



**Broadwas Village Hall**

# **Hall Hirer's Handbook**

**Jan 2026  
Edition**



# Broadwas Village Hall

Welcome to Broadwas Village Hall, we thank you for your booking and hope your event goes well. In case of an emergency or accident, please see the following:

To report any breakages or defects:

- Email [Broadwasvillagehall@outlook.com](mailto:Broadwasvillagehall@outlook.com) and include a description and illustrations or photographs where possible, or;
- make a note in the Breakages and Defects section of the Hall Handbook.

**In case of an emergency, please 999 immediately: see the Accident and Fire Evacuation to identify where provisions and exits are located.**

**The Village Hall Address is:** Broadwas Village Hall, Stoney Ley, Broadwas  
Worcestershire, WR6 5NG

**The What3Words location is:** Enhancement – Reseller – Saucepan

Hall Contact Details

<b>Hall Caretaker</b>	Hanspeter - John
Phone Number	07973 360365 - 07762286010
Email Address	broadwasvillagehall@outlook.com
<b>Booking &amp; Hall Virtual Assistant</b>	
Email Address	broadwasvillagehall@outlook.com

Management Committee

<b>Chairman</b>	<b>Georgina T</b>
<b>Secretary</b>	<b>Lou T</b>
<b>Treasurer</b>	<b>Jane S</b>
<b>Vice Chairman</b>	<b>Billy C</b>
<b>Parish Council Rep</b>	<b>Jacqui W</b>
<b>Trustee</b>	<b>Sue H</b>
<b>Trustee</b>	<b>Jodie M</b>
<b>Trustee</b>	<b>Tom P</b>
<b>Trustee</b>	<b>John T</b>
<b>Trustee</b>	<b>Hanspeter W</b>
<b>Trustee</b>	<b>Nick P</b>
<b>Trustee</b>	

Email: [CommitteeBroadwasVillageHall@outlook.com](mailto:CommitteeBroadwasVillageHall@outlook.com) to contact the Management Committee.



# Broadwas Village Hall

## Hire Fees and Charges – April 2023

Please see the revised Hire Fees and Charges which come into effect on all Bookings occurring from 1<sup>st</sup> April 2023.

Private Hire Fee	
Memorial Hall & Shared Kitchen	£15 per hour
Knightwick Meeting Room & Shared Kitchen	£8 per hour
Whole Building (Exclusive Use)	£20 per hour

Non-Profit and Charity Hire Fee	
Memorial Hall & Shared Kitchen	£11 per hour
Knightwick Meeting Room & Shared Kitchen	£6 per hour
Whole Building (Exclusive Use)	£17 per hour

Exclusive Use Packages	
<u>Friday Party Package</u> - Friday Noon – Saturday Noon	£225
<u>Saturday Party Package</u> - Saturday Noon – Sunday Noon	£225
<u>Whole Weekend Package</u> - Friday Noon – Sunday Noon	£270

Hall Charges: as defined in our Terms and Conditions	
Cleaning Charge	£40
Hire Charge	£50
Damages Charge	Unlimited
Booking Administration Fee	£1

### Please note:

Use of the Kitchen is at a shared capacity unless you have booked the whole venue, or have opted for one of the Exclusive Use Packages.

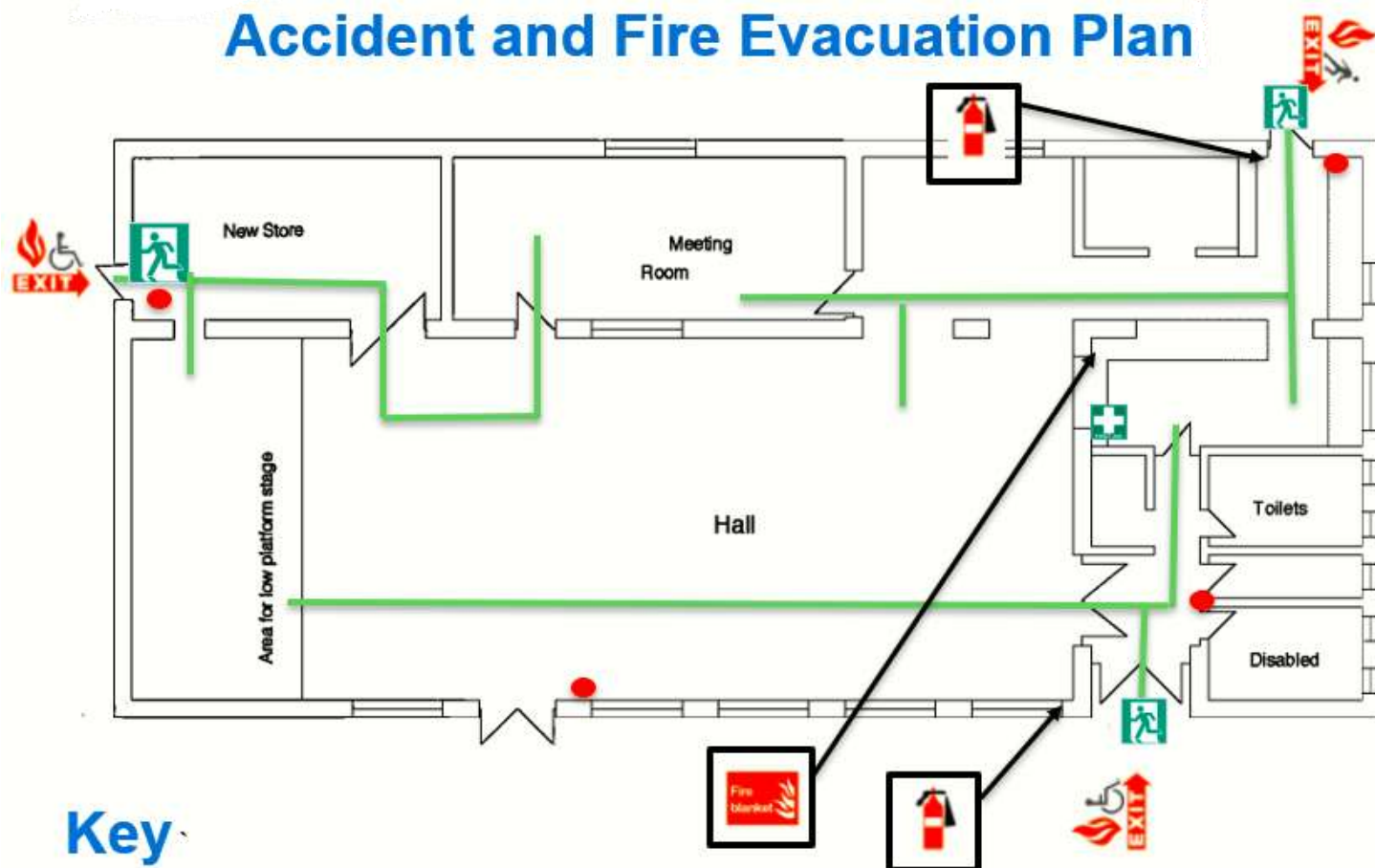
From April we have removed the requirement for a Deposit when booking the hall. We reserve the right to enforce any Hall Charges where we deem appropriate.

Moving forwards, from April onwards all payments will now be enabled online. We will no longer be accepting Cheque or Cash payments.



# Broadwas Village Hall

## Accident and Fire Evacuation Plan



### Key

	Alarm Points
	Exit Route
	Fire Aid
	Fire Blanket
	Fire Exit – Disabled Access
	Fire Exit
	Fire Extinguishers



# Broadwas Village Hall

## Breakages and Defects Report

Date	Breakage / Defect	Initials





# Broadwas Village Hall

## Notice Regarding Hall Use

**Please note: the hall now has a newly installed Bona HD floor. Additional care requirements apply**

- 1 No stiletto heels or metal tipped footwear.
- 2 Indoor shoes only to be worn for Exercise Classes and Sport Activities.
- 3 No skateboards, scooters, wheeled/ride on toys.
- 4 Do not drag furniture.
- 5 Do not use Sellotape or Drawing Pins on walls or other surfaces.

Any damage needs to be reported to the Caretaker or Management Committee as per the Hall Handbook. Failure to do so may result in Hall Charges being applied.

Please read the Terms and Conditions, which you accepted when booking, for the full Hirer Obligations.

Any damages caused will fall within the liability of the Hirer unless it is proven the Village Hall was negligent.

**We remind all users to please act responsibly and leave the hall in the state you found it**



# Broadwas Village Hall

## Notice Regarding Floor

### Important Notice: New Hall Flooring & User Responsibilities

#### Daily / After Each Hire Care:

- Remove loose dirt and grit. Sweep with a soft broom or vacuum with a brush attachment.
- Dry dust-mop the floor.
- Use The Bona Mop with the spray cleaning attachment to clean the floor ONLY.
- Never flood the floor.
- Rinse the mop, where required.
- Clean spills immediately with the normal mop or blue towel. Do not use the Bona Mop to clean up spills.

#### Approved Cleaning Products:

- Bona Cleaner Mop
- Sweep the floor over vacuuming, where possible.
- Make sure the setting on the vacuumed doesn't scratch the floor.

#### What NOT to Use:

- Excess water or steam mops
- Hot water
- Bleach, harsh detergents, abrasive cleaners
- Polishes or waxes
- Scouring pads or abrasive tools
- Avoid wax-based, oil-based, or all-purpose cleaners.

**We remind all users to please act responsibly and leave the hall in the state you found it**



# Broadwas Village Hall

## Notice Regarding Rubbish

Hirers of the Village Hall are reminded that **ALL** rubbish and food waste must be bagged up and **taken away with you.** **DO NOT** leave any rubbish in the internal or external bins.

Due to a change in circumstance, we no longer have a bin service.

If rubbish is left, then the Hirer will incur a Cleaning Fee to remove the rubbish.

Please read the Terms and Conditions, which you accepted when booking, for the full Hirer Obligations.

**We remind all users to please act responsibly and leave the hall in the state you found it**





# Broadwas Village Hall

## End of Hire Check List

**To ensure you meet the obligations set out in the Terms and Conditions you must:**

1. Remove all items brought into the Premises for the Function.
2. Tables and chairs are to be put away in the storage room or side alcove as you found them.
3. The floor is swept, vacuumed, and mopped to removing all dirt as required.
4. The Cooker, Fridge/Freezer, or Microwave must be cleaned if used.
5. All toilets will need to be checked and cleaned when required, such as emptying bins and leaving in a good condition.
6. Check all window sills, behind curtains, windows, tables, and chairs for marks and wipe as needed.
7. All used items belonging to the hall need to be cleaned and put away.
8. All waste, litter, and rubbish must be bagged up and taken home with you.
9. All appliances are turned off before leaving.
10. Check Air Source Heating is turned off (control panel in Kitchen).
11. Check the Water Heater under the left sink is switched off.
12. Check all the Lights are off.
13. If you have repositioned items belonging to the Hall please put them back in their original place.
14. Remember to shut all windows and put the key back after locking the doors.

**Please read the Terms and Conditions, which you accepted when booking, for the full Hirer Obligations.**

**On behalf of the Management Committee thank you for your compliance.**



# Broadwas Village Hall

## Instructions for Operation of Hall Heating and Electrical Systems

### **PRIMARY HEATING - AIR SOURCE SYSTEM**

The heating system provided as part of the Hire Fee is the AIR SOURCE system. This provides both heating or cooling if required for the Hall and Knightwick Meeting Room. There are two units in the hall ceiling and one unit in the meeting room.

We recommend turning the heating on as soon as your session begins. The Control Panel for the Hall system is in the Kitchen below the electrical fuse boxes. There is a handheld remote for the unit in the Knightwick Meeting Room.

To heat the Hall please switch on the Control Panel via the on off switch: the circular switch on the right of the panel. Once switched on, then select the temperature you require via the two middle buttons. Once your session has come to an end, please remember to switch the Control Panel off. Beyond switching the Control Panel on or off and selecting your temperature, the systems are automatic.

When heating the Hall please allow 5 – 10 minutes for the unit to heat the coils, especially on colder days. The Control Panel might show a 'Heat Standby' status when the coils are being heated. Once heated the unit will start to distribute warm air and will heat the room to the specified temperature selected on the Control Panel. When heating the room, the status will change to 'Heat'.

Please note, if the temperature outside is around freezing, roughly (roughly 3 - 0 C) i.e. the air outside is damp, then the system will need to regularly defrost the accumulated ice off the outside unit. Below freezing when the air is dry, defrosting is not needed as often. When this occurs the system status on the Control Panel will change to 'Heat Standby' and can take several minutes. Once the defrost has occurred the status will change back to 'Heat' and the room will again be heated further as required.

### **WALL FAN HEATERS**

If required, there are a number of wall mounted fan heaters in the Main Hall and one in the Meeting Room. However, if used in combination with the Air Source then the two systems will compete with each other and likely cancel each other out. The wall heaters are the legacy hall heating system and should be used sparingly.



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The wall heaters are controlled by master switches in the front entrance foyer and also by individual switches at the side of each heater. Both the master switch and the heater switch must be on for the heater to work. Ensure only the heaters required are on and the Air Source system is switched off.

Please note that use of the wall heaters is an additional charge which is controlled by a coin meter in the Kitchen. The meter takes £1 and £2 coins.

## **WATER HEATING**

If you require hot water when using the sinks then a water heater needs to be switched on. This is located inside the cupboard below the left side sink. Please allow 5 – 10 minutes for the water to warm up and remember to switch off the heater when your session ends.

## **GENERAL ELECTRICAL SUPPLY IN THE HALL**

All lighting and Air Source Heating is provided as a part of the Hire Fee.

If you require use of the electrical sockets then there is an additional charge which is controlled by a coin meter in the Kitchen. The meter takes £1 and £2 coins. When all credit is used the power will go off.

**PLEASE ENSURE THAT ALL SYSTEMS ARE SWITCHED OFF BEFORE LEAVING. FAILURE TO TURN OFF THE SYSTEMS MAY RESULT IN HALL CHARGES BEING APPLIED.**



# Broadwas Village Hall

## Terms and Conditions for Venue Hire

These Terms and Conditions, together with the online Booking Request Form and any annexes, comprise a legally binding Agreement between the Village Hall and the Hirer.

The Agreement governs the hire of the Premises to the Hirer solely for the purposes of the Function, together with the provision of any Facilities or other additional services, which the Village Hall have agreed to provide, or authorise, and is specified in the Booking Form.

### 1. Interpretation

Capitalised terms in the Agreement have the meanings given below. If the Hirer is in any doubt as to the meaning of any of the conditions, the Village Hall Admin should be contacted. Unless the context otherwise requires the singular includes the plural and vice versa.

<b>Accredited Supplier</b>	means a registered supplier of goods or services and hold all required licenses and insurance;
<b>Agreement</b>	means the contract between the Hirer and the Village Hall as stated on the Booking Request Form together with the Terms and conditions for Venue Hire;
<b>Assistance Dog</b>	means dogs that have been trained in order to provide assistance to disabled people and those with certain medical conditions;
<b>Attendees</b>	means all individuals who attend the Function;
<b>Booking Administration Fee</b>	means the nonrefundable £1 administrative charge which is applicable to each monetary transaction via PayPal, including both payment and refund;
<b>Booking Request Form</b>	Booking Request Form submitted by the Hirer to the Village Hall Admin which depicts the details of the hire;
<b>Cleaning Charge</b>	means a punitive charge of £40 for leaving the Hall in a poor condition;
<b>Confirmed Booking</b>	means a booking bound by the Agreement where Full Payment is satisfied and confirmation has been given by the Village Hall Admin;
<b>Customer Data</b>	means the data uploaded by or on behalf of Hirer;
<b>Damages Charge</b>	means a punitive charge to reclaim costs due to damage caused by the Hirer or any Attendees;
<b>Facilities</b>	means the requested and authorised use of Premises amenity or equipment as stated in the Booking Request Form;
<b>Full Payment</b>	means total payment of the Hire Fee and any applicable Hall Charges as charged in the Booking Request Form and requested as payment due in the subsequent invoices;
<b>Function</b>	means the event as described in the Booking Request Form including the use of the Premises and required Facilities.
<b>Hall Charges</b>	means additional charges outside of the Hire Fee which may be charged at the time of booking or retrospectively after the Premises has been reviewed, including but not limited to the Cleaning Charge, Hire Charge, Damages Charge, Booking Administration Fee;



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<b>Hire Charge</b>	means £50 charge for the misuse of the Premises or breach of the Agreement;
<b>Hire Fee</b>	means the fee payable by the Hirer for the hire of the Premises as specified in the Booking Request Form;
<b>Hire Period</b>	means the time or times reserved as stated in the Booking Request Form;
<b>Hirer</b>	mean the legal person responsible for the hiring of the Premises as stated in the Booking Request Form;
<b>Hirer's Handbook</b>	means the folder in the Premises containing all required legal documents and information which is located in the Kitchen;
<b>Premises</b>	means Broadwas Village Hall or any part thereof as stated in the Booking Request Form;
<b>Provisional Booking</b>	means a booking request which is bound by the Agreement but Full Payment is not satisfied and confirmation has not been given by the Village Hall Admin;
<b>Village Hall</b>	means the Trustees of Broadwas Village Hall Trust;
<b>Village Hall Admin</b>	means the Management Committee of Broadwas Village Hall or anyone the Village Hall delegates the responsibility to;

## 2. Hire Agreement and Payment

- 2.1 The Agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer and the Attendees.
- 2.2 Arrangements for access to the Premises will be made with the Village Hall Admin shortly after a booking request status becomes a Confirmed Booking.
- 2.3 You may only occupy the Premises during the agreed Hire Period which should include set up and break down time. Without limiting our other remedies, if the Hirer or any Attendees occupy the Premises beyond the Hire Period this may result in additional Hire Charges being applied.
- 2.4 In consideration of the payment by the Hirer of the Hire Fee, and compliance with the Agreement, the Village Hall will make available the Premises for the Hire Period, for the purposes of the Function.
- 2.5 Full Payment is due prior to the Hire Period as charged in the Booking Request Form and requested as payment due in subsequent invoices. Where payment is outstanding, the booking is a Provisional Booking.
- 2.6 If you do not make Full Payment as requested and the invoice becomes overdue the Village Hall will terminate the Agreement and refuse to confirm the Provisional Booking.
- 2.7 Only Confirmed Bookings have authorisation to use the Premise. Where confirmation is not given and the Premises is used a Hire Charge and applicable Hire Fee will need to be paid as damages.
- 2.8 Payment method is online via PayPal as stated on the invoice.
- 2.9 A non-refundable Booking Administration Charge is applicable to every transaction made via PayPal, excluding the need for a refund under Clauses 5.4.



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- 2.10 When the Hire Period ends the Premises will be inspected and any damage or misuse of or to the Premises will result in Hall Charges being imposed.

## 3 Hirer Obligations

### 3.1 The Hirer shall not:

- 3.1.1 sub-let or use the Premises for any Function other than as described in the Booking Request Form;
- 3.1.2 use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way;
- 3.1.3 do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof allow the use of drugs or smoking on the Premises;
- 3.1.4 use LPG appliances or bringing highly flammable substances onto the Premises;
- 3.1.5 use internal decorations of a combustible nature (e.g. polystyrene, cotton wool);
- 3.1.6 put decorations near light fittings or heaters;
- 3.1.7 use drawing pins or tape on the walls or other surfaces.

### 3.2 The Hirer ('You') warrants and undertakes that:

- 3.2.1 You have legal capacity to accept and understand the Agreement;
- 3.2.2 You are liable and responsible for the actions of all Attendees and must be present at the Function unless written approval for an agent is given by the Village Hall;
- 3.2.3 all information provided shall remain truthful and accurate;
- 3.2.4 the number of Attendees shall not exceed the respective maximum numbers set out in the Booking Request Form or displayed at the Premises;
- 3.2.5 You shall at all times ensure the proper and careful use of the Premises and shall not allow any activity which may damage the Premises, or any neighbouring site, or which may be or become a nuisance, annoyance or disturbance;
- 3.2.6 You shall during the Hire Period keep the Premises in a safe condition;
- 3.2.7 You shall as soon as possible (and in any event within twenty-four (24) hours) notify the Village Hall Admin of any damage to the Premises or to any objects, contents, or fittings in or at the Premises;
- 3.2.8 You shall comply with any conditions imposed by any consent or permission that has been obtained for the purposes of the Function;
- 3.2.9 You shall, and indemnify that all Attendees shall, comply with the Agreement and any applicable laws, including but not limited to:
  - 3.2.9.1 *laws relating to gaming, betting and lotteries;*
  - 3.2.9.2 *Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006, or laws relating to children and vulnerable adults;*
  - 3.2.9.3 *comply with all conditions and regulations required by the Licensing Act;*
  - 3.2.9.4 *if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations;*
  - 3.2.9.5 *the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder;*





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- 3.2.9.6 *all conditions and regulations made in respect of the Premises or Function by the Local Authority;*
- 3.2.9.7 *if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.*
- 3.2.10 You shall ensure that appropriate risk assessments are performed for all activities to be conducted at the Premises as part of the Function and that You provide such risk assessments to the Village Hall on request;
- 3.2.11 ensure the Function does not disrupt the use of any other room hired by other persons, or neighbouring sites;
- 3.2.12 any electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner, using Residual Current Circuit Breakers where appropriate;
- 3.2.13 no animals (including birds), except Assistance Dogs, are to be brought into the building, without written permission of the Village Hall;

## 4 Public safety compliance

- 4.1 The Hirer shall comply with the Premises risk assessments, policies and notices as located in the Hirer's Handbook.
- 4.2 The Fire Service shall be called to any outbreak of fire and details shall be given to the Village Hall Admin within a reasonable time.
- 4.3 The Hirer acknowledges that they have received instruction on the following matters:
  - 4.3.1 the action to be taken in event of fire, includes calling the Fire Brigade, evacuating the hall, and the evacuating meeting place;
  - 4.3.2 the location and use of fire equipment;
  - 4.3.3 escape routes and the need to keep them clear;
  - 4.3.4 method of operation of escape door fastenings;
  - 4.3.5 appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire;
  - 4.3.6 location of the first aid station;
  - 4.3.7 location of the hall's accident book.
- 4.4 At the start of any Function the Hirer shall check the following items:
  - 4.4.1 That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - 4.4.2 That any fire doors are not wedged open.
  - 4.4.3 That there are no obvious fire hazards on the Premises.
  - 4.4.4 That they have read and understood the Hirer's Handbook.

## 5 Cancellation and Termination

- 5.1 Specific cancellation provisions may apply in the event of a pandemic and are set out in Clause 6 below. Otherwise, the provisions of this Clause 5 alone will apply to cancellation or termination.



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- 5.2 If the Hirer requests to cancel a Confirmed Booking the Village Hall requires notice of at least two calendar weeks of the Function to provide a full refund. If cancellation is within two calendar weeks of the Function, then a partial refund of 50% is applicable unless the Hirer accepts a credit note. Where a credit note is accepted a full refund will be credited to the Hirer's account.
- 5.3 If the Hirer wishes to cancel a Provisional Booking, then they are able to do so from their Hirer account via the booking system.
- 5.4 The Village Hall reserves the right to cancel this booking by written notice to the Hirer in the event of:
  - 5.4.1 the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
  - 5.4.2 the Premises becoming unfit for the use intended by the Hirer;
  - 5.4.3 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.
- 5.5 In any such case under Clause 5.4, the Hirer shall be entitled to a refund of any applicable monies already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
- 5.6 The Village Hall reserve the right to terminate any activities at the Premises, and refuse entry to or remove any person, whose conduct is incompatible with the Agreement, including in relation to any: (i) unlawful activity, such as libellous, infringing or discriminatory activity, or any involvement in national or international crimes; (ii) activity which we otherwise deem to be inappropriate, unseemly or offensive, especially if not disclosed to and approved by the Village Hall in advance.
- 5.7 In any such case under Clause 5.6, the Hirer shall not be entitled to a refund and in addition may be charged Hall Charges. The Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## 6 Pandemics, Epidemics and Infectious Diseases

- 6.1 Both the Village Hall and Hirer will comply with any official guidance from UK Government in relation to any pandemic, epidemic or infectious disease, and to notify the other promptly of any impact such a circumstance may have on the performance of our respective obligations under the Agreement.
- 6.2 The Hirer agrees to comply with, and indemnify that all Attendees comply with, any measures communicated, such as, without limitation:
  - 6.2.1 imposing maximum Attendee numbers at the event;
  - 6.2.2 limiting food or drink availability, or changing the means by which either are served;
  - 6.2.3 imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as the use of sanitiser or distancing procedures;
  - 6.2.4 limiting any planned entertainment for your Function;



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- 6.2.5 The Village Hall may acting reasonably revise the Hire Fee to reflect any measures taken and will notify the Hirer as early as is reasonably practicable of any such revisions;
- 6.2.6 If the Village Hall are obliged to close the Premises due to Government restrictions, or if the Village Hall decide to close them due to their own safety concerns, the Village Hall will seek to agree with the Hirer an alternative date for the Function;
- 6.2.7 If agreement cannot be reached regarding Clause 6.2.6 the booking will be cancelled and monies paid will be returned. The Village Hall will have no liability to the Hirer in connection with any such changes in date or cancellation;
- 6.2.8 If you choose not to proceed with the Function for other reasons connected with a pandemic, epidemic or infectious disease, such as regional lockdowns not affecting Worcestershire, or not wishing to hold the Function whilst physical distancing measures are in force, then Clause 5 applies.

## **7 Indemnity and Liability**

- 7.1 Commercial Hirers must hold Public Liability Insurance (£5,000,000 minimum indemnity).
- 7.2 Use of a bouncy castle or any playground/soft play equipment is absolutely prohibited unless agreement with the Village Hall has been agreed in writing. Upon booking, where a bouncy castle or playground equipment is to be used, a Hirer will be required to read and sign 'The Bouncy Castle Waiver' and agrees to absolutely indemnify the Village Hall against any damages or liability connected to the bouncy castle regardless of foreseeability. Once the booking has been reviewed the Village Hall will confirm the booking if deemed acceptable.
- 7.3 The Hirer will indemnify the Village Hall against all liabilities, losses, damages, costs and expenses suffered or incurred by any party arising from:
  - 7.3.1 any third-party claim brought or threatened against the Village Hall from the Hirer's breach of the Agreement; the Hirer's negligence; or any other wrongful act; or omission on the Hirer's part; or the part of any Attendee; or in connection with the Function;
  - 7.3.2 any damage to the Premises, damage to or loss of any property at the Premises, or injury to any person caused by any Attendee; or the Hirer's breach of the Agreement; or any other negligence; or wrongful act; or omission on the Hirer's part; or the part of any Attendee.
- 7.4 The Village Hall will notify the Hirer promptly if they become aware of any claim against which the Hirer is required to provide an indemnity.
- 7.5 The Hirer must notify the Village Hall or the Village Hall Admin promptly of any claim brought or threatened against the Hirer or any other dispute in connection with the Function, providing such details as the Village Hall may require.
- 7.6 The Hirer shall be liable for:
  - 7.6.1 the cost of repair of any damage (including accidental and malicious damage) done to any part of the Premises including the curtilage thereof or the contents of the Premises;



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- 7.6.2 all claims, losses, damages and costs made against or incurred by the Village Hall, their volunteers, agents, or invitees in respect of damage or loss of property or injury to persons arising as a result of the Hirer's Function, including the storage of equipment;
- 7.6.3 all claims, losses, damages and costs made against or incurred by the Village Hall, volunteers, agents, or invitees as a result of any nuisance caused to a third party as a result of the Hirer Function.
- 7.7 Where a claim is made against the Village Hall, the Village Hall is only responsible for proportionate damage which are reasonably foreseeable and damage is caused by the Village Hall's negligence, breach, or failing to use reasonable care and skill.
- 7.8 The Village Hall does not indemnify against the Village Hall Admin who is a third-party service provider.

## 8 End of the Hire Period

- 8.1 The Hirer shall be responsible for:
  - 8.1.1 removing from the Premises, before the end of the Hire Period and to the satisfaction of the Village Hall or any authorised agent, all equipment used for the Function not supplied by the Village Hall, including all litter, waste, or recyclable materials resulting from the Function;
  - 8.1.2 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.
- 8.2 The Hirer is responsible for all costs of fully restoring and reinstating the Premises to the condition prior to the Hire Period.
- 8.3 Where damage occurs or the condition unsatisfactory Hall Charges will be applied, including but not limited to Cleaning Charges, Hire Charges, and or Damages Charge.
- 8.4 Unless otherwise agreed, the Village Hall shall undertake any repairs, reinstatements, or restorations ourselves and pass all costs incurred on to the Hirer as part of the Damages Charge, which may include the costs of specialist craftspeople or consultants (particularly in relation to works of art or items of value).
- 8.5 The Village Hall accept no responsibility for any equipment, items or other articles brought to the Premises by the Hirer or any Attendee or left at the Premises following the Function.
- 8.6 The Village Hall may remove and dispose of anything left at the Premises after the Hire Period.

## 9 No alterations

- 9.1 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 Village Hall.
- 9.2 Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the Premises at the end of the hiring. It will become the property of



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the Village Hall unless removed by the Hirer who must make good to the satisfaction of the Village Hall any damage caused to the premises by such removal.

## **10 General**

### **10.1 Use of Customer Data**

The Hirer grants the Village Hall a nonexclusive, worldwide, transferable, irrevocable right and license to use, store, reproduce, modify, distribute, transmit, and display the Customer Data solely for the purpose of providing and improving services to Hirer, or for any commercial and marketing purposes.

### **10.2 Relationship between the Parties**

Nothing in this Agreement creates any partnership or relationship of principal and agent between us and you. Neither party may make any commitments on the other party's behalf.

### **10.3 Data Protection**

The Village Hall will comply with applicable law in relation to personal data processed.

The Hirer must (and must ensure that all relevant Attendees) comply with applicable data protection law in relation to any personal data processed or provided in connection with the Function. In particular, the Hirer must ensure that any disclosure of any relevant personal data is lawful, that any consent necessary to disclose relevant personal data is obtained.

Any personal information you provide the Village Hall or an agent thereof as part of the booking process is governed by the Village Hall Data Protection Policy. The Village Hall is not liable for any associate breach or damages as a result of the Village Hall Admin.

### **10.4 Assignment and sub-contracting**

You may not assign, sub-contract or otherwise dispose of any of your rights or obligations under the Agreement without the Village Hall's written consent.

### **10.5 Severability**

If any provision (or part of a provision) of this Agreement is held to be invalid or unenforceable, then such provision (or relevant part, as the case may be) shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Agreement, and the validity and enforceability of the other provisions (and part provisions) of this Agreement shall not be affected.

### **10.6 Law**

The Agreement and any connected claims shall be governed by and construed in accordance with English law, and subject to the exclusive jurisdiction of the English courts.





# Broadwas Village Hall

## **Complaints Policy – April 2023**

### **1. Introduction**

This document aims to help you understand the complaints procedure managed by: Broadwas Village Hall Management Committee

### **2. What can you complain about?**

If you think we have failed to provide a satisfactory standard of service, please let us know. Your complaint may be about the quality of the facilities, safety of the users, the handling of a particular situation or issue, the handling of personal data, or any other matter. We are committed to equal opportunities and take complaints about discrimination very seriously

### **3. Who will deal with your complaint?**

You can download a complaint form from our website or take a printed one from the Hirer's Handbook. If you are filling out a paper copy this will need to be put in an envelope and address FOA Chairman. Email complaints should be sent to [broadwasvillagehall@outlook.com](mailto:broadwasvillagehall@outlook.com) for the attention of the Chairman. The Chairman upon receipt of your complaint will respond in writing via email.

If you are not happy with the response, then you will be invited to address your complaint to the whole committee, who will listen to your concerns, consider the issues and whether the actions were appropriate. The committee will then decide on any further actions. We will take every complaint seriously and we will treat everyone who complains with respect and courtesy.

### **4. When will you hear from us?**

We will let you know that we have received your complaint within ten working days. We will write to you in response to your email.

In most cases you will receive a full written response to your complaint within twenty working days. If we cannot give a full reply in this time, we will write to you and let you know why and how we are dealing with your complaint.

If the complaint is complex, we aim to let you have a full reply within twenty-five working days.

Any safety concerns that would endanger a Village Hall user would be dealt with immediately notice is received.





# Broadwas Village Hall

## Broadwas Village Hall Complaints Form

Please use this form to make your complaint, but if you prefer you can write a letter or email.  
Once filled out please leave this in our post box.

Name	
Organisation (if applicable)	
Email	
Telephone	
Tell us about your complaint, clearly outlining:	
Why are you not satisfied?	
What do you want us to do to put things right?	
Additional Comments	
Have you tried to resolve your complaint before? If "yes", when? If "yes", how?	
Any other comments	
Signed	
Print name	
Date	



# Broadwas Village Hall

## **5. Broadwas Village Hall POLICY ON PUBLIC INTEREST DISCLOSURE (Whistle Blowing Policy)**

The Broadwas Village Hall management committee is committed to ensuring the highest possible standards of care and the highest possible ethical standards in delivering the services it provides. This policy demonstrates the Committee's commitment to recognise and take action in respect of malpractice, illegal acts or omissions by the Committee members, Hall users and/or volunteers. It is the responsibility of all committee members and volunteers to ensure that if they become aware that the actions of other committee members, Village Hall users or volunteers might compromise this objective, they will be expected to report the matter in the safe knowledge that this matter will be treated seriously and sensitively.

### **5.1 Scope of the Policy**

The policy applies to all Committee members, Village Hall agents and volunteers.

Situations may arise when it is not appropriate or the "concerned" person feels unable to report incidents to the most "available" committee member.

These may include:

- i. Malpractice or ill treatment of a child, young person and/or vulnerable adult.
- ii. Suspected fraud.
- iii. A criminal offence is, has or likely to be committed.
- iv. Disregard for legislation e.g. health and safety legislation.
- v. Damage to the environment.

This list is not exhaustive

### **5.2 Procedure for Reporting**

- A. All committee members and volunteers who reasonably believe they have concerns as described on the complaints form, are encouraged to discuss them with the person(s) involved.
- B. In certain cases it is recognised that individuals may be reluctant to voice their concerns, particularly if the conduct or action of a colleague is involved. If this situation is applicable, the person is requested to discuss their concerns with the chairperson for the Village Hall committee.
- C. The Committee will do its utmost to ensure that a "concerned" person feels able to raise such concerns confidentially and without fear of subsequent action being taken against them.
- D. In all cases, the "concerned" person has the right to discuss their concerns with the chairperson for Village Hall committee.
- E. All committee members and volunteers are reminded of their obligations with regard to confidentiality and to only discuss concerns on "a need to know basis"

### **5.3 Committee Responsibilities**



# Broadwas Village Hall

These are as follows:

- A. Take the concern seriously
- B. Consider the issues fully and sympathetically
- C. Recognise that raising a concern can be a difficult experience for some
- D. Seek advice where necessary
- E. Treat the matter confidentially
- F. Reassure the “concerned” person about protection in the event of possible reprisals or victimisation.

The “concerned” person will receive an initial written response within five working days, including details of any further action to be taken, and a full written response within seven working days of the completion of the investigation.

If the “concerned” person is not satisfied with the outcome, the committee recognises the right of individuals to pursue the matter further. The full committee would be called together to consider the concerns. Confidentiality is a priority in such sensitive situations.

Concerns about the committee Chairman – if the concerns were about the Chairman, the Vice Chairman would consider the complaint.



# Broadwas Village Hall

## **Control of Substances Hazardous to Health Regulations (COSHH)**

### **Broadwas Village Hall Policy**

The law requires a business, which uses substances that might cause harm to health, to control the risk to its employees. Broadwas Village Hall has no employees and therefore there is no obligation to record a formal risk assessment but, it makes sense to write down what steps Broadwas Village Hall Management Committee (BVHMC) have taken to identify the risks and list any actions they have taken to control the risks to health.

This Policy will be reviewed annually to ensure that it is kept up to date and takes into account any changes in the village hall.

### **Identification of the hazards**

The only substances used in the village hall are cleaning products. These include

- Floor Cleaner
- Toilet Cleaner
- Washing Up Liquid
- Surface Cleaner
- Bleach
- Polish
- Urinal Tablets

Manufacturer or distributor data sheets have been obtained for each substance and providing the substances are used in accordance with the manufacturer's instruction, risks are minimal. All the substances are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

### **Who might be harmed and how?**

The regular user of all these substances is limited to the contract cleaner, which could be several times per week. Hall users might come into contact with some substances if required as a part of their obligation to leave the hall in a clean and tidy state.

- Substances could splash onto skin, into eyes or mouth. Liquids could be consumed orally.
  - Small splashes onto the skin can be washed off with water without harm being suffered.
  - Small splashes into the eye can be irrigated with water and small splashes into the mouth can be washed out with water. Small levels of exposure onto the skin, into the mouth or into eyes will have no lasting detrimental effect on the users if washed or irrigated immediately.



# Broadwas Village Hall

Wilful misuse could lead to much more serious harm resulting in hospitalisation.

## **What are the risks and precautions taken?**

Substances are locked away in a cleaning cupboard which is located in the Kitchen Store Room.

The code for the cupboard is:

If used in accordance with the manufacturer's instruction, users will not be exposed to risk.

As the substances being used in the village hall are commonly found in domestic settings, their risk will be familiar to anyone using them. However, as all products are different and can have their own specific risks, an exclusive list of products to be used in the village hall has been agreed by BVHMC.

## **Systems of work**

Washing up liquid are kept in the kitchen on the windowsill out of the reach of children. As they could be used, albeit occasionally, by a variety of hall users they need to be accessible.

Other substances are kept in the cleaner's cupboard with access for hall users only. As all products are domestic in nature, purchased from the local supermarket, they remain in the manufacturers packaging with clear instructions on use and potential hazards. No chemicals or substances are purchased in bulk and transferred into small containers. All products are used and only packaging is disposed in the appropriate bin in accordance with local authority recycling requirements.

Substance COSHH Data Sheets are available on request.

## **COSHH Product Data Sheet Summary**

Only approved cleaning products should be used in this village hall. If used in accordance with the manufacturer's instructions, approved cleaning products will be safe and not hazardous to health.

If cleaning products get onto the skin, the affected area should be washed with soap and water as soon as possible. If cleaning products are splashed into the eyes, they should be irrigated with water as soon as possible. These are included in the First Aid Station.

If cleaning products are ingested, they should be diluted by drinking copious volumes of water as soon as possible. Any one concerned about any misuse of a cleaning product or suffering symptoms after a misuse, they should seek urgent medical attention.



# Broadwas Village Hall

## Safeguarding Policy – April 2023

### Principles

The welfare of Children or Vulnerable Adults is paramount and is the responsibility of everyone. All Children and Vulnerable Adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting physical violence, sexism and racism towards Children or Vulnerable Adults will not be permitted or tolerated.

A copy of this policy will be displayed for the attention of all in the village hall and made available to hirers.

Broadwas Village Hall is run by trustees and volunteers with the aid of sub-contractors. It has no employees. All trustees, volunteers, and agents have a duty to safeguard vulnerable users of the Hall and its premises, and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety; or concerns relating to discriminatory or financial violation or exploitation of Children or Vulnerable Adults.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith from Abuse. Ensuring that it safeguards and promotes the welfare of Children during their time spent at the Village Hall. The Trustees recognise that some adults are also vulnerable to abuse. Accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of

Vulnerable Adults.

### Definitions

Abuse	means a violation of an individual's human and civil rights by any other person which may: <ul style="list-style-type: none"><li>i. consist of a single act or repeated acts;</li><li>ii. be physical, verbal or psychological;</li><li>iii. be an act of neglect or an omission to act;</li><li>iv. occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which he or she has not consented or cannot consent;</li><li>v. occur in any relationship;</li><li>vi. result in significant harm to, or exploitation of the person subject to it.</li></ul>
Child	means those under the age of 18.
Vulnerable Adult	means a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.





# Broadwas Village Hall

A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

## 1. Policy

No member of the trustees, helpers or other volunteers will have unsupervised access to children unless appropriately vetted.

### Procedure

All members of the trustees, helpers or other volunteers will be made aware of this policy and the relevant vetting procedures. Hirers must ensure that any activities for Children or Vulnerable Adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide the Committee with a copy of their Safeguarding Policy and evidence that they have, where necessary, carried out relevant checks through the Disclosure and Barring Service (DBS). The trustees of the hall must carry out safe recruitment practices.

## 2. Policy

A trustee will be appointed to be responsible for Children and Vulnerable Adults protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to relevant protection agency.

### Procedure

The named person is the Chairman.

## 3. Policy

All suspicions or allegations of abuse against Children and Vulnerable Adults will be taken seriously and dealt with speedily and appropriately.

### Procedure

The appointed person will:

- i. Know who to contact at the local authority.
- ii. Know who to contact in Social Services for advice and referrals.
- iii. Know about helplines and other sources of help for children and young people and vulnerable adults.
- iv. Ensure an environment that has the opportunity to raise any child protection or vulnerable adult protection concerns.



# Broadwas Village Hall

## 4. Policy

All trustees and volunteers will be required to become aware of the issues surrounding Children and Vulnerable Adults.

### Procedure

Copies of the relevant Acts and Department of Health guidelines will, **if necessary**, be held by the trustees as reference material for volunteers. Relevant Child Protection training for trustees will be encouraged. ACRE's Safeguarding Information Sheet 5 is attached for further information: [Information-Sheet-5-Safeguarding-April-2021-Final.pdf](#)

## 5. Policy

The trustees will endeavour to keep the premises safe for use by Children and Vulnerable Adults. The trustees recognise that a higher standard of safety is required when used by small children, and those who cannot read notices such as adults with physical or learning disabilities.

### Procedures

The trustees will carry out regular health, safety and fire risk assessments in line with current legislation. The committee will require the Hirer to report any damage, breakages or safety issues needing attention to the appropriate trustee which will be dealt with as soon as is practicable.

Organisations hiring the hall for activities for Children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring the hall for activities for Children will be made aware of this policy. Organisations hiring the hall for activities specifically involving Vulnerable Adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve Vulnerable Adults will be made aware of this policy.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to Children and Vulnerable Adults. Appropriate supervision will be arranged if necessary.

## 6. Policy

The trustees will ensure that the Hirer is made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to Children. The trustees will ensure that the Hirer is aware that no Children may be admitted to films when they are below the age classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

### Procedures



# Broadwas Village Hall

The Terms and Conditions for the village hall will set out the obligations on the hirers with regard to their legislative obligations.

## **7. Policy**

The policies and procedures will be regularly reviewed.

### **Procedures**

An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New trustees and volunteers will be provided with an understanding of their responsibilities in matters of child protection.

## **8. Policy**

Members of the local community who use the Village Hall facilities should be aware of the Child Protection policies as adopted by the trustees.

### **Procedure**

All hirers who wish to use the hall for activities which include Children and Vulnerable Adults other than for hire for private parties arranged for invited friends and family only will be asked to produce a copy of their Vulnerable Users Policy. A copy of this document will be displayed for the attention of all.



# Broadwas Village Hall

## Health and Safety Policy – April 2024

### Legislation Check List

Legislation	Action Needed	Does it Apply?	Has it been actioned?
2.1 Health and Safety at Work Act, 1974	Provide safe premises; Provide HSE poster or leaflet with contact addresses to employees.	Yes	Yes
2.2 Management of Health and Safety at Work Regs 1999	Risk Assessment and follow up.	Where there are employees*	Not Applicable
2.3 Workplace (Health, Safety and Welfare) Regs 1991/1992	Look after employee welfare (heating, sanitation etc.). Provide first aid box.	Where there are employees*	Not Applicable
2.4 Provision and Use of Work Equipment Regs 1998	Where equipment is used: risk assessment, follow up, training and maintenance.	Where equipment is used*	Yes
2.5 Manual Handling Operations Regs 1992	Risk Assessment of operations involving moving furniture/equipment and follow up.	Where there are employees*	Not Applicable
2.6 Personal Protective Equipment at Work Regulations 1992	Provide adequate protective equipment (e.g. gloves, safety glasses).	Where there are employees*	Not Applicable
2.7 The Control of Substances Hazardous to Health Regulations (CoSHH)	Risk assessment for substances used and follow up.	Where there are employees*	Not Applicable
2.8 Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995 (RIDDOR)	Provide an Accident Book or forms. Report all serious incidents	Where there are employees*	Not Applicable
2.9 Electricity at Work Regs 1989	All electrical systems and equipment to be installed and maintained in safe condition; routine checks as appropriate; Portable appliances to be tested annually.	Yes	Yes
2.10 The Regulatory Reform (Fire Safety) Order 2005	Risk assessment of fire hazards and follow up. Obtain advice from fire authority re provision and maintenance of fire precautions, fire fighting equipment, detection, fire exits. Training.	Yes	Yes, Fire Training needs to be booked.



# Broadwas Village Hall

2.11 The Licensing Act 2003	Risk assessments and health & safety policy may be expected as part of operating schedule.	Yes	Yes
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Legislation	Action Needed	Does it Apply?	Has it been actioned?
2.12 The Occupiers Liability Act 1984	Ensure any dangers on the premises (including outside) are dealt with by warnings and/or fencing as appropriate.	Yes	Yes
2.13 The Control of Asbestos Regulations 2012	Locate any asbestos, check its condition, manage the risk. See Information Sheet 14.	Yes	Yes
2.14 Health and Safety (Display Screen Equipment) Regs 1992	Check Health and Safety Handbook for details.	Where employees use VDUs*	Not Applicable
2.15 The Food Hygiene (England) Regulations 2006	All food provided on the premises must be safe.	Yes	Yes
	Food Businesses must be registered in writing to the district (or borough) council.	See Information Sheet 20 to check	Not Applicable
	Specifies basic food hygiene standards for premises used for food preparation – see Information Sheet 20.	Yes if food is prepared or served on the premises	Yes
	All food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work – see Information Sheet 20.	Yes if food is regularly prepared on the premises	Yes
	Certain foods are subject to temperature control requirements, refrigeration may be required. See Information Sheet 20.	Yes, if food is prepared or served on the premises	Yes
2.16 The Children Act 1989	Organisations providing childcare must register and comply with inspections.	Where child care takes place	Not Applicable
2.17 The Water Supply (Water Fittings) Regulations 1999	All water fittings and equipment must conform to these regs.	Yes unless installed before legislation	Yes



# Broadwas Village Hall

\* Note that although these regulations only apply to premises where people are employed the over-arching Health and Safety at Work Act applies to all premises to which the public and volunteers have access, and some users may have employees so it is prudent for all village halls to operate as if they applied.

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

This document is the Health and Safety Policy of Broadwas Village Hall.

### **Our policy is to:**

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

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

The Management Committee considers the promotion of the health and safety of all those who use the hall and its premises, including contractors who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage volunteers, helpers, committee members and users to engage in the establishment and observance of safe working practices.

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

### **Signed: (On behalf of the Management Committee)**

Name: Georgina Tabberer

Position: Chairman

Date: 05.03.2023





# Broadwas Village Hall

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

The Management Committee has overall responsibility for health and safety at Village Hall.

The person (s) delegated by the Management Committee to have day to day responsibility for the implementation of this policy is/are:

**Name: Owen Walters**

Position: Vice Chairman

**Name: Georgina Tabberer**

Position: Chairman

**Name: John Turley**

Position: Caretaker

It is the duty of all to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should email [broadwasvillagehall@outlook.com](mailto:broadwasvillagehall@outlook.com), or make an entry in the Breakages and Defect section of the Hirer's Handbook located in the Kitchen, as soon as possible so that the problem can be dealt with.

Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the storage room.

### **The following persons have responsibility for specific items:**

First Aid Box: The Management Committee and Caretaker

Reporting of accidents: Everyone

Fire precautions and checks: The Management Committee and Caretaker

Training in use of hazardous substances and equipment: Everyone

Risk assessment and inspections: The Management Committee and Caretaker

Information to contractors: The Management Committee and Caretaker

Information to hirers: The Management Committee, Virtual Assistant, and Caretaker

Insurance: The Management Committee and Hirers where applicable



# Broadwas Village Hall

A plan of the hall is located in the Hirer's Handbook (and included) showing the location of fire exits, routes of escape, and equipment.

## **Part 3 – Organisation of Health and Safety**

### **3.1 License**

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	Is the hall licensed?	Period of license
Performance of Live Music	Yes	Week Days 10:00 – 01:00 Saturday 10:00 – 00:00
Performance of Recorded Music	Yes	
Performance of Dance	Yes	
The Sale or Supply of Alcohol	No	Not Applicable

Standard Public Entertainment License Conditions apply.

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

The Management Committee with responsibility for testing for the fire risk assessment.

- i. Company hired to maintain and service fire safety equipment: A & E Fire & Security
- ii. Address: Tel No: 080031443
- iii. Location of service record is in the Management Folder.

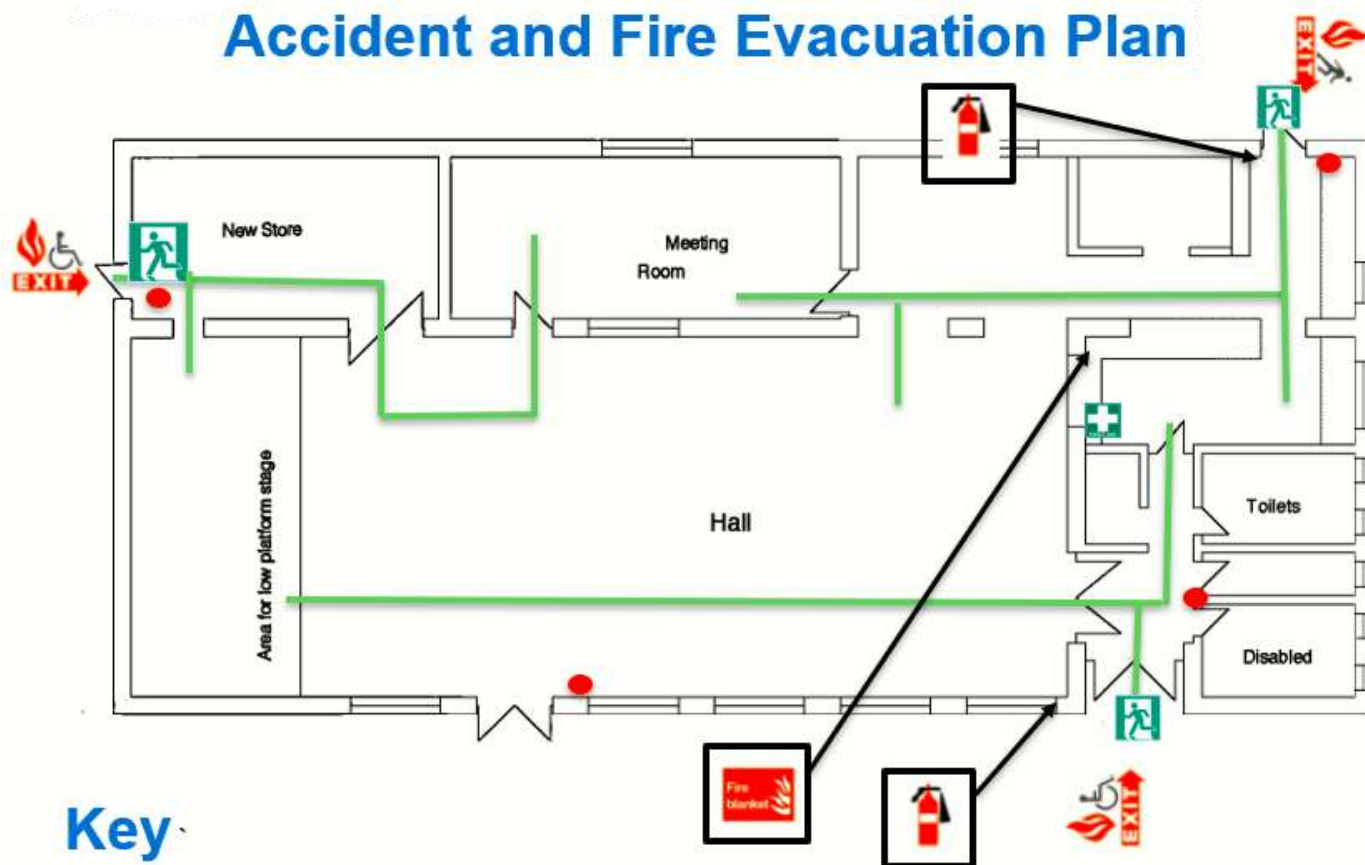
#### List of Equipment

Item	Test Interval	Next Service Date
Emergency Lighting	Weekly Visual Check Monthly Activation Test	Annually in March
Fire Exits	Weekly Visual Check	Annually in March
Fire Fighting Appliances	Weekly Visual Check	Annually in March
Fire Alarm	Weekly Activation Test	Annually in March
Consumer Unit	Annual RCD Test	August 2027



# Broadwas Village Hall

## Accident and Fire Evacuation Plan



### Key

	Alarm Points
	Exit Route
	Fire Aid
	Fire Blanket
	Fire Exit – Disabled Access
	Fire Exit
	Fire Extinguishers



# Broadwas Village Hall

### 3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:

Charles Hastings Way, Worcester WR5 1DD

The location and telephone no. for the nearest doctor's surgery is: Knightwick – 01886 821279

The First Aid Box is located in: The Kitchen

The person responsible for keeping this up-to-date is: The Chairman

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee.

The person responsible for completing RIDDOR forms and reporting accidents is: The Chairman

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

1. fracture, other than to fingers, thumbs or toes
2. amputation
3. dislocation of the shoulder, hip, knee or spine
4. loss of sight (temporary or permanent)
5. any penetrating injury to the eye (including chemical)
6. injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
7. any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
8. unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
9. acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
10. acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.
11. Relevant examples of reportable dangerous occurrences include:
12. electrical short circuit or overload causing fire or explosion
13. collapse or partial collapse of a scaffold over 5m high
14. unintended collapse of a building under construction or alteration, or of a wall or floor
15. explosion or fire.



# Broadwas Village Hall

## 3.4 Safety Rules

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

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

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

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

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

1. Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
2. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
3. Do not work on steps, ladders or at height until they are properly secured and another person is present
4. Do not leave portable electrical or gas appliances operating while unattended
5. Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
6. Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
7. Do not stack more than five chairs
8. Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
9. Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.



# Broadwas Village Hall

10. Wear suitable protective clothing when handling cleaning or other toxic materials
11. Report any evidence of damage or faults to equipment or the building's facilities to the Management Committee via email or through the Breakages section in the Hirer's Handbook.
12. Report every accident in the accident book to the Management Committee via email.

Be aware and seek to avoid the following risks:

1. creating slipping hazards on stairs, polished or wet floors – mop spills immediately;
2. creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors;
3. use adequate lighting to avoid tripping in poorly lit areas;
4. risk to individuals while in sole occupancy of the building;
5. risks involved in handling kitchen equipment e.g. cooker, water heater and knives;
6. creating toppling hazards by piling equipment e.g. in store cupboards.

## 3.5 Contractors

The management committee will check with contractors (including self-employed persons) before they start work that:

1. the contract is clear and understood by both the contractors and the committee
2. the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
3. contractors have adequate public liability insurance cover
4. contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
5. contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
6. contractors have their own health and safety policy for their staff
7. the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
8. any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

## 3.6 Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: Aviva via Village Guard, Allied Westminster.





# Broadwas Village Hall

Address: Allied House, Holgate Lane, Boston Spa, Wetherby LS23 6BN

Policy No: VH 88/0047440/BS70972

Date of Renewal: 23 / 07 / 23

Any risks excluded or special conditions users should be aware of:

It does not cover the use of:

- Playground equipment including bouncy castles
- Marquees
- Computer and electronic equipment over £2,000

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

The management committee will review this policy annually. The next review is due in April 2024.

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or volunteers.

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

- The Health and Safety Executive (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
- The Fire Authority.
- The local environmental health department.



# Broadwas Village Hall

## **Fire Safety Policy**

### **THE BUILDING**

Broadwas Village Hall was opened in 1974 with a small extension to the kitchen added not long after. A more significant extension of the main hall and the addition of a meeting room and a store room was completed in 2021.

The building is single storey brick construction under a tiled and part flat roof of a simple layout consisting of the main hall, meeting room, store room, kitchen and toilets.

### **ASSESSMENT**

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, requires an assessment to be carried out in most occupied buildings as to the risk to persons in the event of fire. Where more than five people are employed or where any form of licence is in place, the results of the assessment should be written down.

The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances to do so.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes 5 steps to be taken when carrying out a Fire Risk Assessment:

- 1 – Identify fire hazards
- 2 – Identify people at risk
- 3 – Evaluate, remove, reduce and protect from risk
- 4 – Record, plan, inform, instruct and train
- 5 - Review

### **1. RISK OF FIRE**

The risk of fire occurring combines the availability of an ignition source in the presence of combustible materials and oxygen. The chance that an established fire will result depends on the quantity, flammability and continuity of fuel.

For reasons elaborated upon below and control measures in place it is considered that overall, the risk to occupants from fire is in the hall LOW.



# Broadwas Village Hall

**Fuel:-** Very little easily ignitable fuel exists in the Hall under normal circumstances. On occasions such as Nearly New Sale or Christmas Fare additional fuel is brought in so especially on these occasions supervision and the control of ignition sources is paramount. The largest normal concentration of combustible material is in the store room. Portable electrical equipment is used from time to time.

**Ignition:-**

The main sources of ignition are the various items of electrical equipment located in the hall and kitchen e.g. cooker, kettles, microwave, fridge, water heater, sound equipment. There are five wall mounted electric heaters and three Air Source Heating / Air Conditioning Units. The Air Source Heating Pumps are located externally on the flat roof. Smoking is prohibited anywhere in the building and no naked flame equipment is in use.

**Oxygen:-**

From atmospheric air, no additional sources.

## 2. PEOPLE AT RISK

It can be said that everyone in the building is potentially at risk from a fire. However specific consideration is paid to those who are especially at risk.

These include children, disabled, and the elderly (including mobility, hearing, vision etc.)

## 3. EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

**Evaluate:-**

The risk of fire occurring is considered to be LOW. However, during cooking activities, the risk can be regarded as moderate. The main sources of ignition comprise electrical equipment located in the kitchen and the potential for overheating during cooking.

**Remove, Reduce:-**

Combustible materials are kept away from sources of heat and equipment. Heating units are regularly serviced and maintained in a good state of repair. Elsewhere, electric sockets and lighting are well maintained and portable appliances are subject to Portable Appliance Testing (PAT) where appropriate.

Conditions of hire require that children are supervised at all times. Level exits are available at front and rear accessible by wheelchairs.

**Protect:-**



# Broadwas Village Hall

Protection of occupants is based on the provision of appropriate fire protection as follows-

Fire warning - manual fire alarm system with bells

Fire-fighting – appropriate fire extinguisher in hall and specific to cooking in the kitchen.

Escape routes – three designated exit routes

Lighting – emergency lighting inside and outside all exits and in open spaces operates on a power failure.

Signs and notices – All exit routes signed with 'running man' signs. Fire action notices at all exits.

Maintenance – Inspection and maintenance is partly 'in house' (Quarterly) plus annual professional inspections

## **Occupancy:-**

Available exits are sufficient for up to 200 occupants but based on floor space and for comfort the management limit is 150. There is no record of this figure being reached.

## **4. RECORD, PLAN, INFORM, INSTRUCT AND TRAIN**

### **Record:-**

Significant findings and action taken to prevent and reduce the risk to people are contained in the preceding sections of this report.

All fire prevention and firefighting equipment is maintained in effective working order through periodic checking, servicing and maintenance. Results of checks and tests of alarm system, extinguishers, emergency lighting, and exit doors are recorded in the records book provided and kept in the kitchen.

Regular checks are made Quarterly together with general health and safety matters. An annual check is made of the fire extinguishers, and fire alarm and certificates of inspection obtained. The building electrical system is also checked on a five yearly basis. The whole installation was checked in 2017 but the new extension parts were subject to certification.

### **Plan:-**

The village hall is a simple layout with clear well signed fire escapes and fire extinguishers. Conditions of hire state that fire and other exits must not be obstructed and must be checked by the hirer at the commencement of hire.

A diagram of the village hall layout, designated fire exit routes and alarm points is attached at Appendix "A"

### **Inform:-**



# Broadwas Village Hall

Requirements for proper control of fire safety by hirers is contained in the conditions of hire document published online at [broadwasandcotheridgecommunity.co.uk](http://broadwasandcotheridgecommunity.co.uk)

## **Instruct:-**

Instructions for actions in case of fire are posted at each exit / alarm point

The conditions of hire of the village hall state that fire and other exits must not be obstructed. Conditions of hire are published online.

## **Train:-**

The building is of a simple and straightforward layout. New hirers will be shown the exit routes, location of exits, activation of panic latches and fire alarm call points. The location of fire extinguishers is clear but the emphasis will be on compliance with the fire instructions instead of expecting public to fighting fires. Information for calling the Fire Brigade is displayed on the main entrance hall notice board.

**Operate the fire alarm, Evacuate the building, Call the Fire Brigade.**

## **5. REVIEW**

This assessment is a revision of earlier documents following completion of extension works and improvements to the village hall completed in 2021.

The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively. If at any time this assessment is felt to be no longer valid it must be replaced.

**December 2021 – Ver 2.**

**Geoffrey Winkworth MBE BSc FIFireE**



# Broadwas Village Hall

## Data Protection Policy – April 2023

### 1. Personal Data held

Chairman	<ul style="list-style-type: none"> <li>• Home pc - names, email addresses and telephone numbers for trustees, volunteers and staff.</li> <li>• Dates of birth of trustees, names, email addresses, telephone numbers and addresses for trustees</li> <li>• Correspondence with hirers and other local people.</li> <li>• Diary - names and telephone numbers.</li> <li>• Mobile – names and telephone numbers.</li> <li>• Paper files - records from hall Accident Book.</li> <li>• Correspondence with insurers and contractors.</li> <li>• Hall archives.</li> </ul>
Treasurer, or those authorised to make financial payments	<ul style="list-style-type: none"> <li>• Recent financial records and correspondence with companies relating to financial actions.</li> <li>• Dates of birth of trustees, names, email addresses, telephone numbers and addresses for trustees</li> </ul>
Trustees	<ul style="list-style-type: none"> <li>• Names, email addresses and telephone numbers for trustees, volunteers and contractor.</li> </ul>
Village Hall Admin	<ul style="list-style-type: none"> <li>• Names, telephone numbers, email addresses, addresses of hirers and enquirers.</li> <li>• Mobile – names and numbers for trustees and regular hirers.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Trustee names, numbers, email addresses</li> </ul>

### 2. What Data we collect and why

<u>Type of Information</u>	<u>Purpose</u>	<u>Legal Basis for Processing</u>
Trustees' and Committee Members' title, name, address, telephone number(s), email address(es), date of birth, start and end date of service.	Overall management of Broadwas Village Hall as a charity.	For the purpose of Broadwas Village Hall's legitimate interests in the continued operation of the Hall.
Contractor's title, name, address, telephone number(s), email address(es), bank details, contracts.	Routine management of Broadwas Village Hall and enabling payment of invoices.	For the performance of contracts between Broadwas Village Hall and its contractors.
Hirers' title, name(s), address(es), telephone number(s), email address(es), financial transactions.	Overall management and booking of Broadwas Village Hall. Including maintaining Broadwas Village Hall's	For the performance of or for entering into contracts between hirers and Broadwas Village Hall.





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	finances and receiving payments for the hiring of the Hall.	For the purpose of Broadwas Village Hall's legitimate interests in the continued operation of the Hall.
Donors' and Supporters' title, name, address, telephone number(s), email address(es), bank details (all if voluntarily given).	For recording charitable income and enabling communication with donors.	For the legal obligation of maintaining Broadwas Village Hall's financial records and charitable status.  For the purpose of Broadwas Village Hall's legitimate interests of enabling events to be managed and maintaining contact with supporters of the charity.
Articles for publication, photographs and videos of Committee Members, Donors, Supporters and regular Hirers.	For use in Broadwas Village Hall's publicity and promotional material through various print and digital media.	The data subject's granted consent. The data subject's consent will be sought at as early an opportunity as possible. The data subject may withdraw their consent at any time by contacting us by e-mail or letter.
Supporters, Hall Users, and Hirer's email addresses.	For use in distributing Broadwas Village Hall's publicity and promotional material.	The Support's, Hall Users, and Hirer's granted consent through the terms and conditions or by voluntarily providing their email address to join the mailing list.  Consent may be withdrawn at any time by contacting us by e-mail.

### 3. The Data Protection Principles

The Act contains 8 principles for processing personal data with which we must comply:

- A. Personal data shall be processed fairly and lawfully and in a transparent manner.
- B. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.



# Broadwas Village Hall

- C. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- D. Personal data shall be accurate and, where necessary, kept up to date.
- E. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- F. Personal data shall be processed in accordance with the rights of data subjects under UK Legislation.
- G. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- H. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

## **4. Data Protection Policy and Procedures**

We are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of Personal Data (PD) in order to carry on our work of managing Broadwas Village Hall (BVH). This personal information must be collected and handled securely.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.

The charity will remain the data controller for the information held. The trustees, agents, and volunteers are personally responsible for processing and using personal information in accordance with the Data Protection Act and GDPR. Trustees, agents, and volunteers who have access to personal information will therefore be expected to read and comply with this policy.

### **4.1 Purpose**

The purpose of this policy is to set out the BVH commitment and procedures for protecting personal data. Trustees regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal with. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen.

The following are definitions of the terms used:

Act	means the Data Protection Act 1998 and General Data Protection Regulations - the legislation that requires responsible behaviour by those
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# Broadwas Village Hall

	using personal information.
Data Controller	means the trustees who collectively decide what personal information BVH will hold and how it will be held or used.
Data Subject	means the individual whose personal information is being held or processed by [AVH] for example a donor or hirer.
'Explicit' consent	<p>is a freely given, specific agreement by a Data Subject to the processing of personal information about her/him.</p> <p>Explicit consent is needed for processing "sensitive data", which includes:</p> <ul style="list-style-type: none"> <li>i. Racial or ethnic origin of the data subject</li> <li>ii. Political opinions</li> <li>iii. Religious beliefs or other beliefs of a similar nature (</li> <li>iv. Trade union membership</li> <li>v. Physical or mental health or condition</li> <li>vi. Sexual orientation</li> <li>vii. Criminal record</li> <li>viii. Proceedings for any offence committed or alleged to have been committed</li> </ul>
Information Commissioner's Office (ICO)	means the ICO is responsible for implementing and overseeing the Data Protection Act 1998.
Processing	means collecting, amending, handling, storing or disclosing personal information.
Personal Information	means information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

## 4.2 Applying the Data Protection Act within the charity

We will let people know why we are collecting their data, which is for the lawful purpose of managing the hall, its hiring, marketing, publicity for events, fundraising and finances. It is our responsibility to ensure PD is only used for this purpose unless specific consent is given or the PD is already in the public domain. Access to personal information will be limited to trustees, staff and volunteers.

Where individuals need to be identified in public documents e.g. minutes and harm may result, initials rather than full names will normally be used.

## 4.3 Correcting data



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Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement.

Any concerns about complying with a SAR need to be discussed promptly with the halls named DP contact or with the ICO, e.g. if it is manifestly un-factual or excessive

## 4.4 Responsibilities

BVH is the Data Controller under the Act, and is legally responsible for complying with Act, which means that it determines what purposes personal information held will be used for.

The Management Committee will take into account legal requirements and ensure that it is properly implemented, and will through appropriate management and strict application of criteria and controls:

- A. Collect and use information fairly.
- B. Specify the purposes for which information is used.
- C. Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
- D. Ensure the quality of information used.
- E. Ensure the rights of people about whom information is held, can be exercised under the Act

These include:

- i. The right to be informed that processing is undertaken.
- ii. The right of access to one's personal information.
- iii. The right to prevent processing in certain circumstances.
- iv. The right to correct, rectify, block or erase information which is regarded as wrong information.
- v. Take appropriate technical and organisational security measures to safeguard personal information.
- vi. Ensure that personal information is not transferred abroad without suitable safeguards.
- vii. Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.
- viii. Set out clear procedures for responding to requests for information.

All trustees, staff and volunteers are aware that a breach of the rules and procedures identified in this policy may lead to action being taken against them.



# Broadwas Village Hall

The Management Committee will be responsible for ensuring that the policy is implemented and will have overall responsibility for:

- A. Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- B. Everyone processing personal information is appropriately trained to do so
- C. Everyone processing personal information is appropriately supervised
- D. Anybody wanting to make enquiries about handling personal information knows what to do
- E. Dealing promptly and courteously with any enquiries about handling personal information
- F. Describe clearly how the charity handles personal information
- G. Will regularly review and audit the ways it holds, manages and uses personal information
- H. Will regularly assess and evaluate its methods and performance in relation to handling personal information.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998. In case of any queries or questions in relation to this policy please contact the BVH Chairman.

## 4.5 Procedures for Handling Data & Data Security

BVH has a duty to ensure that appropriate technical and organisational measures and training are taken to prevent:

- A. Unauthorised or unlawful processing of personal data;
- B. Unauthorised disclosure of personal data;
- C. Accidental loss of personal data.

All trustees, staff and volunteers must therefore ensure that personal data is dealt with properly no matter how it is collected, recorded or used. This applies whether or not the information is held on paper, in a computer or recorded by some other means e.g. tablet or mobile phone.

Personal data relates to data of living individuals who can be identified from that data and use of that data could cause an individual damage or distress. This does not mean that mentioning someone's name in a document comprises personal data; however, combining various data elements such as a person's name and salary or religious beliefs etc. would be classed as personal data, and falls within the scope of the DPA. It is therefore important that all staff consider any information (which is not otherwise in the public domain) that can be used to identify an individual as personal data and observe the guidance given below.

## 4.6 Operational Guidance

### **4.6.1 Email:**



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All trustees, staff and volunteers should consider whether an email (both incoming and outgoing) will need to be kept as an official record. If the email needs to be retained it should be saved into the appropriate folder or printed and stored securely.

Emails that contain PD personal information no longer required for operational use, should be deleted from the personal mailbox and any "deleted items" box.

Where someone not a trustee, employee or contractor needs to be copied into an email e.g. a wider circulation list for an upcoming event, we encourage use of bcc instead of cc, so as to avoid their PD being shared through forwarding

## **4.6.2 Phone Calls:**

Phone calls can lead to unauthorised use or disclosure of personal information and the following precautions should be taken:

- i. Personal information should not be given out over the telephone unless you have no doubts as to the caller's identity and the information requested is innocuous.
- ii. If you have any doubts, ask the caller to put their enquiry in writing.
- iii. If you receive a phone call asking for personal information to be checked or confirmed be aware that the call may come from someone impersonating someone with a right of access

## **4.6.3 Laptops and Portal Devices**

All laptops and portable devices that hold data containing personal information must be protected with a suitable password which is changed regularly. Where sensitive data or financial information is held an encryption program should be used.

Ensure your laptop is locked (password protected) when left unattended, even for short periods of time.

When travelling in a car, make sure the laptop is out of sight, preferably in the boot.

If you have to leave your laptop in an unattended vehicle at any time, put it in the boot and ensure all doors are locked and any alarm set.

Never leave laptops or portable devices in your vehicle overnight.

Do not leave laptops or portable devices unattended in restaurants or bars, or any other venue.

When travelling on public transport, keep it with you at all times, do not leave it in luggage racks or even on the floor alongside you.

## **4.6.4 Data Security and Storage:**





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Store as little PD as possible relating to BVH on your computer or laptop; only keep those files that are essential. Personal data received on disk or memory stick should be saved to the relevant file on the server or laptop. The disk or memory stick should then be securely returned (if applicable), safely stored or wiped and securely disposed of.

All business-critical data will be stored separately on the BVH OneDrive with access limited to essential personal such as the Chairman, Vice Chairman, and Treasurer.

#### **4.6.5 Passwords:**

Do not use passwords that are easy to guess. Passwords should contain both upper and lower-case letters and preferably contain some numbers. Ideally passwords should be 6 characters or more in length. Protect Your Password; common sense rules are:

- i. Do not give out your password
- ii. Do not write your password somewhere on your laptop
- iii. Do not keep it written on something stored in the laptop case

#### **4.6.6 Data Storage:**

Personal data will be stored securely and will only be accessible to authorised volunteers or agents.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records and management documents will be up to 7 years. Other correspondence and emails will be disposed of when no longer required or when trustees, staff or volunteers retire.

All personal data held for the organisation must be non-recoverable from any computer which has been passed on/sold to a third party.

#### **4.6.7 Accident Book:**

This will be checked regularly. Any page which has been completed will be removed, appropriate action taken and the page filed securely.

BVH may use general photographs of events with groups of adults at the hall for publicity purposes in accordance with its lawful basis for using PD. Photos of children must not be used without the written consent of the parent or guardian. However, BVH is aware that for some individuals publicising their location could place them or their families at risk. Consequently at large events at which publicity photos may be taken a notice should be posted at the entrance, or an announcement made, providing opportunity for people to refuse taking part in publicity photographs. At small events the consent of individuals (verbal) should be obtained if their image will be clearly identifiable. Hirers are encouraged to comply with this policy.



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## 4.6.8 Data Subject Access Request

We may occasionally need to share data with other agencies such as the local authority, funding bodies and other voluntary agencies in circumstances which are not in furtherance of the management of the charity. The circumstances where the law allows the charity to disclose data (including sensitive data) without the data subject's consent are:

- A. Carrying out a legal duty or as authorised by the Secretary of State Protecting vital interests of a Data Subject or other person e.g. child protection;
- B. The Data Subject has already made the information public;
- C. Conducting any legal proceedings, obtaining legal advice or defending any legal rights;
- D. Monitoring for equal opportunities purposes – i.e. race, disability or religion.

We regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. If an agency asks for PD not in compliance with one of the above e.g. to obtain information about improving a service a consent form will need to be issued to the data subjects asking for their consent to pass their PD on.

We intend to ensure that personal information is treated lawfully and correctly.

## 4.6.9 Risk Management

The consequences of breaching Data Protection can cause harm or distress to service users if their information is released to inappropriate people, or they could be denied a service to which they are entitled. Trustees, staff and volunteers should be aware that they can be personally liable if they use customers' personal data inappropriately. This policy is designed to minimise the risks and to ensure that the reputation of the charity is not damaged through inappropriate or unauthorised access and sharing.



# Broadwas Village Hall

## Diversity and Equality Policy – April 2023

### Statement of Intent

The Management Committee acknowledges that the United Kingdom is diverse in culture, race, beliefs and religion. We believe that no individual, or group of people, should receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation, or geographical location. The committee acknowledges that members of these groups are often under-represented, exposed to prejudice and stereotyping, and suffer various disadvantages within our society.

The purpose of this statement is to set out clearly and fully the positive action that the Management Committee intends to take to combat direct and indirect discrimination in management of the hall, relationships with other bodies, and the services it provides to the community, community organisations and individuals. The Management Committee is committed to providing equality of opportunity in all areas.

### The Aims of the Management Committee

In line with our original purpose from 1971, our Constitution states:

*"for the purposes of a Parish Room for the use of the inhabitants of the Parish of Broadwas and adjoining districts in the County of Worcester (hereinafter called "the area of benefit") **without distinction of political, religious, or other opinions** including use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants."*

Meaning we:

- will challenge practices, legislation and institutions, which seek to discriminate against or deny the rights of individuals or groups in any form;
- will seek to take positive action to address the inequalities in our society;
- are committed to the equal opportunities policy set out in this document and will work to develop, improve and monitor it.

### Policy Statement

- All hirers have a moral obligation not to discriminate against any individual or group of individuals. In voice, poster or advertising associated with hiring the village hall.
- The hall is hired on a first come basis and can be hired by any responsible group, unless it is considered that there is a risk to the well being of the community, neighbours or the hall itself.



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- The hire of the hall is on a set Hire Fee which is set and communicated to the Hirer's. To ensure equality no special discounted rates are applied to individuals, charges are transparent and equal for all who use the hall.
- Instances of discrimination, harassment, or victimisation, made to the committee and in breach of this policy, will be dealt with on a swift, strict and confidential basis by the committee.

For completeness the following definitions apply:

## **Discrimination:**

- When someone is treated less favourably than another person because of a protected characteristic.
- Discrimination against someone because they associate with another person who possesses a protected characteristic.
- Discrimination against someone because others think they possess a protected characteristic.
- When a rule or policy applies to everyone, but disadvantages a particular protected characteristic.

## **Harassment:**

- Someone can complain of behaviour they find offensive, even if it's not directed at them.
- Someone can complain of behaviour by a volunteer, employee or third party not employed by the Management Committee.

## **Victimisation:**

Someone is treated badly because they have made / supported a complaint or grievance under the Equality Act 2010.

## **Principles**

We acknowledge the definitions of various groups of people who are vulnerable to discrimination as set out in the Equality Act 2010. The Trust will support and implement

the legislation and will work to ensure that no person protected by the legislation is discriminated against unlawfully, and that any positive obligations and duties are performed.

We give the following specific commitments:

- where reasonably practical widen accessibility by removing barriers which make it difficult for people with disabilities to use the hall;
- provide facilities for people with disabilities to enable them to participate in activities by encouraging such people through dissemination of this document to let us know what specific facilities might be of assistance to them;



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- ensure that the design of publicity and information take account of the needs of people with disabilities;
- deal with any complaints of discrimination promptly, impartially, thoroughly and confidentially;
- ensure all agent, hirers and committee members are aware of this policy by displaying it without our Hall and on our web-site;
- ensure that the equal opportunities policy is monitored and reviewed annually;
- challenge racism in any form and encourage its users to do the same;
- challenge sexist policies, practices and attitudes (including policies, practices and attitudes which may relate to sexual orientation and gender re-assignment) and encourage users to do the same;
- challenge age discrimination in policies, procedures and attitudes;
- endorse the right of each individual to his or her own religious belief or the absence of a belief;
- encourage people from underrepresented groups to attend and participate in the activities of the hall.

## **Code of Conduct**

- People will be treated with dignity and respect regardless of the group to which they belong.
- People's feelings and views will be valued and respected. Language or humour that people find offensive will not be used or tolerated, e.g. racist jokes or derogatory terminology.
- No one will be harassed, abused or intimidated on the grounds that they belong to a vulnerable group.
- Incidents of harassment will be taken seriously and the trustees will undertake investigations of any complaints quickly, impartially, thoroughly and confidentially.



# Broadwas Village Hall

## **Bouncy Castle & Play Equipment Policy – July 2024**

### **Summary**

Broadwas Village Hall (BVH) does not provide any insurance for the use of bouncy castles. BVH is only responsible for advising hirers that they must put appropriate arrangements in place and cannot accept any responsibility in the event of any accident.

As stated in our 'Terms of Hire' under section 7 *Indemnity and Liability*, the use of a bouncy castle or any playground equipment is absolutely prohibited unless authorisation is agreed with BVH in writing. Upon booking, where a bouncy castle or playground equipment is to be used, a Hirer will be required to read and sign this, 'The Bouncy Castle Waiver', and agrees to absolutely indemnify the Village Hall against any damages or liability connected to the Bouncy Castle regardless of foreseeability. Once the booking has been reviewed the Village Hall will confirm the booking if deemed acceptable.

### **Responsibility Statement**

If you're hiring a bouncy castle for your event, you can be held liable if injury or damage is caused. Personal liability insurance eliminates this financial risk and it is the Hirer's responsibility to ensure insurance is in place to mitigate any risk. It may already be part of your home insurance policy, so check with your insurance broker or ask the supplier of the Bouncy Castle if public liability insurance can be purchased with your hire.

As the Hirer indemnifies BVH, the hire of the Premises WILL NOT include insurance for play equipment or bouncy castles.

### **Conditions**

When booking, the Hirer must declare that they intend to have a bouncy castle or play equipment. This declaration will imply a commitment to make sure that:

1. This waiver is completed and returned to BVH for review;
2. The bouncy castle will be supervised at all times by an adult (over 18);
3. Public/Personal liability insurance will be in place as required.
4. They understand the use of 'Didi Cars' or equipment/toys with wheels is prohibited in the Premises.

BVH reserves the right request proof of insurance (a copy of the bouncy castle supplier's Public Liability Insurance (£5,000,000 minimum indemnity) for the bouncy castle or play or similar equipment to cover the installation and removal from the Premises) and may prohibit the use of





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the castle/equipment, or even to cancel the booking if appropriate evidence is not provided on request.

Please understand that these arrangements are being introduced so that the Management Committee and the Hirers can be sure that proper protection is in place.

Only approved bouncy castles or play or similar equipment is authorised to be used of the Premises. Failure to gain approval will result in a Hire Charge and your Function may be cancelled or ended early.

## **Hirer Responsibility before you hire**

The Health and Safety Executive (HSE) supports two industry inspection schemes for inflatables run by PIPA and ADiPs. Most play inflatables will therefore display either a numbered PIPA tag or an ADiPs declaration of compliance (DoC) to show they comply with British Standard BS EN 14960.

You can use their websites to check safety tests have been carried out and to find out what to do if the equipment has no PIPA tag or ADiPs DoC (you may be risking people's safety if the inflatable doesn't have one of these).

The PIPA scheme specifically covers inflatables devices that fall within the scope of the BS EN 14960, and they have guidance on the equipment PIPA inspect (PDF) .

The ADiPs scheme covers a wider range of inflatable play equipment as well as more traditional fairground rides.

As part of the Waiver, you will need to confirm you have performed the diligence recommended by the HSE.

Where using Bounce World as the supplier, as they are an approved user at the Premises, checks will not be needed as we have undertaken them ourselves.

## **Hirer Obligations - Supervision and Safety Instructions**

Hirers are required to follow these instructions.

- The castle/equipment must be adequately secured;
- Soft matting covering hard surfaces must be placed adjacent to the front or open sides;
- There should be responsible adult supervision, paying close attention to the children at play at all times during its use;
- The number of children using the bouncy castle/equipment must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding;



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- A rota system for different age or size groups should be operated together with the observance of any age limit of users;
- All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents if using the bouncy castle;
- Eating while using the equipment must not be allowed.

Additionally, the hirer should ensure that the Hire Company (the supplier) of the bouncy castle/equipment:

- Fully complies with the Health and Safety Executive Guidance Note PM76 – “The Safe Operation of Inflatable Bouncing Devices” (this important guide deals with all aspects of safety);
- Employs suitably experienced and trained adult personnel, where the Company are responsible for setting up, operation and supervision of the bouncy castle;
- Provides written evidence of a current Public Liability Insurance Policy with a Limit of Indemnity of at least £5 million. This insurance is to cover the liability of the Hire Company. Note that this is unlikely to extend to cover the hirer of the equipment.
- Provides written instructions about the safe setting up, operation, and supervision of the equipment, and that the name and address of the manufacturer or supplier is clearly marked upon it.

## Further information

- [Amusement Device Inspections Procedures Scheme \(ADIPS\)](#)
- [PIPA Inflatable Play Inspection](#)
- [Hire Association Europe Bouncy Castle Safety Instructions](#)
- [Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](#)



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## **Bouncy Castle & Play Equipment Waiver – July 2024**

1. This Waiver does not take away or negate any terms and conditions governed by the Broadwas Village Hall Terms of Hire, and should be read in conjunction with the Terms of Hire.
2. Broadwas Village Hall accepts no liability for any injury or loss, however caused, by any bouncy castle or play or similar equipment brought into the Premises. The use of a bouncy castle or play or similar equipment is subject to the following terms and conditions.
3. The hirer must agree to abide by these 'Terms and Conditions for the use of bouncy castles' and sign the Waiver before a bouncy castle or other equipment may be used at the Premises.
  - 3.1 The hirer is responsible for checking the dimensions of the bouncy castle to ensure that it may be safely used on the Premises, and that its use will not block any Fire Exits.
  - 3.2 The Hirer confirms they have read the Bouncy Castle & Play Equipment Policy and have performed the diligence checks required and agrees to adhere to the Policy as terms of the Waiver.
  - 3.3 The Hirer understands the use of 'Didi Cars' or any equipment/toys with wheels is prohibited in the Premises.
  - 3.4 The Hirer, by signing this waiver, expressly accepts all obligations and responsibilities under this Policy, in parallel to the obligations under the Terms of Hire, and accepts the creation of a second legally binding agreement under this Waiver.
- 4 This Waiver has been made available to the Hirer at the time of their booking. By proceeding with the booking, the hirer is deemed to have accepted these terms and conditions.

<b>Signed</b>	
<b>Printed</b>	
<b>Dated</b>	
<b>Event Date</b>	
<b>Booking Reference</b>	
<b>Supplier</b>	Bounce World, Other - .....
<b>Equipment</b>	Bouncy Castle - Soft Play – Hoppers – Inflatables – Other .....
<b>The Hirer understands the use of 'Didi Cars' or equipment/toys with wheels is prohibited in the Premises.</b>	