_\_\_**

The Hirer must be familiar with the Health and Safety File for the Village Hall and must act as the Responsible Person in dealing with any accident or emergency.

A copy of the Village Hall’s Health & Safety File is being made available to you at the time of booking.

Please ensure you know what to do in the case of any emergency during your period of hire.

Any Accident that takes place at the Village Hall must be recorded on the enclosed Accident Form and forwarded to Linda Hannington, or another Management Committee Member, as soon as is practicable.

Any Hazard that the Hirer becomes aware of should be brought to the attention of the Village Hall Committee. If there is imminent danger then Linda Hannington should be contacted immediately. Alternatively a Hazard Form is attached to these Terms and Conditions and should be given to Linda Hannington with the return of the keys after the booking, or for Regular Users, as soon as is possible.

## **HIRER'S CHECKLIST**

### **Before admission of the public\members:**

1. All exit doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.
2. Any door on an escape route, not opening in the direction of travel, and any sliding door, are locked in the open position. For Regular Users who are familiar with the layout of the building the Sliding Door in the main hall may be closed during lecture/performances etc.
3. Escape routes are free from obstruction and available for use. Please think about where you place tables, chairs etc and do not block doors that may be needed to exit the building.
4. Fire fighting equipment is in place and unobstructed.
5. There is no combustible storage in areas open to the public.
6. All Exit signs are illuminated.
7. There is no obvious fire hazard in, or near, the building.
8. If using the stage the side passageway between the stage and the "Green Room" must be completely clear.
9. You should have a mobile phone to hand and when dark, torches, to assist in an emergency.

### **At the end of your function:**

1. Search for smouldering fires or cigarettes left burning.
2. In the main hall check that the dials on the heaters have been left as recommended, but do not turn off at the wall.
3. In the small hall the heaters are to be turned off.
4. Check that all electrical appliances are turned off and unplugged. Please pay particular attention to the cookers if they have been used that they are switched off at the wall and nothing combustible is left on or near the hobs.
5. Ensure that all rubbish is removed from the hall and that a new bin liner is placed in the kitchen bin. Please recycle where possible – the Spring Inn on the Bath Road has facilities for cans and bottles.
6. All floors are to be swept, toilets are to be checked as flushed, and all surfaces used must be cleaned, this includes tables used and surfaces and appliances used in the kitchen.
7. If you have encountered any problems or hazards during the period of your hire please ensure you make the Hall Manager aware when you return the keys, verbally or by filling in a Hazard Form, or by getting in touch with the Hall Manager directly.
8. Close all windows, turn out all lights and close all doors.

## PROCEDURES IN CASE OF ACCIDENTS

The location of the nearest hospital Accident and Emergency/Casualty dept is the Royal Berkshire Hospital (0118) 3225111

The location and telephone number for the nearest doctor's surgery is Mortimer Surgery (0118) 9332436.

The First Aid Box is located in the second drawer to the left of the electric cookers in the kitchen.

The person responsible for keeping this up to date is the Hall Manager.

The accident book/forms are kept with the Hall Manager. Any accident must be reported to the Hall Manager and an Accident Form must be completed whenever an accident occurs.

The Hall Manager is responsible for bringing to the attention of the management committee any occurrence when the completing of RIDDOR forms and the reporting of accidents is required.

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes;
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

## PROCEDURES IN THE EVENT OF A FIRE

1. Raise the alarm for evacuating the building. The alarm will be raised by activating the nearest break glass call point or by shouting "FIRE, FIRE, FIRE". You should be aware of any visitors to the Hall that have impaired sight, hearing or mobility and manage accordingly.
2. ONLY use the Fire Fighting equipment if you feel this is the best course of action and if you have received training in its use.
3. The Fire Brigade must be called immediately by dialling 999. The nearest Public Phone is down Sulhamstead Hill on the left hand side.

Give the operator your telephone number and ask for the Fire Brigade.

When the Fire Brigade answers, state: "We have a fire at Sulhamstead and Ufton Nervet Village Hall, Sulhamstead Hill, Sulhamstead, RG7 4EE

Do not finish the call until the Fire Brigade has repeated the address.

4. On hearing the alarm for a fire, evacuate the building and proceed to the assembly point outside by the Road, on the left hand side as you leave the Hall.
5. Exit the building using one of the marked Fire Exits. Always keep yourself between the fire and the way out so you do not have to pass the fire.
6. Close doors and windows to prevent the spread of the fire but do not lock them so to give access to the Fire Brigade.
7. Do not stop to collect personal belongings.
8. The Hirer of the Hall will take charge of any evacuation and ensure no one is left in the building.
9. Some people may leave the vicinity by car and you must arrange traffic management to ensure this is done safely – pedestrians are to be guided to safety. Someone is also to ensure that there is immediate access to any emergency vehicles attending the incident.
10. If the fire is noticed immediately and is classified by you as a small fire that may be extinguished with the use of the Fire Extinguishers/Blanket in the Hall, and you have had training in using this equipment, then you may attempt to put out the fire. However the safety of yourself and the Users of the Hall must be given priority and there must be no delay in ensuring their safety.
11. Notify the Hall Manager
12. **WHERE THE FIRE BRIGADE HAVE BEEN CALLED DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR FIRE OFFICER.**



## SAFETY RULES

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Hall Manager about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment.) and will be shown the location of the accident forms and Health and Safety file.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out Risk Assessments. The following practices **must** be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked 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** work on steps, ladders or at height until they are properly secured and **another person is present**
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than eight chairs.
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and **do not** allow running.
- **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 the Hall Manager verbally or by using a Hazard Form which you will find in the second drawer down to the left of the electric cookers. Please pass this form to the Hall Manager who will discuss what action is required.

- **Report** every accident on an Accident Form which you will find in the second drawer down to the left of the electric cookers. Please pass this form to the Hall Manager who will process the form and then store it in the accident book
- **Be aware and seek to avoid** the following risks:
  - Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
  - Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - Use adequate lighting to avoid tripping in poorly lit areas
  - Risk to individuals while in sole occupancy of the building
  - Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
  - Creating toppling hazards by piling equipment e.g. in store cupboards.”

## **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 the contractors and the committee
- The contractors are competent to carry out the work eg have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- 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 asked 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.”

## **Insurance**

A Copy of the Insurance Details are included at Appendix C