



Barns Green Village Hall

Conditions of Hire

If the hirer is in any doubt as to the meaning of any of the following the booking secretary should be contacted as a matter of urgency at bookings@barnsgreenvillagehall.co.uk

Barns Green Village Hall is licensed for the provision of dancing or making music; performance of dance; live music and plays; any playing of recorded music; the exhibition of a film; an indoor sporting event; late night refreshment; or any entertainment of a similar description daily between the hours of 09:00 and 00:00.

Barns Green Village Hall is NOT licensed for the sale of alcohol

- Any serving of alcohol with or without charge must have the permission of the management committee.
- A Temporary Event Notice (TEN) must be obtained before alcohol can be sold at the hall. The hirer is responsible for obtaining such notice, and for abiding by the terms and conditions therein.

The hirer is responsible for:

1. Ensuring they have booked the correct day, date and time. The management committee cannot be held responsible for any errors in the booking form.
2. Abiding by the terms and conditions of the above licenses
3. Carrying out a risk assessment for your booking (Use the generic risk assessment supplied as a guide) and familiarising yourselves with the fire safety procedure (attached).
4. The orderly conduct of persons using the hall during the period of hire.
5. The supervision of the premises, the fabric and its contents.
6. Any damage to the fabric of the hall and its contents during the period of hire. Notices, posters etc. may be hung from the picture rail or wire. Pins, Blotack and Sellotape are not permitted. In certain cases, a damage deposit may be required.
7. Safe and tidy stowage of chairs and tables used.
8. Leaving the Main Hall, David Francis Room, Jubilee Hall, Kitchen and toilets clean, tidy and suitable for use by the next hirer, and switching off lights and shutting windows and doors on completion of the period of hire.
9. Recording any accidents in the Accident Book (Main Hall - to the right-hand side of the cooker in kitchen / Jubilee & DFR – in hallway cupboard). First Aid kits are in the same locations.

In addition, please note:

Smoking is not permitted anywhere on the premise.

If the hall is not left in good condition, we reserve the right to invoice you or deduct from your damage deposit any additional cleaning or repair costs.

We operate a keyless entry system. You will be issued a 4-digit entry code (or a key fob) which will work for the time of your booking. If you experience any problems gaining access to the hall, please contact Angela Barrell on 07936711004 or 01403 588729.

Hirers have use of the room they booked and the associated toilets.

The Main Hall has Kitchen and Stage access. Use of the stage should be supervised at all times.

Cleaning equipment is in the cupboard in the storeroom for the Main Hall and in the hallway cupboard for the Jubilee Hall and David Francis Room. Any items used must be returned tidily.

No animals except guide dogs are brought into the premises. No animals whatsoever are allowed to enter the kitchens at any time.

Fire escapes and firefighting equipment must be kept clear at all times. The Village Hall has disabled access to all areas via the two main doors.

There are mugs, plates and teaspoons available in the kitchen areas. Tea, coffee, milk etc. are not supplied.

There are tables and chairs associated with each room:

Main Hall – in the storeroom at the back of the hall

Jubilee Hall & DFR – chairs in each hall and tables in the hallway cupboard

Wired and wireless internet connections are available for use in all 3 rooms. Join BGVH guest wi-fi – no password required

For the Main Hall use the main entrance at the lower end of the Village Hall carpark & for the Jubilee Hall and David Francis Room use the main door at the top of the Village Hall carpark.

Additional information is available on the website www.barnsgreenvillagehall.co.uk

In compliance with Fire Safety guidelines the maximum capacities of each booked area of the Village Hall are as follows:

Main Hall

112 seated at tables

180 seated in rows

200 mixed

David Francis Room (Committee Room)

20 seated at tables

35 mixed

Jubilee Hall

40 seated at tables

60 mixed

Barns Green Village Hall – Generic Risk Assessment

Areas assessed: Village Hall Car Park, Entrance Lobby, Main Hall, Store Room, Stairs, David Francis Room, Toilet areas, Stage Area, Jubilee Room, Attic space

Areas **NOT** assessed: Sound Room. Risk assessment carried out by Barns Green Players as part of their hire agreement.

Extension to Car Par adjacent to Munthum Drive

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or event practices occur.

Accidents and incidents reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk No	What are the hazards Something with the potential to harm: hazards listed should be all those present before controls are in place.	Possible Effects/Harm Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Detail Existing Controls Provide details of control measures already in place. if measures are detailed in other documents, state where:	Detail Further Action Required to Reduce Risk Note the action required, responsible person.	Action by When Annually Or 6 Monthly.	Date of inspection	Confirmed by hirer
1.	Slips trips and falls external e.g., uneven surface in car park	Users of the car park may suffer injuries such as fractures or bruising e.g., trip on uneven surfaces	<ul style="list-style-type: none"> Car park surface maintained to be as even as possible Car park lit manual control Overcrowding Handrails provided on slope to carpark Access areas around hall is always kept clear 	<ul style="list-style-type: none"> Surface to be inspected regularly and repaired as necessary. Limits on numbers given in booking terms In excess dry weather grassed area besides patio could sink and crack. 	Inspected 6 months	16/08/2021	
2.	Slips trips and falls Internal	Users of the facility may suffer injuries such as fractures or bruising e.g., slip on spillages or trip over objects.	<ul style="list-style-type: none"> Users know (through hire agreement) to clear up spillages immediately and 	<ul style="list-style-type: none"> Check hall cleaner knows which product to use on which type of floor 	Inspected 6 months	16/08/2021	

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	e.g., uneven surface floors and stair areas		<p>know where cleaning equipment is stored</p> <ul style="list-style-type: none"> • Mats at entrances to stop rain water being carried in • No storage in corridors • No trailing electrical leads / cables • Projections e.g., lifting surfaces • Insecure / damaged noses and treads on steps • Handrails provided on internal stairways 	<ul style="list-style-type: none"> • Surface to be inspected regularly and repaired as necessary 			
3.	<p>Slips trips and falls</p> <p>External</p> <p>e.g., steps, patio and low-level retaining walls</p>	Users of the external areas may suffer injuries such as sprains, fractures and bruising e.g., tripping on steps and or falls from climbing on walls	<ul style="list-style-type: none"> • Patio surfaces regularly inspected for uneven or raised bricks in patio, hirers to notify committee of any problems. • There is a low-level wall surrounding the jubilee Hall. Slope from emergency exits which is un-guarded care should be taken when using this escape route. • Front entrances are flood lit • Handrail on slope from entrance of Jubilee Hall to village car park/ (complies to British Standards) 	<ul style="list-style-type: none"> • Consider similar handrail on low level walls to the front of building • Surface of patio to be regularly inspected d any lose or raised bricks to be repaired • Steps to be regularly inspected and repairs undertaken • Hirers are responsible for making sure those under there care do not use walls for climbing • Low level wall to front of building users to be made aware of dangers through hire agreement 	Inspected 6 months	16/08/2021	

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4.	Vehicle movements	Pedestrians could suffer serious injury if struck by cars entering / leaving the car park or moving on it.	<ul style="list-style-type: none"> Entrance / exit to car park is clearly marked For large events, parking controlled by marshals wearing high visibility vests Carpark well lit Parking bay are well marked Skip collection every two weeks 	<ul style="list-style-type: none"> Vehicle route clearly identified with diagonal lines Advise users of the hall, through hire agreement, to consider whether they need to control car parking 	Inspected 6 months	16/08/2021	
5.	Hall capacity The three main areas of the hall have strict usage numbers	Serious risk of injury e.g., crush injury	<ul style="list-style-type: none"> Refer to BGVH conditions of hire 	<ul style="list-style-type: none"> Hirers to be fully aware of the restriction in numbers for the area they are hiring 	hirer	N/A	
6.	Work at height e.g., changing light bulbs, cleaning windows, curtains storage of equipment putting up decorations	Anyone working at height could suffer injury, possibly serious should they fall	<ul style="list-style-type: none"> Appropriate, commercial ladder securely stored and available for use. Hall users know that they are responsible for using ladders safely. Hall committee know how to use ladders safely. Mezzanine floors in store area to be accessed only by responsible person and with the assistance of someone holding the ladder. 	<ul style="list-style-type: none"> Condition of step ladder to be regularly checked Mezzanine floors in store room are out of bounds for hirers. Unless special permission has been given. 	Inspected 6 months	16/08/2021	
7.	Hazardous substances e.g., cleaning products	The cleaner, and others risk skin problems e.g., dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ul style="list-style-type: none"> Cleaning equipment is available in store cupboard Cleaning product marked "irritant" replaced with milder alternatives if available Cleaner uses products safely e.g., follow instructions on the label, dilute properly and never 	<ul style="list-style-type: none"> Cleaner to advise committee of any visit to doctor's that has resulted from exposure to products used for cleaning the hall For hygiene purposes the cleaner has two mops one for floors in toilet facilities and one for other floor areas 	Inspected 6 months	16/08/2021	

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			<p>transfers to an unmarked container.</p> <ul style="list-style-type: none"> • Cleaning products stored securely 				
8.	Electricity	Users risk electric shocks or burns from faulty equipment	<ul style="list-style-type: none"> • Fixed installation correctly fitted by qualified electrician and inspected every 5yrs • All repairs carried out by qualified electrician • Portable equipment checked for visual signs of damage before use • Portable Appliance Test (PAT) subject to annual testing • Hall users are responsible for any equipment used on site • Cables crossing public areas • Damaged sockets and switches • Keep electrical items clear of any water • Damaged fixed appliances • Damaged kitchen appliances e.g., kettles • Stage lighting • Entertainment lights 	<ul style="list-style-type: none"> • Fixed wiring last inspected April 2018 due for reinspection in April 2023 • Annual Portable Appliance Test (PAT) For details see Appendix A • Remind hall users that portable equipment considered unsafe should be marked and taken out of use • Damage to switches or sockets must be reported to the management committee immediately • Damage to fixed appliances i.e., cookers etc, must be reported to the management committee immediately. • Damage kitchen appliances i.e., kettles, urn etc. must be reported to the management committee immediately • Where it is unavoidable to place cables in areas where it is expected people will cross i.e., doorways. Suitable anti trip covers are to be installed. • Stage lighting is not available to hirers 	Inspected 6 months	16/08/2021	

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				<ul style="list-style-type: none"> Entertainment lights are fitted for use if required by hirers 			
9.	Gas	Gas escape could cause serious injury if not dealt with correctly e.g., burns or loss of life	<ul style="list-style-type: none"> Gas boilers checked annually by Gas Safe registered engineer If you smell gas advice is to get out of the premises immediately Don't switch on any electrical items Leave the building by the nearest emergency exit. Make your way to the assembly point 	<ul style="list-style-type: none"> Gas boilers checked annually last inspection. For details see Appendix A Leave the building by the nearest emergency exit – Drawing attached to hire agreement Information for emergency procedure is available at all alarm points Building assembly point is in the top car park area Call the emergency services immediately Call a member of the management committee who will notify the gas board 	Inspected 6 months	16/08/2021	
10.	Stored equipment	Injury by collapsing stacks or manual handling i.e., back injuries	<ul style="list-style-type: none"> Users should know they must stack tables and chairs carefully to avoid collapse Collapsible Tables to be stored vertically at the far end of the store room Fixed tables to be stacked 10 high Material covered chairs to be stacked a maximum of 8 high Plastic seats to be stacked maximum 10 high 	<ul style="list-style-type: none"> Advise hall users of this procedure 	Inspected 6 months	16/08/2021	
11.	Manual handling	Users of the hall may suffer back pain if they lift objects that are too heavy or awkward	<ul style="list-style-type: none"> Chairs to be moved around the hall with the use of the trolley. 	<ul style="list-style-type: none"> Trolley provided 	Inspected 6 months	16/08/2021	

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12.	Security	Hall users	<ul style="list-style-type: none"> • Fire doors are opened using push bar system • Main Hall fire doors lead out onto the patio area. • Fenced patio area with double gates approximately 3m from main hall. • During the summer months this gate will be out of use. For emergencies a single gate is to be found adjacent to the shed. 	<ul style="list-style-type: none"> • Operation of doors and windows – security • Leaving the Main Hall in an emergency Building assembly point is in the top car park area • Hall is covered by CCTV • In case of fire alarm, all controlled doors will unlock 	Inspected 6 months	16/08/2021	
13.	Fire safety	In the event of an emergency http://www.legislation.gov.uk/uksi/2005	<ul style="list-style-type: none"> • Fire alarms tested 6 months • Alarm points not obstructed • Fire exit signs visible and clear • Fire extinguishers are available • Fire blankets are available • Make your way to the assembly point • Emergency lighting fitted to all area 	<ul style="list-style-type: none"> • Fire alarms are tested 3 months. • Emergency lighting tested monthly • For details see Appendix A • Hirers to familiarise themselves with the emergency procedure prior to their event • Leave the building by the nearest emergency exit – Drawing attached to hire agreement • Information for emergency procedure is available at all alarm points • Building assembly point is in the top car park area • Call the emergency services immediately • Call a member of the management committee 	Inspected 6 months	16/08/2021	

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14.	Smoking	Although outside areas are not covered by any legislation in respect of smoking near any building. Non-smoking visitors could be subjected to second hand smoke which could lead to health issues.	<ul style="list-style-type: none"> Smoking is not permitted within the fabric of the building or the patio area. Smoking is only permitted out the front of the building where a stubbing out bin is provided. 	<ul style="list-style-type: none"> Consideration should also be given to placing the external stubbing-out bins at least 2 or 3m from any openings. 	Management committee	N/A	
15.	Patio area	The patio should be a safe place for hirers to enjoy as part of their hire agreement, but it is not without risk to users who could suffer injury or death. i.e., direct hit by cricket balls or falling tiles from balls striking the roof.	<ul style="list-style-type: none"> The committee identified strikes by cricket balls as a potential safety issue to hirers when cricket is being played on the green. However, erecting the net does block our emergency egress onto the green. 	<ul style="list-style-type: none"> BGVH have erected a safety net to protect the hall fabric and ultimately hirers. Net will be raised during the cricket season. Parents are responsible to make sure their children are always supervised. An alternative egress at the bottom has been installed in case of emergency. Hirers to be advised of the potential step between patio and grassed area. Nets to be checked annually and repaired or replaced if necessary. 	Management committee	16/08/2021	
16.	Access to attic room The attic room is divided into two areas storage of regular hirers equipment cabinets and Barns Green Players props	The attic room accesses other parts of the hall out of bounds to most hirers. Risk of serious injury e.g., falling from height or electric shock or burns.	<ul style="list-style-type: none"> Door to this area will always be locked Stairs leading to attic room has handrail Access door to area above the stage and main hall attic area to be always kept bolted when not in use. Access door to stage is always via ladder to be kept locked when not in use 	<ul style="list-style-type: none"> Key fobs to this area will be provided to responsible persons from each organisation that has storage cupboards in this area Minors to be always accompanied by an adult. Barns Green players are responsible for props being safely stored 	Inspected 6 months	16/08/2021	

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			<ul style="list-style-type: none"> Electrical equipment is secured behind a wire cage with key held by responsible person. Access door to Barns Green players prop area to be always locked when not in use. 				
17.	Maintenance workers	Individual shall be responsible for health, safety and wellbeing of themselves.	<ul style="list-style-type: none"> Suitable PPE to be worn all the time (safety boots, Hi Vis, gloves) Suitable eye protection must be worn when carrying out strimming Plan, manage and monitor all work carried out by themselves considering the risks to anyone who might be affected by it i.e., dog walkers 	<ul style="list-style-type: none"> Committee to consider displaying appropriate warn signage Notify the committee immediately of any breaches of health, safety or wellbeing Make sure that all equipment of stored safely when work ceases Make sure that all equipment of stored safely when work ceases 	Management committee	N/A	
18.	Using contractors	<p>Contractors shall be responsible for health, safety and wellbeing of themselves and workers employed by them.</p> <p>Contractors shall be responsible for health, safety and wellbeing of employees and visitors of Barns Green Village Hall</p> <p>Contractors shall make sure the client is aware of the client duties under CDM 2015 before any work starts.</p> <p>Any works will require a full method statement, Agreed by the contractor and the premises committee.</p>	<ul style="list-style-type: none"> A contractor must be able to demonstrate that they have the skills, knowledge and experience The contractor must make sure that anyone employed under their control has the skills, knowledge, experience to undertake the tasks. Provides copies of membership of professional bodies plan, manage and monitor all work carried out by themselves and their workers, considering the risks to anyone who might 	<ul style="list-style-type: none"> Display appropriate warn signage Notify the committee immediately of any breaches of health, safety or wellbeing Make sure that all equipment of stored safely when work ceases 	Management committee	N/A	

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			<p>be affected by it (visitors to Barns Green Village Hall) and the measures needed to protect them</p> <ul style="list-style-type: none"> • check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them • make sure that all workers under their control have a suitable, site-specific induction. • Suitable PPE to be worn all the time • provide appropriate supervision, information and instructions to workers under their control • ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access • ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work 				
19.	Asbestos containing materials (ACMs) found in building	Contractors and others carrying out normal activities at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> • Position of all ACMs surveyed – Type 1 survey by professional as no building works planned. • Position and condition of all ACMs marked, recorded and explained to manager and staff. • Arrangements made for: 	<ul style="list-style-type: none"> • Asbestos Containing Materials (ACM's) – A Type 3 survey was undertaken prior to major extension works in 2017/18 and no signs of ACM's were encountered. Report is available on Onedrive 	Management committee	N/A	

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			<ul style="list-style-type: none"> - Type 2 survey, for when non-major, routine building maintenance work; - or Type 3 survey when intrusive work planned. 				
20.	Keyless entry system	The village hall now operates on a keyless entry system	<ul style="list-style-type: none"> • Key fobs and Pin codes will be given to hirers • Battery backup for 2 hours • Default doors open, fail safe • All doors unlock on fire alarm • Exit buttons always work / active 	<ul style="list-style-type: none"> • Emergency power, break glass for override door locks 	Management committee	N/A	

Health and safety check carried out by: Roy Tingley

Signature 

Date 31st August 2021

Hirer's signature _____

Date _____

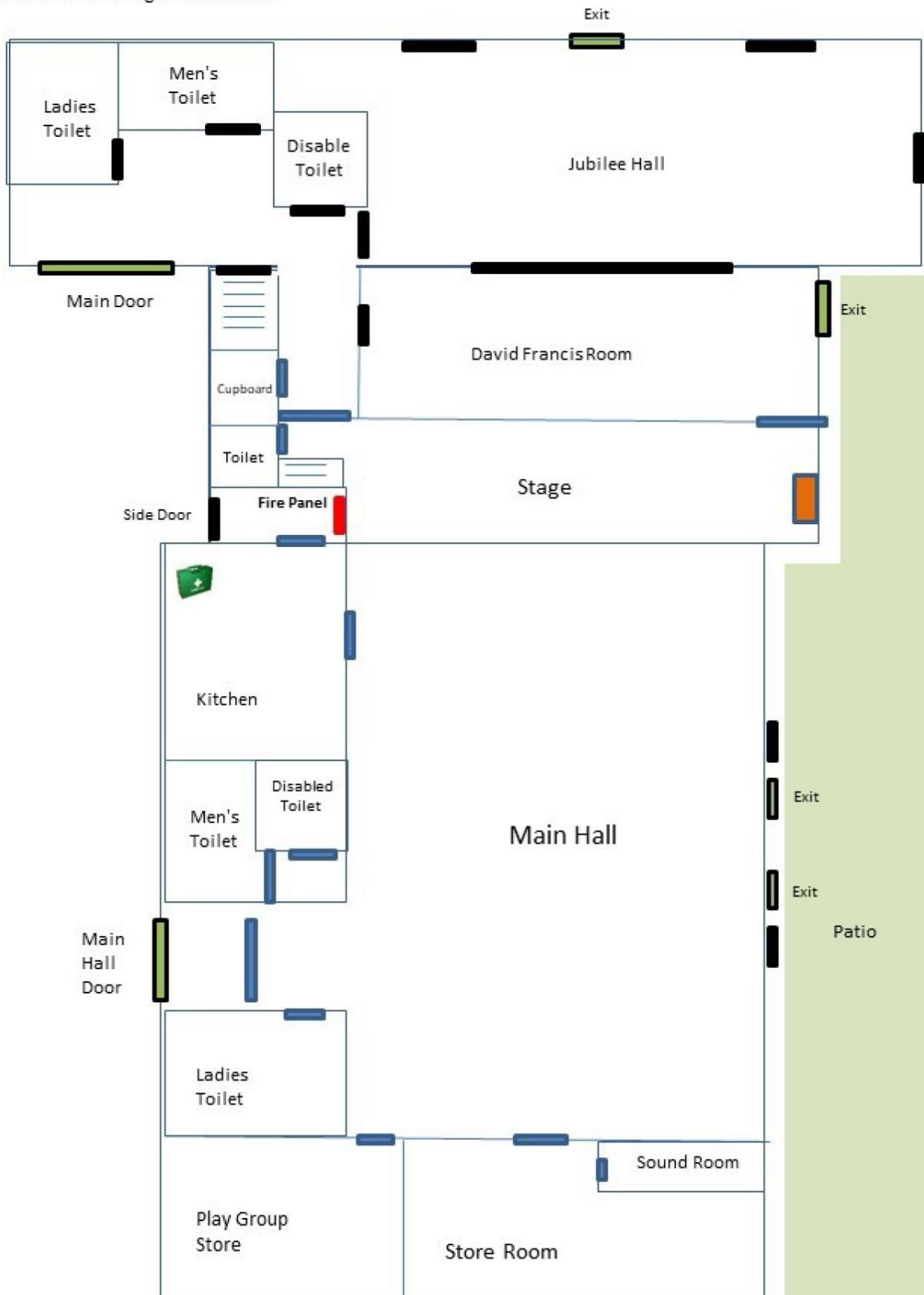
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Appendix A

<u>Advisory comments</u>	<u>Date advised</u>	<u>Completed</u>	<u>Next scheduled inspection</u>
Climbing on handrails (No Further Action required at present)	March 2019	July 2019	No Further Action required at present
Cage for electrical equipment within in attic and access to BG Players attic to have door fitted	January 2019	August 2019	No Further Action required
Create Village Hall policy document requirement	March 2019		
PAT testing *	January 2019	October 2019	October 2021
Fixed wiring testing	-	April 2018	April 2023
Lighting testing	August 2021	August 2021	Monthly
Fire alarm testing	-	December 2019	June 2020
Gas boiler	December 2019	December 2019	December 2020
Low Level lighting to be installed on patio, expected to be completed summer 2022	January 2019		Project
Information monitors have been installed in both lobbies and David Francis Room. Power supplies have been installed at ceiling level and will be PAT tested at the next inspection.	June 2020	June 2020	N/A
Solution to Patio area protection has been discussed between BGVH, cricket club and Village trust. To further mitigate issues BGVH will erect a net to be raised during the cricket season.	October 2020	April 2021	N/A

* users of the hall will be sent an email advising them to carry out testing of portable equipment- June 2020

Barns Green – Village Hall – Level 0



Update – January 2018

IMPORTANT FIRE SAFETY PROCEDURE

BARNS GREEN VILLAGE HALL FIRE EMERGENCY PLAN FOR HIRERS

Hirers are the temporary responsible person under the Regulatory Reform (Fire Safety) Order 2005

The Village Hall Management Committee has a legal duty to inform you, as the responsible person for the event/function etc. during the hire of the Village Hall, that you have legal obligations/duties for the safety of persons assisting or attending your event.

Fire Protection Systems	<ul style="list-style-type: none">• The village hall has an automatic fire and smoke detector system. On alarm you will hear the sounder.• If you believe the alarm is a false alarm, then please call for help from the numbers at the bottom of this form otherwise call 999.
IN THE EVENT OF FIRE	<ul style="list-style-type: none">• Please instruct your attendees to make their way immediately to the UPPER CAR PARK which is the hall's assembly point (Signed).• (Right out of the main door)• Take this form with you, and count the number of attendees at the assembly point.• There is a phone by the main door: if safe to use call Fire Service on 999 or use a mobile. Notify the Fire Service if any attendees are missing.

Please complete the following register before your event starts	
Name	
Organisation	
Date	
Hall / David Francis Room /Jubilee Hall	
Number of Attendees	

Village Hall Contact numbers

Angela Barrell - 07936711004 or 01403 588729
Simon Gale - 07500 665083 or 01403 731003
Paul Collins - 01403 730761

**The use of naked flames including candles is only permitted under certain circumstances.
It is against the law to smoke in the premises.**