

## South Zeal Victory Hall Risk Assessment

Item	Responsibility	Action / Arrangements
<b>Health and Safety Policy and Conditions of Hire.</b> These are included for reference at the end of the Risk Assessment	Vice Chair	<b>It is a condition of booking the hall that hirers have to sign to confirm that they have read and accept to abide by the Health and Safety Policy and Conditions of Hire. Hirers are required to download these documents at the time of booking and have them available during their hire.</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. To ensure that that elements of this Risk Assessment that relate to the Cleaner/ Caretaker's duties are being adhered to.	Chair and Vice Chair	By liaison with the cleaner/ caretaker. Review meeting held 28.11.22 with cleaner/ caretaker, Chair and Vice Chair in attendance. Reviews to be held every two years. Next review date <b>November 2024</b> , or sooner should a new cleaner/ caretaker be appointed.
To provide adequate training to ensure employees are competent to do their work	Chair	As above
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Chair	As above
<b><u>Regulatory Reform (Fire Safety) Order 2005.</u></b> <b>The Victory Hall has a legal duty to comply with the Regulatory Reform (Fire Safety) Order 2005. Failing to comply with the Fire Safety Order can put lives and property at risk and could result in a criminal prosecution. Compliance with the Fire Safety Order is mandatory.</b>  Article 17 of the Fire Safety Order requires a suitable maintenance regime to ensure relevant equipment is kept in an efficient state. This includes fire doors and escape doors, fire exit signs, fire extinguishers, smoke alarms, emergency lighting.  <i>In addition, the hall's Competent Person has recommended that a wired fire detection system with a control panel should be considered. It was minuted at the Committee Meeting dated 04.09.23 that this is now included in the 5 year budget forecast.</i>	As right	Article 18 of the Fire Safety Order requires us to nominate a 'Responsible Person', responsible for fire safety in the hall. <b>The Responsible Person for South Zeal Victory Hall is the Committee Member appointed to the position of Vice Chair. This is presently:</b> <b>Fi Reddaway</b> 07850 305040 fireddaway@gmail.com 1 Greenbank (directly opposite the hall)  The Responsible Person is to appoint one or more competent persons to assist in undertaking the preventive and protective measures for fire safety in the hall. <b>The Competent Person for South Zeal Victory Hall is:</b> <b>Dave Lewis</b> 07736 825585 01837 840607 dlewis@dsfire.gov.uk Church View Cottage (2 doors up from The Oxenham Arms)  All details regarding Fire Safety follow in this document.  <b>Fire Safety is reviewed annually by the hall's Competent Person. The review is documented in the hall's minute book and actions arising are made. Last review 27.08.23. Next review date September 2024</b>

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To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Chair and Caretaker	To ensure that the Risk Assessment is used correctly to identify hazards and that the Committee takes all appropriate action to rectify hazards. This is reviewed annually. Next review date: <b>December 2024</b> . To ensure that any other potential harmful substances are stored in the locked boiler room.
Fire extinguisher testing	Vice Chair	To ensure that all fire extinguishers are tested and replaced if necessary annually. Last inspection date 24.10.23. Next inspection date: <b>October 2024</b> .
Electrical Installation Condition Report	Vice Chair	To ensure that an Electrical Installation Condition Report is undertaken every 5 years by an appropriately qualified electrician. All faults being immediately rectified. Last survey completed 22.10.21. Next survey and associated works due: <b>October 2026</b> . Also to ensure that interim equipment faults are rectified quickly. The procedure for noticing faults is by regular inspection of all equipment by either the user, the caretaker or management committee members.
Electrical Installation Condition Report South Zeal Players	Vice Chairperson	To receive confirmation that an Electrical Installation Condition Report has been undertaken every 5 years by an appropriately qualified electrician for permanently installed electrical equipment in the hall belonging to South Zeal Players. All faults being immediately rectified. Equipment new in October 2021. First survey and associated works due: <b>October 2026</b> . Also to ensure that interim equipment faults are rectified quickly.
In service inspection & testing of electrical equipment	Vice Chair	To ensure that In service inspection & testing of electrical equipment (in SITEE testing) - previously portable appliance testing - PAT, is undertaken every 2 years and that faults are immediately rectified. Last inspection completed 30.09.23. Next inspection <b>October 2025</b> Vice Chairperson to manage any actions.
In service inspection & testing of electrical equipment - South Zeal Players	Vice Chair	To receive confirmation that in service inspection & testing of electrical equipment (in SITEE testing) - previously portable appliance testing - PAT is undertaken every 2 years for South Zeal Players equipment that is stored in the hall. Last inspection completed 30.09.23 Next inspection <b>October 2025</b> . Vice Chairperson to manage any actions.
In service inspection & testing of electrical equipment - Little Beacons	Vice Chair	To receive confirmation that in service inspection & testing of electrical equipment (previously portable appliance testing - PAT) is currently held for items belonging to Little Beacons (South Tawton Primary). Last inspection October 2023, next inspection <b>October 2025</b> . Vice Chairperson to manage any actions.

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Item	Responsibility	Action / Arrangements
Central heating boiler servicing	Chair	To ensure that the boiler is serviced annually by a qualified heating engineer, that any problems are immediately rectified and that an appropriate certificate is issued by the engineer. Also to ensure that an adequate supply of oil is maintained and that should the boiler/ heating & water system break down, that it is mended quickly. Boiler and heating system was fully replaced in Summer 2021. Last service completed September 2023 Next service date: <b>August 2024</b>
Light bulb replacement	Chair	To ensure that light bulbs are replaced quickly when they blow. The Caretaker will also check for blown bulbs as part of her duties and report back to the Chairperson. Due to the height of the room, we have agreed that the replacement of bulbs in the ceiling / walls of the main hall must only be carried out by a tradesman and not members of the public or committee members, unless the latter are trades people used to working up high ladders.
First-aid box and accident book	Chair	First-aid box and accident book are located in the kitchen. These are reviewed at each Committee meeting.
<b>Slips trips and falls</b>	Users of the hall may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	
White line on the bottom external step – maintain paintwork.	Vice Chair	Annual check to ensure white line is still in good condition and repaint if necessary. Next check September 2024
Safety rails on steps and outside area.	Vice Chair	Regular visual checks
Textured paving slabs outside hall door.	Vice Chair	Regular visual checks
External timed lights and additional external manual lights.	Vice Chair	Regular visual checks
Internal steps and the edge of the stage are highlighted as a potential hazard with hazard tape.	Vice Chairperson	Replace as required
The hall cleaner knows which products to use on which type of floor.	Cleaner/ caretaker	
Surfaces are inspected regularly and repaired as necessary.	Vice Chairperson	
Large floor mats at the entrance to avoid slipping. In good condition.	Vice Chairperson	Confirmed
Wooden floor surface of the main hall, whilst varnished is not slippery.	Vice Chair	Confirmed
Floor surfaces in the rest of the hall are all specifically non slip.	Vice Chair	Confirmed

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Item	Responsibility	Action / Arrangements
The main hall radiators are of a type that do not require a heat guard.	Vice Chair	Confirmed
Good lighting in all room and corridors.	Vice Chair	All to maintain
No storage in corridors.	Vice Chair	All to maintain
No trailing electrical leads/ cables.	Vice Chair	All to maintain
A portable step ladder with handrail to access the stage from the front is available for use.	Vice Chair	This is available
<b>Working at height</b>	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	
The South Zeal Player's stage lighting box is accessed by their extending A frame ladder or the hall step ladder.	South Zeal Players	Confirmed
Appropriate commercial stepladder securely stored and available for use. HSE guidance on safe use of stepladders are available to those who may use stepladder. [FR March 2012]	Vice Chair	Confirmed
<b>Hazardous substances</b>	The cleaner and others cleaning, risk skin problems, e.g, dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems. Boiling water is used safely to avoid the risk of scalding.	
Mops, brushes and gloves provided.	Chairperson	Replace new heads and mops each January and June
Cleaner aware of how to use products safely.	Cleaner/ caretaker	Confirmed
Cleaning products stored securely.	Cleaner/ caretaker	Confirmed
Written instructions for the water boiler are placed adjacent to the boiler. A drip tray is provided.	Vice Chairperson	No action
A thermostat has been installed to regulate the maximum temperature of the hot taps.		Confirmed
<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment or installation.	
Internal safety lights are installed in case of power cut.		Confirmed
Fixed installation correctly installed by qualified electrician and inspected regularly as per page 2 of this document.	Vice Chairperson	Confirmed
Fixed and portable electrical equipment inspected and regularly as per page 2 of this document.	Vice Chairperson	Confirmed

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Item	Responsibility	Action / Arrangements
All repairs by a qualified electrician.	Vice Chairperson	Confirmed
Safety plugs in some sockets.	Pre School	Confirmed
Standard Conditions of Hire specify safety details regarding hall hirers using their own electrical equipment in the hall	Vice Chairperson	Confirmed
We ensure users know where the fuse box is and how to switch off in an emergency.		Confirmed
<b>Stored equipment</b> - Users could be injured by collapsing stacks or equipment.		
Users know that they must stack tables and chairs carefully so that they do not collapse. The Risk Assessment Working Party agreed in Feb' 2012 that there should be no more than 5 chairs stacked one on top of another. Signs were placed to this effect adjacent to both storage locations.	Caretaker to continually check	
Tables are secured in place by chains.	Caretaker to continually check	
All storage rooms; Pre-School, School and boiler room are kept locked with signs on the door stating 'Keep locked'.	Caretaker to continually check	
Stepladders are secured in place by a chain.	Caretaker to continually check	
Brooms are hung off the floor.	Caretaker to continually check	
<b>Miscellaneous</b>		
Entrance door accidentally hitting a user / making noise disturbance : door has self-closures		Confirmed
Children might leave the building unnoticed. There are door alarms that are permanently fitted to both the entrance and other internal doors, which in theory could be used by others users on occasions when children are using the hall.	Matter for Risk Assessment of South Tawton Primary School	

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Safety diffuser installed covering the fluorescent lights in the kitchen.		Confirmed
Toilet seats regularly inspected to ensure that they are secure.	Caretaker to continually check	
<b>Fire</b>	- If trapped, hall users could suffer fatal injuries from smoke inhalation/ burns.	
<p>Sources of ignition:</p> <ul style="list-style-type: none"> <li>• Cooking equipment</li> <li>• Boiler flue</li> <li>• Electric wall heaters</li> <li>• Electric water heater</li> <li>• Central heating boiler</li> <li>• General wiring, lighting and other electrical equipment</li> </ul> <p>Sources of oxygen:</p> <p>There is only natural airflow through doors, windows and other openings; with no mechanical air conditioning systems or air handling systems.</p> <p>Sources of fuel:</p> <ul style="list-style-type: none"> <li>• Oil fired boiler</li> <li>• Curtains</li> <li>• Suspended ceiling</li> <li>• Paint stored on premises</li> <li>• Any of the following kept in any of the storage areas: “ packaging materials, stationery, advertising material and decorations; plastics and rubber, e.g. polyurethane foam-filled furniture and polystyrene-based display materials and rubber or foam exercise mats; upholstered seating and cushions, textiles and soft furnishings and clothing displays “</li> <li>• Litter and waste products, particularly finely divided items such as shredded paper.</li> </ul>	<p>Fire Safety Responsible Person and Competent Person as detailed on page 1</p> <p>Committee members and employees</p> <p>Hirers - adherence to Conditions of Hire</p>	<p>Fire Safety Responsible Person and Competent person - adherence to the Risk Assessment</p> <p>Committee members and employees - take full consideration in any actions and decision making to adhere to the Risk Assessment</p> <p>Hirers - Adherence to Conditions of Hire</p>

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Item	Responsibility	Action / Arrangements
People at particular risk in the event of a fire	All employees, Committee members and users of the hall	<ul style="list-style-type: none"> <li>• Hirers who are 'managing' the premises but are unfamiliar with the location</li> <li>• Those working alone on the premises i.e. cleaner, caretaker, hirer</li> <li>• children</li> <li>• General visitors who will often unfamiliar with the premises</li> <li>• People with disabilities (including mobility impairment, or hearing or vision impairment, etc.)</li> <li>• People who may have some reason for not being able to leave the premises quickly, e.g. people performing at the premises (whilst getting changed)</li> <li>• People who are sensory impaired due to alcohol (at parties etc.)</li> </ul> <p>Action - Adherence to Conditions of Hire</p>
Evaluation of the risk of a fire occurring	All employees, Committee members and users of the hall	<p>Accidental</p> <ul style="list-style-type: none"> <li>• No mobile heaters are on site</li> </ul> <p>By act or omission</p> <ul style="list-style-type: none"> <li>• All electrical equipment is properly maintained</li> <li>• No waste is allowed to accumulate near a heat source</li> </ul> <p>Deliberately</p> <ul style="list-style-type: none"> <li>• No rubbish bins are placed close to the property, giving opportunistic arson possibilities</li> <li>• PIR security lights are on at night</li> </ul> <p>Action - Adherence to Conditions of Hire</p>
<b>Remove or reduce sources of ignition</b>		
There are no naked flames or portable heaters, only fixed high wall mounted convector heaters and a central heating system.	All employees, Committee members and users of the hall	Adherence to Conditions of Hire
There are no sources of heat near flammable materials such as curtains, scenery and displays.	All employees, Committee members and users of the hall	Adherence to Conditions of Hire
The central heating system is maintained appropriately.	Chair	Annual boiler servicing (see above)
Electrical equipment is maintained appropriately.	Vice Chair	Electrical testing (see above)
The risk of arson is reduced		<ul style="list-style-type: none"> <li>a) Having no postbox</li> <li>b) External security lighting</li> <li>c) Main windows in the hall open high up</li> <li>d) The hall's location opposite a streetlight on the main street in the village also helps, along with the vigilance of neighbours.</li> </ul>
<b>Remove or reduce sources of fuel</b>		

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Item	Responsibility	Action / Arrangements
New stage and side stage curtains installed December 2023, all with fire retardant coating. Window curtains also have fire retardant coating.		Confirmed
Flammable items; paint etc. are kept in metal cupboards, either in the locked boiler room or the store room (paint).	Chair/ caretaker/ cleaner	Ensure that nothing is moved.
<b>Fire protection measures / fire detection and warning systems / fire fighting equipment</b>		
The location of the portable fire extinguishers and fire blankets in the hall are marked on the diagram in the Conditions of Hire document, reproduced at the end of the Risk Assessment.	Portable fire extinguishers and fire blankets are checked visually each month by the designated 'Competent Person' as stated above. The check is logged in the hall's Fire Safety Log Book, which is stored in the boiler room. In addition an annual inspection is carried out by an external company (Argos Fire Protection). Replacements are made if required and certificate of compliance provided.	
Fire exit signs are placed above the 3 fire exit doors and fire route signs are placed appropriately in the hall. The fire exit doors are all in working order – push down the bar to immediately open. These doors are in addition to the lockable entrance door.	Vice Chair	Regular checks
Emergency lighting - there are 10 emergency lights in the hall. These are numbered and logged in the hall's Fire Safety Log Book.	The emergency lighting is tested monthly by the designated 'Competent Person' as stated above. The check is logged in the hall's Fire Safety Log Book, which is stored in the boiler room.	
There is external night time hall lighting.	Chair	Ensure that the PIR lighting is working
Notices to users for action in the event of a fire are displayed around the hall and hirers are asked to take note upon commencing hire.		
We allow hirers to use their own electrical appliances on site, but only if in SITEE tested.		Adherence to Conditions of Hire
Smoke alarms - there are 7 battery operated smoke alarms	Smoke alarms are tested monthly by the designated 'Competent Person' as stated above. The testing is logged in the hall's Fire Safety Log Book, which is stored in boiler room. <b>As of January 2024, all smoke alarms are being changed to alarms with a ten year battery.</b> The log of this is also in the Fire Safety Log Book.	



## Additional risk assessment for annual Open Gardens fundraising event. Or, for item a. any other Victory Hall Management Committee organised event which involves the use of the kitchen.

The Open Gardens day event is usually held annually on a Sunday in June. It comprises of three elements:

- a. The use of the Victory Hall building for the preparation and serving of refreshments, cold lunches and desserts.
- b. A few of the open gardens also provide refreshments and cakes etc.
- c. The use of a location in South Zeal for a plant sale.
- d. The opening of private gardens in the parish of South Tawton with the owners' permission. Members of the public pay to visit the gardens. Separate Risk Assessments are completed by the Open Gardens Day organiser for each garden, using the National Gardens Scheme proforma. They don't form part of this document but are stored for future reference.

Section a. of the following Risk Assessment has been based in part upon an example from the Health and Safety Executive, accessed from <https://www.hse.gov.uk/simple-health-safety/risk/foodprep.pdf> - March 2023.

### a. Victory Hall use

1. The hazards of using the Victory Hall building are already described above within the hall's Health and Safety Policy.

2. The additional hazards to be risk assessed for the event are those relating to catering and follow below.

Overall responsibility for the risk assessment at the event event:

A nominated named person must be agreed in advance and is responsible for ensuring that the risk assessment is adhered to at the event. This includes:

- Briefing volunteers on the day (or beforehand) of all relevant aspects of the hall's Health and Safety policy and the following specific Risk Assessment section of the policy, to ensure that all points below are adhered to. Pay particular attention to the fire section of the Health and Safety Policy.
- Check in advance that all signs described below are in place.
- The first aid box is in place and correctly filled.
- That all suitable cleaning products, sponges towels etc. are in place.
- That a person with responsibility for first aid is appointed.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?
Personal hygiene	Harmful microorganisms can be transferred to food. Avoid risk to customers.	<ul style="list-style-type: none"> <li>• Ensure volunteers thoroughly wash their hands at least 20 seconds before and after handling food, after breaks and after using the toilet.</li> <li>• Do not sneeze or cough near food.</li> <li>• Don't eat in the kitchen area.</li> <li>• Put bags and coats away in a separate area.</li> <li>• Tie back or cover long hair.</li> <li>• If preparing food before bringing into the hall, follow the same rules where it is prepared.</li> <li>• It is understood that for the supply of puddings, which are donated that it is not possible to mitigate the risk.</li> </ul>
Equipment and food preparation surface hygiene	As above	<ul style="list-style-type: none"> <li>• Ensure all equipment and work surfaces have been thoroughly cleaned in advance.</li> <li>• If preparing food before bringing into the hall, follow the same rules where it is prepared.</li> <li>• It is understood that for the supply of puddings, which are donated that it is not possible to mitigate the risk.</li> </ul>


Food hygiene	As above	<ul style="list-style-type: none"> <li>• Store all foods at the correct temperature, including before they are brought into the hall.</li> <li>• Ensure that raw meat or fish is stored separately from other foods both before and during the event.</li> <li>• If any food is cooked or prepared before bringing into the hall, if cooked ensure it has been cooked at the correct temperature and all food stored properly.</li> <li>• Create a plan for the storage of waste on the day.</li> <li>• It is understood that for the supply of puddings, which are donated that it is not possible to mitigate the risk.</li> </ul>
Slips and trips	<p>Volunteers in the kitchen may be injured if they trip over objects or slip on spillages.</p> <p>Similarly, in the area in the main room of the hall used for the serving of puddings, use the guidelines.</p>	<ul style="list-style-type: none"> <li>• Keep work surfaces tidy.</li> <li>• Store goods for the event suitably.</li> <li>• Clean up spillages immediately.</li> <li>• Ensure suitable cleaning materials are available on the day.</li> <li>• No obstruction of the walkways in the kitchen area.</li> <li>• Remind volunteers of step to the kitchen from Committee room.</li> <li>• When the serving hatch is opened up for use, store serving hatch doors in the hatch storage adjacent to the door to the bar.</li> </ul>
Contact with steam, hot water and hot surfaces.	Volunteers may may suffer scalding or burn injuries.	<ul style="list-style-type: none"> <li>• Display 'hot water' sign at sinks and water boiler. Display 'hot surface' sign by cooker hot plates and warming oven.</li> <li>• Volunteers shown how to safely use the water boiler.</li> <li>• Ensure operators and all around them are safe from the risk of scalding when using boiling kettles and when using the water boiler.</li> </ul>
Knives	Volunteers involved in food preparation and service could suffer cuts from contact with blades.	<ul style="list-style-type: none"> <li>• Sharp knives are not stored in the kitchen and so will be brought in by volunteers specifically for the event.</li> <li>• Ensure that on the day knives are safely brought into the building and suitably stored when not in use.</li> <li>• Provide scissors and only use these to remove packaging etc.</li> <li>• Ensure that all the knives remain in the kitchen preparation area at all times.</li> </ul>
Food handling	<p>Frequent hand washing can cause skin damage.</p> <p>Some foods can cause people to develop skin allergies.</p>	<p>The amount of hand washing at one off event is not likely to cause skin damage per se.</p> <p>Ensure awareness of volunteers with specific skin allergies and ensure they are not handling those foods.</p>
Contact with bleach and other cleaning chemicals	Risk of skin irruption, eye damage from direct contact. Vapour may cause breathing problems.	Ensure there is no bleach in the kitchen at the event.
Security of cash on the day	Theft of money raised	Ensure that a plan is made in advance for the safe keeping of cash income on the day, including removing excess notes from the cash box throughout the day for safe storage.

**b. A few of the open gardens also provide refreshments and cakes etc.**

Provide all garden openers that are serving refreshments a copy of the above Risk Assessment section and ask that they use the safety measures described for food hygiene, personal hygiene and equipment and food preparation surface hygiene.

Action: Open Gardens organiser

**c. The use of a location in South Zeal for a plant sale.**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>
Influx of visitors at the start of the event	Whilst it is unlikely that there is any risk to mitigate, the higher number of visitors at the start of the event can cause slight crowding	<ul style="list-style-type: none"> <li>• Spread out the plants for sale across the whole sales area</li> <li>• Leave good spaces in-between for people to walk around the plants without becoming crowded</li> <li>• Operate a good queuing system for the early sales influx</li> </ul>
Ensuring that volunteers are safe and comfortable throughout the day	Volunteer safety and comfort	<ul style="list-style-type: none"> <li>• Ensure volunteers don't lift anything heavy or awkward that they think would cause them injury or exacerbate any pre-existing musculoskeletal condition.</li> <li>• Ensure that a gazebo or awning is provided for the volunteers in order to give rain and or sun protection.</li> <li>• Ensure there is access to seating, toilet facilities and refreshments.</li> </ul>
Plant stakes and any other pointed items, including spiky plants	Volunteers or customers	Ensure all such items are not liable to cause injury. Keep spikes away from eye level. Particularly keep spiky plants away from children.
Slips and falls	Volunteers or customers	Do all possible to reduce the risk off slips and falls, particularly considering avoiding muddy or uneven surfaces, water logged surfaces of any sort.
Customers carrying heavy or bulky items	It is a customer's risk in choosing what they carry, and not the responsibility of The Victory Hall Committee. However the following can be offered by way of assistance	Volunteers can offer to store plants for customers to come and collect later.
Security of cash on the day	Theft of cash	Ensure that a plan is made in advance for the safe keeping of cash income on the day, including removing excess notes from the cash box throughout the day for safe storage.
Poisonous plants	<p>Particularly young children if not supervised, as they must not be ingested.</p> <p>Anyone touching the plants without gloves.</p>	<p>It is suggested that highly poisonous plants such as foxgloves, aconitum (Monkshood, aconite), Lily of the valley etc. should either not be sold on the plant stall or be kept away from children. It is advised by the RHS not to touch any of these plants without wearing gloves. Therefore if sold, gloves must be provided and worn.</p> <p>It is of course unlikely that poisonous plants such as water hemlock, deadly nightshade etc. would be donated, but if so they must not be sold.</p>
<b>Signed: Fi Reddaway, Vice Chair</b>  		<b>Date: 05.01.24</b>

## FOR REFERENCE

### A. Health & Safety Policy

South Zeal Victory Hall Committee of Management (The Management Trustees), as manager of non domestic premises recognises that we have legal responsibilities under health and safety law. It is our duty take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.<sup>1</sup>

Whilst South Zeal Victory Hall Committee of Management are regarded as a legal entity under health and safety law, we have no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for activities by those who use the hall.

The policy of the Committee is to take reasonably practicable measures in relation to the management of South Zeal Victory Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for all users and staff
2. keep the Victory Hall and equipment in a safe condition for all users and staff
3. provide all necessary support and information to hall users, staff and outside contractors.

The Committee will work in the furtherance of these aims by:

1. Identifying and assessing risks;
2. Recording assessments and regularly reviewing them;
3. Eliminating or controlling risks;
4. Monitoring compliance and work conditions;
5. Establishing a clear, sensible and practical safe organisation and arrangements.

#### RESPONSIBILITIES OF ALL USERS

**All Committee members, hirers, staff, contractors and users of the hall are expected to recognise and accept their duties:**

1. To follow health and safety instructions and to report dangers;
2. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
3. As regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with;
4. To be responsible for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises;
5. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book (located in the kitchen) for the attention of the Committee;
6. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

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<sup>1</sup> <https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm> accessed 18.10.23  
January 2024

**HIRERS ARE RESPONSIBLE FOR:**

1. Complying with **The Conditions of Hire (Section B of this document)**, including ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Pay especial attention to adherence to the fire safety information.

It is a condition of booking the hall that all hirers have read and agreed to the hall's Conditions of Hire (below). The Hire Agreement states: "...**Conditions of hire. The Conditions of Hire form part of this Hire Agreement. They are available to download along with this form from <http://southzealvictoryhall.org.uk/booking/>. Please download, read and keep them with you during your hire. As well as forming the rules by which you agree to hire the hall, they also include certain legal obligations. .... Signed by the person named above: I agree to be bound by the Conditions of Hire.**"

2. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
3. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;

**CONTRACTORS ARE RESPONSIBLE FOR:**

1. Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
2. Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
3. Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

**THE COMMITTEE ARE RESPONSIBLE FOR:**

1. Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. Ensuring that the Health and Safety Policy is fully implemented;
3. Monitoring compliance with Health and Safety guidelines;
4. Regularly assessing and reviewing risks and recording such risks;
5. Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
7. Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
8. Making such representations to committee members, hirers, contractors and users of the hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
9. Co operating with hirers, contractors and users of the hall in pursuance of Health and Safety Requirements.

**The following persons have been delegated by the Management Committee to manage the following:  
Health and Safety Policy and Risk Assessment Manager (part of the Vice Chair's role)**

Trustee position responsible for updating and managing the Health and Safety Policy and Risk Assessment, presenting them to the Committee for approval. A Risk Assessment Management Report is an agenda item for each meeting and reported on by the Health and Safety Policy and Risk Assessment Manager: **Vice Chair**.

**First Aid Box check and replenish monthly: Vice Chair**

### **Reporting Accidents/RIDDOR <sup>2</sup> (Reporting of Injuries, diseases, and dangerous occurrences regulations)**

Minor accidents to be logged **by users** in the Accident Book

Complete RIDDOR forms as necessary: **Vice Chair**

Check Accident Reports and Feedback Book at least weekly or as advised of incidents.

Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary: **Vice Chair**

### **Fire Safety**

The hall's Fire Safety Competent Person is Dave Lewis, who carries out a complete annual check. It is the responsibility of the Vice Chair to ensure that all actions requested by the Fire Safety Competent Person are carried out in a timely manner. Monthly checks are carried out by the Competent Person of the following and are reported to the Committee as part of the Risk Assessment Management Report. The Fire Safety checks are recorded in the Fire Safety log book, stored in the boiler room metal cupboard :

- Fire exit illuminated signs
- Smoke alarms
- Fire exits
- General observations

The Vice Chair arranges the annual services of Fire Extinguishers which is carried out by Argos Fire Protection.

We don't have a fire alarm, but is in our long term plan for discussion.

***This Risk Assessment is available to download from South Zeal Victory Hall's website –***

***<https://southzealvictoryhall.org.uk/>. The hall's up to date Risk Assessment is also available to download from the same page.***

## **B. Conditions of Hire**

**The following Conditions of Hire are the rules a hirer agrees to abide by when they hire the hall. They also include certain statutory legal obligations. It is essential that all hirers read this document before signing the Booking Form (Hire Agreement) and keep a copy to use during the hire, particular noting 1. Fire Safety.**

The Management Committee endeavours to ensure that the hall is always available for use with all services working and in a safe and clean condition. Should anything not be to your satisfaction please contact anyone listed below or complete an entry in the Complaints Book kept in the kitchen. All complaints are dealt with and minuted in the Management Committee meeting minutes.

If you have any questions or problems regarding the hire of the hall, either in advance of or during the hire, please contact:

Bookings:	<a href="mailto:southzealvictoryhall@gmail.com">southzealvictoryhall@gmail.com</a>
Problems with the hall:	Dawn Watkins, Caretaker 01837 840946
General queries:	Jane White, Chair 07805 052521
	Fi Reddaway, Vice Chair 07850 305040

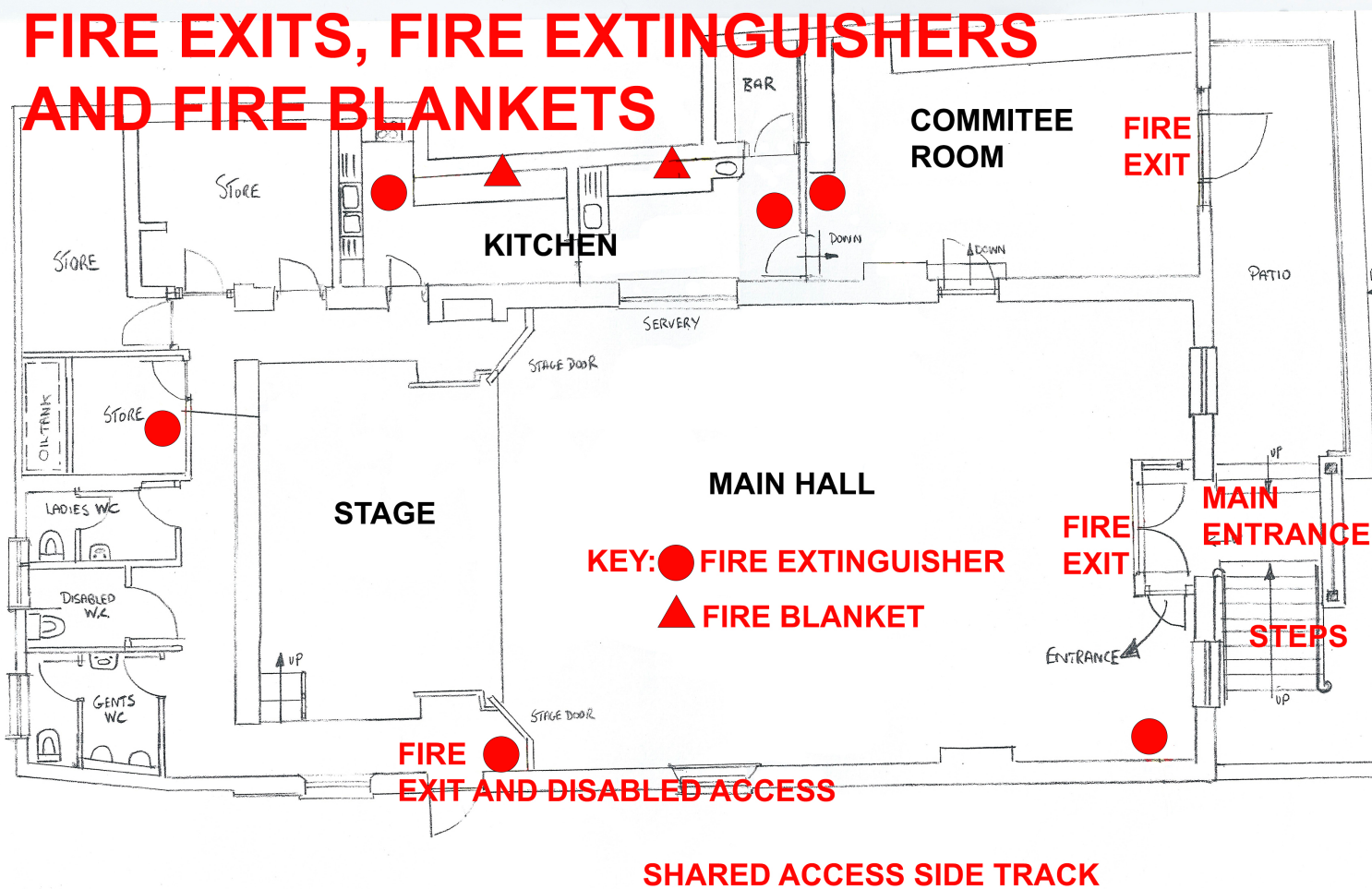
### **1. Fire Safety**

Users of the hall please familiarise yourselves with the following fire safety information before using the hall.

The hirer acknowledges that they have received instruction in fire safety in the hall, as given within this section.

In the event of fire, evacuate the hall, checking all rooms and corridors. Because it is a secure area, we recommend that you use St. Mary's churchyard as the gathering point.

# FIRE EXITS, FIRE EXTINGUISHERS AND FIRE BLANKETS



In case of fire or other emergency please call 999 or 112 from a mobile.

Please then contact a member of the committee:

Chair, Jane White 07805 052521

Caretaker, Dawn Watkins 01837 840946

Vice Chair, Fi Reddaway 1 Greenbank (right hand cottage, directly opposite the hall) 07850 305040

We ask that before using the hall you have identified:

- The location of the 3 fire exits, fire extinguishers and fire blanket as per the plan below:

- How you will alert those people on the premises in the event of a fire
- What procedure you will use to divert people to the fire exits
- Evacuation procedures and the arrangements for gathering at the evacuation point
- The arrangements for calling the fire and rescue service
- The procedure for keeping doors closed to prevent the spread of fire, heat and smoke
- If necessary, the means of isolating the power supply is in the electric cupboard outside the main door, for which there is a key on the hirer's key ring.

Before using the hall, the hirer shall check:

- That all fire exits are in good working order
- That all exit signs are illuminated
- That any fire exits are not wedged open
- That there are no obvious fire hazards on the premises
- All means of escape must be kept free from obstruction and immediately available for instant free public exit
- The fire and rescue services shall be called to any

outbreak of fire, however slight, and details thereof shall be given to the management committee.

- Highly flammable substances are not brought into, or used in any part of the premises.
- no unauthorised heating appliances shall be used on the premises.... Portable Liquified Propane Gas (LPG) shall not be used.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings.

## 2. Heating

During the winter months, the central heating system will have been turned on for you. If however you require further heating, the overhead heaters are operated by a 50p meter. The meter is in the electrical cupboard outside the main hall fire exit, immediately opposite the entrance door. There is a key for this on the hirer's key ring.

### **3. First Aid and Accident Book**

A well stocked and appropriately labelled First Aid Box is available in the kitchen.

Accident Book - this book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

### **4. Side lane door - wheelchair-accessible entrance/ fire exit ONLY**

This door is only to be used as a fire exit and wheelchair-accessible entrance (there is a removable ramp for the door threshold, stored adjacent). Unfortunately it is necessary for the door to be opened for wheelchair users from the inside. Please ensure that the door is kept closed. The door opens outwards and the lane is in constant vehicular use and does not belong to the hall.

All equipment must be carried in and out of the hall using the main doors at the front. There are no exceptions to this.

### **5. Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Committee, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### **6. Use of Premises**

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### **7. Gaming, Betting and Lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### **8. Licences**

The Victory Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form. If other licenses are required in respect of any activity in the Hall the Hirer should ensure that they hold the relevant license.

### **9. Alcohol**

No supply of alcohol may be made under the hall's Premises Licence. If the hirer is planning to supply alcohol themselves, or wishes to use the hall outside the hours specified in section 10. below, he/ she will need to apply to West Devon Borough Council for a Temporary Event Notice at least ten days before the event. The hall is only allowed a maximum of 12 such notices per annum and are issued on a first come first served basis. A copy of the TEN must be given to the Treasurer in advance of the hire.

### **10. Licensable events**

Where a licensable event is to be held for which the premises or that part of the premises, are not licensed, the hirer shall be responsible for obtaining such authorisation as may be needed.



The following licensable activities are authorised by the hall's Premises Licence:

- A performance of a play (indoors)
- A performance of live music (indoors)
- Any playing of recorded music (indoors)
- A performance of dance (indoors)
- Entertainment of a similar description to that falling within the above four activities (indoors)
- Entertainment facilities for making music (indoors)
- Entertainment facilities for dancing (indoors)
- Entertainment facilities of a similar description to that falling within the above two activities (indoors)
- Provision of facilities for making music (indoors)
- Provision of facilities for dancing (indoors)
- Provision of facilities for entertainment of a similar description to that falling with the above two activities (indoors)

The above activities are all licensed to be carried out during the following times:

Monday to Thursday	9.00am – Midnight
Friday	9.00am – 1.00am
Saturday	9.00am – 11.45pm
Sunday	9.00am – 10.30pm

The premises are licensed for a capacity of 200 for music and dancing and 152 theatre style seating.

#### **11. Hall key**

The Hirer is responsible for the safety of the hall key, which must be retained in the hirer's possession at all times, not being lent or given to any other party.

#### **12. Cancellation by hirer**

If the booking is cancelled more than 28 days ahead of the booking date, there will be no hire charge. If the booking is cancelled between 7 to 28 days ahead of the booking date, 25% of the hire charge will be payable. If the booking is cancelled less than 7 days ahead of the booking date, the full hire charge will be payable.

#### **13. Hire charge payment**

The hire charge is required to be paid in advance at all times. The hall keys cannot be released otherwise.

#### **14. Presence and compliance**

The Hirer agrees to the Committee to be present (by its authorised representative if appropriate) during the hiring and to comply fully with this Hire Agreement.

#### **15. Contracts (Rights of Third Parties) Act 1999**

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 or a person who is not named as a party to this agreement.

#### **16. Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

#### **17. Health and Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a fridge.

## **18. Electrical Appliance Safety**

If any portable electrical equipment is brought onto the premises, ensure it has been inSITEE tested (previously PAT testing), and the inSITEE test label is up to date and on the equipment.

## **19. Indemnity**

For a commercial hire (where either the Hirer or a third party intends to make a profit no matter how small) then the hirer shall ensure that they have Public Liability Insurance sufficient to cover (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer. Non-commercial hirers are not required to have any additional insurance

(b) The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 18(a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall to be retired to another hirer.

The Victory Hall is insured against any claims arising out of its **own** negligence.

## **20. Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to a member of the hall's management committee **as soon as possible** and complete the relevant section in the hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The Vice Chair will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## **21. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

## **22. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

## **23. Compliance with The Children Act 1989**

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 that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy on request.

## **24. Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Village Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **25. Sale of Goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

The Victory Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Victory Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any fee already paid, but the Victory Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## **26. End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.

## **27. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## **28. Stored Equipment**

The hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Victory Hall may use its discretion in any of the following circumstances, namely-

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

## **29. No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Chair. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Victory Hall remain in the premises at the end of the hiring. It will become the property of the Victory Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

## **30 No Rights**

The Hire Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.