

# Kempsford Village Hall

## Bookings

Mrs Kate Collins  
10 Swynford Close,  
Kempsford. GL7 4HN  
Phone: 01285 810478  
Email: [villagehallbookings@kempsford.net](mailto:villagehallbookings@kempsford.net)

## Treasurer

Caroline Gooch  
5 Hazel View  
Kempsford, GL7 4FA  
Phone: 07921 725402  
Email: [treasurerkempsford@gmail.com](mailto:treasurerkempsford@gmail.com)

## Booking Details

Date required.....

Times between.....

Cost.....

Deposit required .....

Purpose of Hire

Are you applying for a Temporary Event Notice? .....

Name of Hirer.....

Address of Hirer.....

.....

.....

Telephone Number.....

Please sign and return this form to Kate Collins (contact details set out above) above to confirm the booking. In the event of cancellation, please contact Kate Collins. Please note that if that notice is given 7 days or more prior to the relevant booking date, a full refund will be given. If the notice is less than this, no refund will be given.

I attach payment for this booking and agree to comply with the terms and conditions (attached). I am aware of the health and safety policy and the fire and safety guidelines (attached) and of my legal duties with regard to these guidelines.

Signed.....Date.....

Name (print).....Phone no.....

**The signature must be of a responsible HOUSEHOLDER (if necessary on behalf of the hirer) and is liable for any damage**

# **Kempsford Village Hall Health and Safety Policy**

## **Part 1 General Statement of Policy**

This document is the Health and Safety Policy of Kempford Village Hall. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Kempford Village Hall Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Kempsford Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors, who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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, Fire and Safety Guidelines and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Name: Hannah Dickens Position: Chair (On behalf of the Management Committee)

8<sup>th</sup> January 2020

## **Part 2: Organisation of Health and Safety**

The Kempford Village Hall Management Committee has overall responsibility for health and safety at Kempford Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors 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.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Portable electrical or gas appliances should not be left unattended while operating and all portable electrical appliances used in the hall should be Portable Appliance Tested.

Should anyone using the hall come across a fault, damage or other situation, which might cause injury and cannot be rectified immediately they should inform the Chairman or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: H & S Committee Member

Reporting of Accidents: H & S Committee Member

Fire precautions and checks: H & S Committee Member

Risk Assessment and Inspections: H & S Committee Member

Information to contractors: H & S Committee Member

Information to hirers: Booking Secretary

Insurance: Treasurer

A plan of the hall is attached showing the location of electricity switch box, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers.

### **Part 3: Arrangements and Procedures**

#### **3.1 Licence**

The hall is licensed for music, singing and dancing by Performing Rights Association.

The sale of alcohol is permitted through a Temporary Event Notice available through the Cotswold District Council.

#### **3.2 Fire Precautions and Checks**

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The nearest public telephone is located right of the main entrance next to Oakley Flats on the High Street.

Person with responsibility for testing equipment and keeping log book:

H & S Committee Member

Local Fire Brigade Contact: Fairford Fire Station, Hatherop Road, Fairford. Tel No. 01452 888777

Company hired to maintain and service fire safety equipment: [Abbey Fire Protection, Koblenz House, York Lane, Brinkworth, Wilts SN15 5AN](#)

Service record: kept by H & S Committee Member

Checking of Equipment, Fittings and Services

Weekly: Door mats, clock, toilets, water heaters, accident book, fridge, outside lights, emergency lighting, fire doors, all lights, torch, water boilers and fire alarm batteries.

Monthly: First Aid Box, ladder, locks and sockets

Half Yearly: Diffusers, window cleaning, outside gutters,

Yearly: Fire extinguishers, electrical certificate (PAT), gas boiler.

### **3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty department is: The Great Western Hospital, Marlborough Road, Swindon, SN3 6BB, 01793 604020.

The location and telephone number for the nearest doctor's surgery is Hilary Cottage Surgery, Keble Lawns, Fairford, GL7 4BQ, 01285 712377.

The First Aid Box is located in the kitchen. The person responsible for keeping this current is the H & S Committee Member.

The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

Any accident must be reported to the Booking Secretary and then H & S Committee Member.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the H & S Committee Member.

### **3.4 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.

The hiring agreement (Appendix1) and Fire and Safety Guidelines (Appendix 2) states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

### **3.5 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 (e.g. 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 must have their own health and safety policy for their staff and know 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 or the Institute of Electrical Engineers Code of Practice.

### **3.6 Insurance**

Company providing the hall's Employer's Liability and Public Liability insurance cover:  
Aviva: Policy no. 88/0047440/B567744.

### **3.7 Review of Health and Safety Policy**

The Management Committee will review this policy annually.

### **3.8 Address and telephone number of organisations that can give advice on health and safety:**

Health and Safety Executive, Government Buildings, Phase 1, Ty Glas, I-lanishen, Cardiff CF14 5SH Tel No. 0300 003 1647.

Fairford Fire Station, Hatherop Road, Fairford. Tel No. 01452 888777.

Cotswold District Council Environmental Health, Cotswold District Council Trinity Road Cirencester Glos. GL7 1PX. Tel No. 01285 623000.

Note: The gas boiler is located in the cleaning cupboard to the right of the toilet cubicles.

## APPENDIX 1

### **KEMPSFORD VILLAGE HALL TERMS AND CONDITIONS OF HIRING**

1. The Committee reserve the right to refuse a booking.
2. Please make cheques payable to "Village Hall (Cotswold) Kempsford"; payments can also be made by bank transfer (please ask for details).
3. The Hirer (or person signing for the hirer) is responsible for any damage to the Hall and its contents. Please report any damage or problems to a member of the village hall committee.
4. The Hirer (or person signing for the hirer) must comply with all statutory or local regulations and rules for public safety as stated in the Village Hall Health and Safety Policy.
5. All table and chairs are to be wiped and put away PROPERLY after every use.
6. All lights are to be turned off, particularly in the kitchen, meeting room and toilets.
7. All windows are to be checked and locked.
8. Check the rear external door in the changing room and ensure that it is closed and locked.
9. The Hall is to be left clean and tidy, i.e. floors swept and spillages mopped up. ALL RUBBISH TO BE TAKEN AWAY (TO HIRER'S HOME) for disposal. There is no refuse collection at the Hall.
- 10 There is a minimum £50 deposit for all bookings and teenage parties are not allowed. In addition to the hiring fee, an additional £50 deposit (totalling £100) is required for all discos, dances and parties etc. It is vital that after such events the Village Hall playground and car park are checked for bottles, cans, broken glass and other potentially dangerous rubbish; no fireworks are allowed without prior agreement. The Hall, the playground and the car park will be inspected the day after the event and if all is found to be in order the deposit will be returned in full. Both the hiring fee and the deposit (SEPARATE CHEQUES PLEASE) are to be paid in advance. The keys will not be released until payment has been made.
- 11 The Village Hall has an Entertainment Licence until 11.45pm. Hirers can apply for an extension to this licence by contacting the Cotswold District Council and, in addition, informing the Village Hall Committee.
- 12 The selling of alcohol is only permitted if the Hirer obtains permission from the Committee and A LICENCE is obtained from the Cotswold District Council in Cirencester.
- 13 Smoking or vaping is not permitted anywhere in the Village Hall.

## APPENDIX 2

### **KEMPSFORD VILLAGE HALL FIRE AND SAFETY GUIDELINES**

As the responsible person for the event/function etc., you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- Fire protection systems - in the hall there are 2 water fire extinguishers and in the kitchen 1 CO2 fire extinguisher, 1 dry powder fire extinguisher and 1 fire blanket;
- Assembly point - people should assemble after they have left the premises in the village hall car park, as far away from the building as possible;
- Identification of escape routes and exits - there are 2 fire doors off the main hall, in addition to the main entrance door; there are currently no exit routes from the kitchen (other than through the kitchen windows) or other areas at the rear of the property. Note in particular that the door at the rear of the kitchen currently does not open. The side door has a ramp, so this is the exit for wheelchairs and buggies;
- How the fire and rescue service and any other necessary services will be called; ensure one of organisers has a mobile phone; note reception in village is poor for many; for the nearest phone box, turn right out of village hall, on right 1 minute down the road;
- Limitation on numbers of people: 80 for sitting, 100 if standing event;
- Checking that all escape routes are clear of obstructions and combustibles - any decorations must not obstruct any of the fire extinguishers, exit doors or fire exits, or cover the fire exit signs;
- Ensure that any electrical appliances brought on site have been suitably tested and are fit for purpose/premises.

At the start of the event or function you should notify all those present:

- There is a strict no smoking or vaping policy;
- Location of exits and escape routes;
- In the event of an emergency take only valuables immediately to hand, not to collect other belongings;
- The location of the assembly point.

During the event or function you should ensure that:

- Escape routes and exits do not become blocked;

- The no smoking policy is adhered to;
- No naked flames are started (unless authorised e.g. candles);
- The number of persons in the premises is limited or controlled.

Reviewed: 9<sup>th</sup> May 2018

Reviewed: 8<sup>th</sup> May 2019