

Barns Green Village Hall

Conditions of Hire

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.

The 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 also responsible for:

Ensuring they have booked the correct day, date and time. The management committee cannot be held responsible for any errors in the booking form

Collection of keys from the key holder (Angela Barrell, 10 Salt Box Close, Barns Green, RH13 0PN. Telephone 07936711004 or 01403 588729)

Abiding by the terms and conditions of the above licenses

Carrying out a risk assessment and familiarising themselves with the fire safety procedure (attached)

Recording any accidents in the Accident Book (right hand side of cooker in kitchen)

Ensuring that cars parked for the event do not obstruct Muntham Drive in any way (bollards are available in the store cupboard)

The orderly conduct of persons using the hall during the period of hire

Any damage to the material of the hall and its contents during the period of hire. Notices, posters etc. may be hung from the picture rail or wire. Pins, Bluetack and Sellotape are not permitted. In certain cases a damage deposit may be required.

Safe and tidy stowage of chairs and tables used

Leaving the Main Hall, David Francis Room, Jubilee Hall, kitchen and toilets clean, tidy and suitable for use by the next hirer switching off lights, shutting windows and doors and returning the keys on completion of the period of hire.

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.

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

Main Hall

120 seated at tables

180 seated in rows

200 mixed

David Francis Room (Committee Room)

24 seated at tables

40 mixed

Jubilee Hall

60 seated at tables

80 mixed

Smoking is not permitted inside or on the patio. There is an ash tray situated outside on the wall by the front door.

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.

Hirers have use of the room they booked and the associated toilets. Main Hall has Kitchen and Stage access. For Main Hall use the main entrance at the lower end of the village hall carpark, for the David Francis Room and Jubilee Hall use the main door at the top of the village hall carpark.

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.

The main hall has plenty of chairs and tables in the store room.

Cleaning equipment is in the cupboard in the store room. Any items used must be returned tidily.

A wired and wireless internet connections are available for use. A suitable lead is situated in the kitchen cupboard beside the fridge.

A painted area of wall is available as a screen for presentations.

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

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	Possible Effects/Harm	Detail Existing Controls	Detail Further Action Required to Reduce Risk	Action by When	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 It is intended to fit handrails Jan 2019 	Inspected quarterly	09/01/2019	
2	Slips trips and falls Internal e.g. uneven surface floors and stair areas	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 know where cleaning equipment is stored Mats at entrances to stop rain water being carried in No storage in corridors 	<ul style="list-style-type: none"> Check hall cleaner knows which product to use on which type of floor Surface to be inspected regularly and repaired as necessary 	Inspected quarterly	09/01/2019	

Barns Green Village Hall – Generic Risk Assessment

			<ul style="list-style-type: none"> No trailing electrical leads / cables Projections e.g. lifting surfaces Insecure / damaged noses and treads on steps Handrails provided on internal stairways 				
3	Slips trips and falls External e.g. steps, patio and low-level retaining walls	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 	<ul style="list-style-type: none"> Handrail on slope from entrance of Jubilee Hall to village car park/ (complies to British Standards) Surface of patio to be regularly inspected d any lose or raised bricks to be repaired Steps to be regularly inspected and repairs undertaken Low level patio lights to be installed on patio 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 quarterly		
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 Car park well lit Skip collection 	<ul style="list-style-type: none"> Parking bay are well marked 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 quarterly	09/01/2019	
5	Hall capacity The three main areas of the hall	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		

Barns Green Village Hall – Generic Risk Assessment

	have strict usage numbers						
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 (through hire agreement) 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 quarterly	09/01/2019	
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"> • Mops, brushes and strong rubber gloves provided • 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 transfers to an unmarked container. • Cleaning products stored securely 	<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 quarterly	09/01/2019	
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 	<ul style="list-style-type: none"> • Fixed wiring last inspected April 2018 due for reinspection in April 2023 • Annual Portable Appliance Test (PAT) This is due and will be carried out within the first quarter of 2019 • Remind hall users that portable equipment considered unsafe should be marked and taken out of use 	Inspected quarterly	09/01/2019	

Barns Green Village Hall – Generic Risk Assessment

			<ul style="list-style-type: none"> 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"> 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 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 advise 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 Dec 2018 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 quarterly	09/01/2019	

Barns Green Village Hall – Generic Risk Assessment

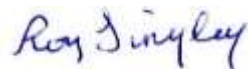
10	Stored equipment	Injury by collapsing stacks or manual handling i.e. back injuries	<ul style="list-style-type: none"> • Users should know they must stack tables and chairs carefully to avoid collapse • Collapsible Tables to be stored vertically at the far end of the store room • Fixed tables to be 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 quarterly	09/01/2019	
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"> • No further action required 	Inspected quarterly	09/01/2019	
12	Security	Hall users	<ul style="list-style-type: none"> • Fire doors are opened using push bar system • Fire doors in both David Francis Room and Jubilee Hall are connected to the fire alarm system and should not be opened other than in an emergency. • Main Hall fire doors lead out onto the patio area. • Fenced patio area with double gates approximately 3m from main hall 	<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 	Inspected quarterly	09/01/2019	
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 quarterly • 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 	<ul style="list-style-type: none"> • Fire alarms are tested quarterly last tested Dec 2018 • 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 	Inspected quarterly	09/01/2019	

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				<ul style="list-style-type: none"> 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 			
14	<p>Access to attic room</p> <p>The attic room is divided into two areas storage of regular hirers equipment cabinets and Barns Green Players props</p>	<p>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.</p>	<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 are always via ladder to be kept locked when not in use Electrical equipment to be 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. 	<ul style="list-style-type: none"> Keys 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 	Annually	09/01/2019	
15			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 			

Barns Green Village Hall – Generic Risk Assessment

Health and safety check carried out by: Roy Tingley



Signature

Date 9th January 2019

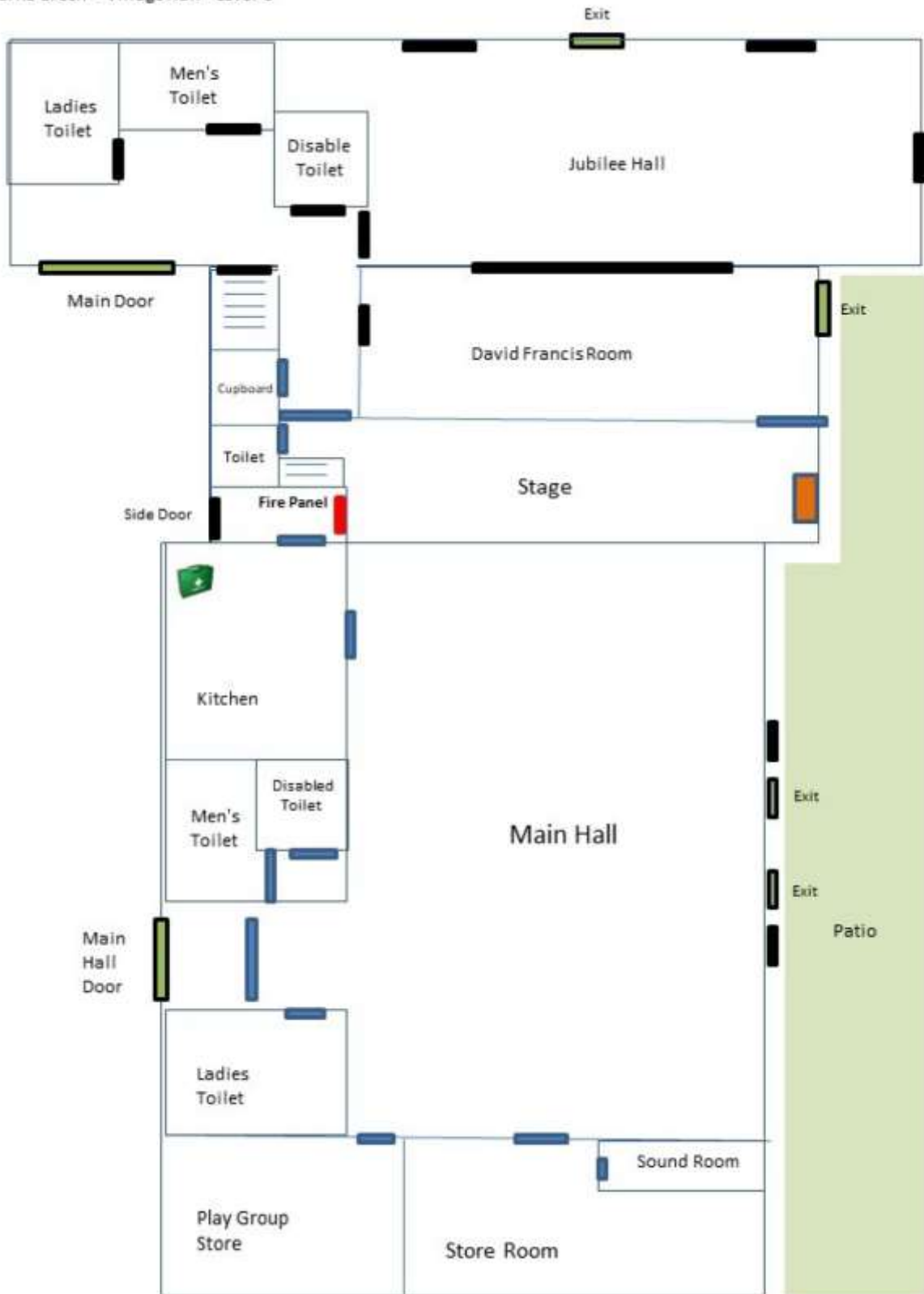
Hirers signature _____

Date _____

Comments

- 1) Cage for electrical equipment it is still the intention that this will be fitted
- 2) Fire safety certificate Dec 2017
- 3) Handrail outside Jubilee Hall to be fitted before end Jan 2019
- 4) 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.

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
Tony West - 01403 730493
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.