

Semley Village Hall



Safety Policy

1. General Statement of Policy

This document contains Semley Village Hall policies for Health and Safety, Health and Hygiene, Fire Safety and Safeguarding Vulnerable Persons. It is also a reference document for village hall management and hirers.

Our policy is to:

- 1) Provide healthy and safe working conditions, equipment and systems of work for our users, employees, volunteers, and committee members.
- 2) Keep the village hall and equipment in a safe and clean condition for all users.
- 3) Reduce the risk of fire, prevent fire, provide fire extinguishing equipment to fight fire and provide sufficient exits for users in the event of fire.
- 4) Safeguard vulnerable users.
- 5) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Semley Village Hall Management Committee to comply with all Health and Safety, Food Hygiene, Fire Safety, Safeguarding Vulnerable Persons 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.

Employees, 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 and/or harm to themselves or others.

A copy of the policy will be placed in the Village Hall, on the Village Hall website and be made available on request to hirers.

Signed:

Name: Mr. A. C. Duthie

Position: Chair: Semley Village Hall Management Committee

Issue:	Date:	Notes:
1	October 1 st 2020	Initial issue of Combined Safety Policies; updated to reflect COVID-19 guidance issued on 24/09/2020
2	August 1 st 2023	Updated to reflect revised usage, approval of Premises Licence, and Revised Risk Assessment Templates

2. Semley Village Hall and Play Area

2.1 The Premises

2.1.1 Location and Description

Semley Village Hall is located in the village of Semley in South West Wiltshire, 4 miles north east of the hilltop town of Shaftesbury, Dorset.

The premises include the village hall, community play area, car park and grassed area to the front of the hall. A site plan is shown below.



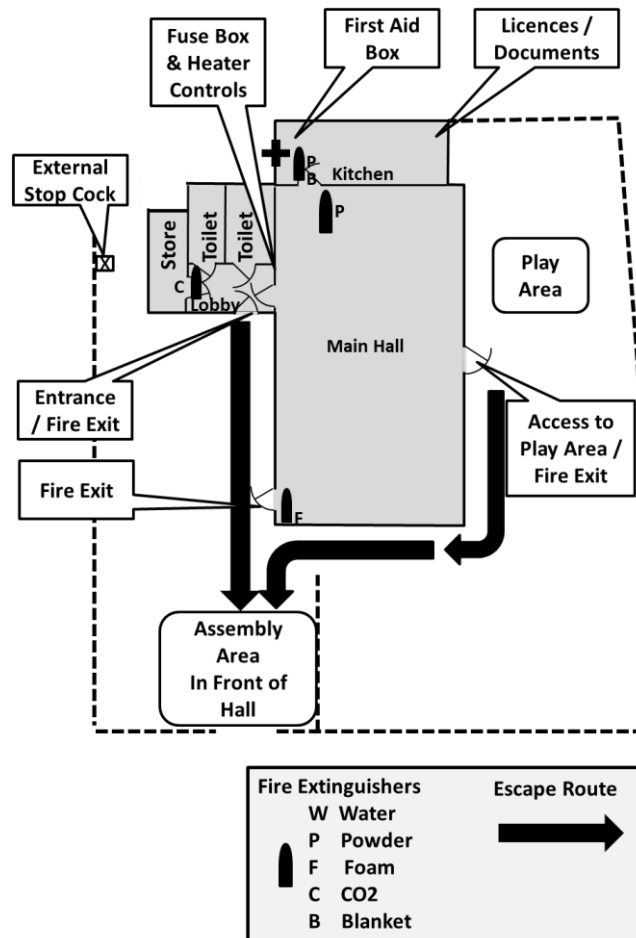
Plan of Premises

Figure 1

2.1.1.1 Village Hall

The village hall was built in the early 1900s. It is mainly constructed of brick. The ridged roofs on the main hall and kitchen are constructed of timber and roof tiles. The flat roofs over the toilets and store room are constructed of timber and roofing felt. The hall entrance is accessed via wooden gates and concrete paths leading from the adjacent car park and lay-by to the front of the hall.

A plan of the hall is shown in Figure 2 showing the location of First Aid Box, Fuse Box, Heater Controls, Fire Extinguishers, Fire Exits, Assembly Point and Stop Cock.



Location of Fire Equipment, Fire Exits, Escape Routes, Assembly Point, First Aid, Heater Controls, Fuse Box and Water Stop Cocks

Figure 2

The main hall (11.5 metres by 5.35 metres) with capacity for up to 124 people based on 0.5 sq metres per person (as stated in Building Regulations Approved Document B), has a wood floor, wood panelled and plastered walls, double glazed windows and boarded ceiling. The main hall was refurbished during 2009 and 2010 with damp proofing, double glazing, new electrics and sockets, fluorescent strip lighting and electric heating, new curtains and picture rails. It is accessed from the lobby. There are 2 emergency exits; one leading to the Play Area to the north side of the hall and the other to the front of the hall.

The kitchen (5 metres by 2.2 metres), accessed via a door from the main hall has a tiled floor, tiled and brick walls, double glazed windows, plastered ceiling, fluorescent strip lighting and electric heating. It has been improved with new storage units, worktops, fridge and dishwasher plus crockery and cutlery as well as a pre-owned cooker and micro-wave. A serving hatch is located between the kitchen and the main hall.

There are two toilets, each with a W.C. and sink, vinyl floor covering, brick walls partially clad with UPVC sheets, double glazed window, proximity lighting and plastered ceilings. The larger of the two has a baby changing shelf. They are accessed from the lobby.

The lobby is the main access point to the village hall with doors to the main hall, toilets and store room. It has a vinyl floor covering, brick wall and plastered ceiling, half-glazed door, lighting and is the location for the electric meters, fuse box and heater controls.

The store room has a vinyl floor, brick walls, double glazed window, plastered ceiling and lighting.

2.1.1.2 Play Area

The grassed play area, enclosed by a wooden picket fence, is adjacent to the north-west facing wall of the village hall. It is accessed via a wooden gate at the front of the hall or via the emergency exit in the main hall. The play area has wooden double swings, stepping stones, balance beam, climbing rings, hanging tyres, agility mound, tunnel and slide, mud kitchen on wooden decking, bench seating and an 8 seat table and chair combo unit.

2.1.1.3 Car Park

The car park, on the south-east side of the hall is constructed of compressed road planings. There is a wire fence with metal gate on the boundary with the field to the north-west, a stone wall and wire fence on the boundary with the railway line and a wooden picket fence and double gates for vehicular access on the boundary with the road verge to the north-east. Two pedestrian gates in the fence between the car park and the hall allow access to the hall and the play area. A high voltage transformer mounted on poles is adjacent to the car park. It has “Risk of Death” signage and barbed wire is located beneath the electrical equipment to stop people climbing up the poles.

2.1.1.4 Storage Shed

A wooden storage shed is located outside of the hall, to the rear of the toilets. It is accessed from the hall via a gated concrete path or directly from the car park.

2.1.1.5 Paths and Grassed Area and Fire Assembly Point

Concrete paths over grass enable step free access between the car park, lay-by, village hall, play area and storage shed.

2.1.1.6 Fire Assembly Point

The Fire Assembly Point is located in front of the hall adjacent to the play area and the gate to the lay-by.

2.1.2 Occupancy and Usage

2.1.2.1 Village Hall

Based on available floor area (11.5m by 4.15m excluding space for shelving), the maximum number of people allowed in the hall is 95 standing or 75 if they are seated at tables. The hall is available for use by all members of the community and those visiting the area and can include children under 16, disabled and vulnerable adults.

The hall is primarily used for private events and band practice during weekday and weekend evenings throughout the year, with the addition of film nights, speaker evenings, and live music during the week from late autumn to late spring. Community meetings such as Parish Council meetings, the Annual Parish Meeting and Village Shop Annual General Meetings are held during weekday evenings. There is interest in holding community events during weekdays. The typical usage and likely times of such usage are shown below.

Time	Typical Usage	
	Weekdays	Weekends
00.00 to 08.00	Closed	Closed
08.00 to 13.00	Private Events	Private Events, Community Events
13.00 to 18.00	Private Events	Private Events, Band Practice
18.00 to 24.00	Community Events, Band Practice	Private Events, Band Practice

Typical Usage of Semley Village Hall
Figure 3

2.1.2.2 Play Area

The play area is available for use by children living in, or visiting, the community and adults supervising their play. The adults could be ageing, vulnerable and have some disabilities.

The play area can be used during the hours of daylight, but realistically it will only be used during the hours that children and guardians will be outside.

2.1.3 Premise Licence

Semley Village Hall has a Premises Licence allowing:

- Sale of alcohol, playing of recorded music and performance of live music for profit, between 07.00 and 00.00, and
- Screening of films for profit between 10.00 and 23.00.

The Management Committee and Hirers of the hall are required to abide by the terms and conditions of the licence that is displayed in the kitchen.

The Premises License does not allow the following types of entertainment for profit:

- theatrical performance, indoor sporting event, boxing or wrestling (indoor or outdoor), holding of dances.

If Semley Village Hall is to be used for any of the above activities, then it is the responsibility of the Hirer or Organiser to ensure that the required Temporary Event Notices are submitted.

2.1.4 No Smoking Policy

Smoking is forbidden in Semley Village Hall. Smokers may smoke outside the hall, in the designated area adjacent to the car park and opposite the Play Area.

3.0 Organisational Responsibilities

The Semley Village Hall Management Committee has overall responsibility for health and safety, hygiene, fire safety and safeguarding of vulnerable people at Semley Village Hall in accordance with the relevant legislation.

3.1 Duty of Care

It is the duty of all committee members, volunteers, employees, hirers, users, visitors and contractors 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.

Should anyone using the hall come across a fault, damage or other situation which might cause injury, harm or affect a person's health and cannot be rectified immediately they should inform the Responsible Person stated below, or the Bookings Secretary, 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.

3.2 Delegated Responsibilities

The Management Committee will delegate the responsibility for maintaining and implementing this policy to a Responsible Person who may be assisted, if necessary, by a Competent Person or Competent Persons familiar with the premises and safety policy.

3.2.1 Responsible Person

The Responsible Person delegated by the management committee to have responsibility for the maintaining and implementing this policy is:

Name: Mr. A. C. Duthie

Telephone: 01747 830396

Address: 122 Church Green, Semley, Shaftesbury, Dorset, SP7 9AS

The above person is responsible for the following items:

- Cleanliness of the Premises
- First Aid Box
- Reporting of Accidents
- Fire Precautions and Checks
- Safeguarding of Vulnerable People
- Risk Assessment and Inspections
- Information to Contractors
- Information to Hirers
- Insurance

3.2.2 Competent Person

Certain activities may be delegated to a Competent Person who is familiar with the premises, fixed installations and portable equipment and who has relevant knowledge and experience to help maintain and implement of this policy.

3.2.3 Booking Secretary

The Booking Secretary will provide all new hirers with information/training about health and safety, hygiene, fire safety and safeguarding procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of equipment etc.)

Hirers will be advised or shown the locations of:

- Notices pertaining to Health and Safety, Health and Hygiene, Fire Safety and Safeguarding,
- Accident Book and
- Copy of this Policy Document

3.3 Hirers Agreement

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

The following statement will be included in the Hiring Agreement:

“It is the intention of Semley Village Hall Management Committee to comply with all Health and Safety, Health and Hygiene, Fire Safety and Safeguarding Vulnerable Persons legislation and to act positively where it can reasonably do so to prevent injury, ill health, harm or any danger arising from its activities and operations.

Hirers, users 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.”

3.4 Risk Assessments

Management Committee decisions on Safety Policy and day to day Safety Management will be informed by Risk Assessments. These are organised and methodical assessments of:

- the premises,
- the activities carried out there, and
- the severity and likelihood of a potential incident that could cause harm to those in and around the premises

The Objectives of the Risk Assessments are:

- identify hazards that can do harm,
- reduce the risks of those hazards to as low as practicably possible,
- to help determine what physical and management arrangements are necessary to ensure the safety of people in the event of an incident including accident and fire.

The Risk Assessment procedure is:

- identify the hazards,
- identify who / what might be at risk,
- evaluate the risk,
- remove or reduce or protect against the risk, and
- review.

A Risk Assessment Template, based on that published by Health and Safety Executive in 2014 shall be used. The following fields will require population:

- Potential Hazards
- What might happen and how?
- What risk mitigations are already in place?
- Risk Assessment (Severity, Likelihood and Score)
- Action to control / reduce this risk
- Owner
- Due Date
- Done

3.5.1 Calculation of Risk Score

Risk scores are calculated by plotting the likelihood of harm against the severity of the injury or harm sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5.

A matrix is then produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high.

Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in the following way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury or harm sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic (Death)
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.

4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the intrinsic risk of the item,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

It is important to note that where an outcome is Catastrophic, but for which the likelihood is Rare this will present a score of $1 \times 5 = 5 = \text{Low Risk}$. Similarly, a Certain event for which the consequence is Insignificant will present a score of $5 \times 1 = 5 = \text{Low Risk}$.

It is important to consider likelihood and consequence, and not just one of the factors in isolation. The multiplication of the factors into a risk matrix is shown in Figure 4, with a judgement made as to risk scoring indicated by colours:

- Green = LOW risk,
- Amber = MEDIUM risk and
- Red = HIGH risk.

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
L i k e l i h o o d	1 Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Figure 4
Calculation of Risk Scores

3.5.2 Remedy Action Plan

Deficiencies and recommendations should be copied into Remedy Action Plan template shown in Figure 5 and the appropriate action prioritised and taken.

Significant Findings – Remedy Action Plan

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non-urgent priority or for future consideration</i>

**Remedy Action Plan Template
Figure 5**

4.0 Health & Safety Arrangements and Procedures

4.1 Regulations

Semley Village Hall Management Committee can be regarded as a legal entity under health and safety law, even though it doesn't employ anyone and is only made up of volunteers.

It has legal responsibilities under health and safety law to take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is '*reasonably practicable*'.

The Health and Safety at Work Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It's sometimes referred to as HSWA, the HSW Act, the 1974 Act or HASAWA.

It sets out the general duties which:

- employers have towards employees and members of the public;
- employees have to themselves and to each other; and
- certain self-employed have towards themselves and others.

The basic requirements are that an employer, and therefore the management committee:

- appoints a competent person to manage health and safety;
- prepares a health and safety policy;
- prepares a Risk Assessment to identify hazards and assess risks at work;
- consults with workers to involve them in and inform them about health and safety
- provide information and training so workers know what their health and safety duties are;
- has the right workplace facilities including toilets, washbasins and other welfare facilities workers need;
- provides First Aid kit, trains workers and appoints first aiders;
- display the law poster or give workers the equivalent leaflet;
- get employers' liability insurance; and
- report certain injuries, near-misses and work-related illnesses to HSE.

4.1.1 Play Area

To address potential misunderstandings, the Health and Safety Executive (HSE) has issued guidelines for Play Areas.

HSE fully supports the provision of play for all children in a variety of environments. HSE understands and accepts that this means children will often be exposed to play environments which, whilst well-managed, carry a degree of risk and sometimes potential danger.

HSE recognises that play brings the world to life for children. It provides for an exploration and understanding of their abilities; helps them to learn and develop; and exposes them to the realities of the world in which they will live, which is a world not free from risk but rather one where risk is ever present. The opportunity for play develops a child's risk awareness and prepares them for their future lives.

4.2 Responsibilities

4.2.1 Semley Village Hall Management Committee

The Semley Village Hall Management Committee has overall responsibility for health and safety of people at Semley Village Hall and the Play Area. It considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors who may work there, to be of great importance.

The effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, the Management Committee will seek to encourage committee members, volunteers, users and contractors to engage in the establishment and observance of safe working practices.

The Village Hall Management committee has no responsibility under the Health and Safety at Work Act for risks created by:

- the work activity of others, such as those maintaining the building,
- activities organised by those who use the hall, or
- the actions of those using the play area.

4.2.2 Bookings Secretary

The Bookings Secretary plays an important role in implementing the health and safety policy of those using the village hall and carries this out by:

- ensuring all hirers complete a booking form;
- ensuring that they are aware of the Health and Safety Policy as well as the hiring agreement;
- ensuring that they are aware of the fire exits and the evacuation procedure;
- the location of the First Aid Box and Accident Book;
- ensuring that any hirer bringing portable electrical equipment into the hall must confirm that it has passed a PAT test or is in good condition and safe for us; and
- to report any damage or faults.

4.2.3 Users

Users of the village hall have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of the village hall or control of equipment on the premises.

Users of the play area have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they are using equipment in the play area.

If the user has at least one employee they will also have wider duties under health and safety law.

4.2.4 Working Alone

Volunteers, users, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky, regular checks should be made.

In the event of an accident, a mobile phone and telephone number of someone who can help should be provided.

4.2.5 Electrical Testing

HSE guidelines for portable electrical equipment inspection and testing intervals are shown in Figure 6. Accordingly:

- Class I and Class II equipment, leads and plugs will be visually inspected annually;
- Class II equipment, leads and plugs will be tested every 2 years; and
- Other leads and plugs will be inspected every 4 years.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to
Notes: <ul style="list-style-type: none"> • Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate. • Over time, when you look at the results of user checks, visual inspections and, where appropriate, portable appliance tests, you will notice trends. These may tell you that you need to look at or test electrical equipment less (or more) often, depending on the number of problems being found. Some examples of how to do this are shown on our website (www.hse.gov.uk/electricity/fag-portable-appliance-testing.htm). • If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval. 			

Suggested Intervals for Checking Portable Electrical Equipment

Extract from HSE leaflet INDG236 (Rev3), published 09/2013

Figure 6

Fixed electrical installations and wiring in Village Halls and Community Centres needs to be checked, inspected and tested in accordance with BS7671 IET Wiring Regulations 18th Edition: 2018.

To align with PAT testing, the following schedule will be followed:

- Routine Check will be conducted annually
- Fixed Wire Testing to enable issuance of an Electrical Installation Condition Report (EICR) will be undertaken every 4 years (more often than 5 years stated in BS7671)

4.2.6 Play Area

HSE wants to encourage a focus on the sensible and proportionate control of real risks and not on unnecessary paperwork. HSE's primary interest is in real risks arising from serious breaches of the law and investigations are targeted at these issues.

HSE guidance states that striking the right balance between protecting children from the most serious risks and allowing them to reap the benefits of play is not always easy. It is not about eliminating risk. Nor is it about complicated methods of calculating risks or benefits. In essence, play is a safe and beneficial activity. Sensible adult judgements are all that is generally required to derive the best benefits to children whilst ensuring that they are not exposed to unnecessary risk. In making these judgements, industry standards such as EN 1176 offer bench marks that can help.

Striking the right balance means:

- Weighing up risks and benefits when designing and providing play opportunities and activities.
- Focussing on and controlling the most serious risks, and those that are not beneficial to the play activity or foreseeable by the user.
- Recognising that the introduction of risk might form part of play opportunities and activities.
- Understanding that the purpose of risk control is not the elimination of all risk, and so accepting that the possibility of even serious or life-threatening injuries cannot be eliminated, though it should be managed.
- Ensuring that the benefits of play are experienced to the full.

Striking the right balance *does not* mean:

- All risks must be eliminated or continually reduced.
- Every aspect of play provision must be set out in copious paperwork as part of a misguided security blanket.
- Detailed assessments aimed at high-risk play activities are used for low-risk activities.
- Ignoring risks that are not beneficial or integral to the play activity, such as those introduced through poor maintenance of equipment.
- Mistakes and accidents will not happen.

Those providing play opportunities should focus on controlling the real risks, while securing or increasing the benefits – not on the paperwork.

Play providers should use their own judgement and expertise as well as, where appropriate, the judgement of others, to ensure that the assessments and controls proposed are

proportionate to the risks involved. They should communicate what these controls are, why they are necessary and so ensure everyone focuses on the important risks.

It is important that providers' ensure that:

- The beneficial aspects of play - and the exposure of children to a level of risk and challenge - are not unnecessarily reduced.
- Assessment and judgement focus on the real risks, not the trivial and fanciful.
- Controls are proportionate and so reflect the level of risk.

To help with controlling risks sensibly and proportionately, the play sector has produced the publication *Managing Risk in Play Provision: Implementation Guide* which provides guidance on managing the risks in play. The approach in this guidance is that:

- risks and benefits are considered alongside each other in a risk-benefit assessment, to ensure,
- any precautions are practicable and proportionate and reflect the level of risk.

HSE supports this guidance, as a sensible approach to risk management.

Recognising that Semley village hall management committee does not have depth of expertise in the play sector, the play area will be inspected and risk assessment prepared annually by an accredited 3rd party such as RoSPA Play Safety Ltd. The management committee will review recommendations for remedial work and implement them in a timely manner based on importance.

Play providers are expected to deal with risk responsibly, sensibly and proportionately. In practice, serious accidents of any kind are very unlikely. On the rare occasions when things go wrong, it is important to know how to respond to the incident properly and to conduct a balanced, transparent review.

In the case of the most serious failures of duty, prosecution rightly remains a possibility, and cannot be entirely ruled out. However, this possibility does not mean that play providers should eliminate even the most trivial of risks. Provided sensible and proportionate steps have been taken, it is highly unlikely there would be any breach of health and safety law involved, or that it would be in the public interest to bring a prosecution.

4.3 Procedure in case of Accidents

In the case of life threatening or serious accident to a person or persons or where there is risk of serious damage to the hall, the Emergency Services shall be immediately contacted on 999.

The location of the nearest Hospital with Minor Injuries Unit is:

Address: Westminster Memorial Hospital, Abbey Walk, Shaftesbury, Dorset,
SP7 8BD

Telephone: 01747 851535

The location of the nearest Hospital with Accident and Emergency Unit is:

Address: Salisbury District Hospital, Odstock Road, Salisbury, SP2 8BJ

Telephone: 01722 336262

The location of the nearest Doctor's Surgery is:

Address: Abbey View Medical Centre, Salisbury District Hospital, Salisbury Road, Shaftesbury SP7 8DH

Telephone: 01747 856700

The First Aid Box is located in the Kitchen. The person responsible for keeping this up to date is Mr. A. C. Duthie.

The Accident Book is kept in the Kitchen in the drawer so marked. Its purpose is to record minor incidents and accidents. A report must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is Mr. A. C. Duthie.

Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are to be removed and held separately by the Chairperson. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

The following major injuries or incidents must be reported to the Incident Contact Centre using the appropriate Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) forms:

- fracture, other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- any penetrating injury to the eye (including chemical);
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin;
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion;
- collapse or partial collapse of a scaffold over 5m high;
- unintended collapse of a building under alteration, or of a wall or floor; and
- explosion or fire.

The contact details of the Incident Contact Centre are:

Telephone: 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

On-Line: <https://www.hse.gov.uk/riddor/report.htm>

4.4 Practices

The following practices must be followed by users of the village hall to minimise risks:

- make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring,
- not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.,
- not work on steps, ladders or at height until they are properly secured and another person is present,
- not leave portable electrical or gas appliances operating while unattended,
- not leave electrical sockets switched on when not in use,
- not store of combustible material near a source of ignition,
- not use any portable electrical appliances that are not portable appliance tested,
- not move heavy or bulky items (e.g. stacked chairs); move one at a time,
- not stack more than five chairs,
- avoid over-crowding in the kitchen and do not allow running,
- wear suitable protective clothing when handling cleaning or other toxic materials,
- report any evidence of damage or faults to equipment or the building's facilities to Chair: Management Committee, and
- record every accident in the Accident Book and to Chair: Management Committee.

The following practices must be observed in the kitchen and those stated in section 5.4:

- 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) and
- not attempt to carry or tip a water boiler containing hot water; leave it to cool.

Users must be aware and seek to avoid the following risks:

- creating slipping hazards on polished or wet floors; mop spills immediately,
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors,
- use adequate lighting to avoid tripping in poorly lit areas inside and outside the hall,
- risks to individuals while in sole occupancy of the building,
- risks involving kitchen equipment e.g. cooker, water heater and knives, and
- creating toppling hazards by piling equipment e.g. in store cupboards.

4.4.1 Working Alone

Volunteers, hires, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky, regular checks should be made.

A mobile phone and telephone number of someone who can help is posted on the hall notice board.

4.4.2 Contractors

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

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

4.4.3 Play Area

The Play Area will be visually inspected every month and a 3rd party inspection and risk assessment will be conducted annually.

Users of the Play Area are expected to recognise that there is a duty on them to accept responsibility to do everything they can to prevent injury to themselves or others.

Specifically:

- all activities in the play area to be supervised by an adult;
- all users to comply with the Safety Notices; and
- if any equipment that appears to be or is dangerous or faulty, then not to use it and report the issue to the Village Hall Management Committee.

Adult supervisors must ensure that children must act safely and responsibly and:

- never push or be rough while on play equipment;
- use equipment properly;
- always check to make sure no other children are in the way if they're going to jump off equipment or slide, and land on both feet with their knees slightly bent;
- leave bikes, backpacks, and bags away from the equipment and the play area so that no one trips over them;
- take off bike helmets while on playground equipment;
- never use playground equipment that's wet or slippery;

- do not use equipment if it hot to the touch in the summer;
- do not wear clothes that could get caught on equipment; and
- wear sunscreen to protect against sunburn.

Dogs or other animals (except Service Animals) are not allowed in the Play Area.

Signage will be placed in the play area to ensure users understand their responsibilities.

4.5 Health and Safety Risk Assessment / Checklist

4.5.1. Health and safety Risk Assessment

The Management Committee will carry out a Health and Safety Risk Assessment every 12 months and report its findings at the Annual General Meeting. It will also be reviewed if it might no longer be valid (e.g, following an accident) or if there are any significant changes to hazards, such as new equipment or user activities.

The Health and Hygiene and Fire Safety Risk Assessment are in sections 5.5.1 and 6.5.1.

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Complacency									
Circumstances affecting health and safety change	Circumstances affecting health and safety change, but no action is taken	Policy reviewed annually, after any changes to practices or after incident	2	2	4	Policy review at AGM	RP	Annual	
Health and Safety Procedures Ignored	Health and Safety procedures ignored by management committee, users or contractors	Policy reviewed annually by management committee; volunteers, users and contractors briefed on Policy	2	2	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Good Practices Ignored	Good Practices ignored by management committee, volunteers, users or contractors	Policy reviewed annually by management committee; volunteers, users and contractors briefed on Policy	2	2	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Protective Clothing	Individuals comes to harm due to contact with caustic chemicals	Minimise use of caustic chemicals; need for protective clothing included in Policies	4	1	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Protective Clothing	Individuals comes to harm due to contact with hot liquids (e.g. hot water)	Volunteers and users briefed on Policy; movement of water heater when full of hot water prohibited	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
First Aid Box	Individuals come to harm due to lack of first aid materials	Monthly review of First Aid Box; replenished when required	3	1	3	Monthly review	RP	End Month	

Based on Risk Assessment Template published by Health and Safety 10/14

**Health and Safety Risk Assessment Template
Figure 7 – Sheet 1**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Car Park & Paths									
Slips and trips	People may be injured if they trip over objects or holes	Car park surface and concrete paths are maintained in good condition Grass areas regularly cut / trimmed Lighting installed to improve awareness of objects / holes	3	1	3	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall in Use	
Accidents with vehicles in off road car park	People may be injured by vehicles using the car park	Car park of sufficient size to enable safe distance between people and vehicles Lighting improves pedestrian / driver awareness	3	1	3	Committee Members, Volunteers, and User to check lighting functions properly	All	When Hall in Use	
Vehicle accidents in the off-road car park	People may be injured by vehicles colliding in the car park	Car park of sufficient size to enable safe movement Lighting improves driver awareness	3	2	6	Committee Members, Volunteers, and User to check lighting functions properly	All	When Hall in Use	
Vehicle accidents leaving the off-road car park	People may be injured by colliding with other vehicles as they leave the car park	Sightline to left and right of entrance / exit to the car park	3	2	6	Ensure sightline not reduced by vegetation	Chair: Ctte.	Annual	
Accidents with vehicles in lay-by	People may be injured by vehicles using the lay-by	Encourage use of off-road car park	3	2	6	Install signage to encourage use of off-road car park	Chair: Ctte.	09/23	
Vehicle accidents leaving the lay-by	People may be injured by colliding with other vehicles as they leave the lay-by	Encourage use of off-road car park	4	1	4	Signage to further encourage use of off-road car park	Chair: Ctte.	09/23	

Based on Risk Assessment Template published by Health and Safety 10/14

Health & Safety Risk Assessment Template
Figure 7 – Sheet 2

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
External									
Broken gates	Gates broken or in poor condition difficult to open delays evacuation	Gates checked regularly	2	2	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall in Use	
Broken fences	Fences broken or in poor condition cause injury or harm	Fencing checked regularly	2	2	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall in Use	
Loose materials	Loose materials from village hall roof or walls cause injury or harm	External condition of hall checked regularly	3	1	3	Monthly inspection; and after severe weather	RP	End Month	
Damaged shed	Damaged shed causes injury or harm	Condition of shed checked regularly	2	2	4	Monthly inspection; and after severe weather	RP	End Month	
Working at height	People coming to harm or injured by falling from steps and ladders	Volunteers, users and contractors briefed on Safety Policy; steps and ladders to be secured and used by two people	3	2	6	Ensure 2 nd person available if working at height	RP	As Req'd	
Electrocution	People climbing up to transformer adjacent to car park	Risk of Death signage on supporting poles; barbed wire barrier on poles	5	1	5	Vigilance by Committee Members, Volunteers and Users during activities / events	All RP	When Hall In Use	
Movement around the Building cont'd									
Slips and Trips	People may be injured if they trip while running	Running on premises prohibited Volunteers, users and contractors briefed on Safety Policy	2	3	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	

Based on Risk Assessment Template published by Health and Safety 10/14

**Health & Safety Risk Assessment Template
Figure 7 – Sheet 3**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Movement around the Building cont'd									
Slips and Trips	People may be injured if they trip over objects.	Good housekeeping is carried out. Walkways kept clear. All areas well lit. No trailing leads or cables.	2	2	4	Ensure all loose nursery equipment stowed after use Vigilance by Ctte., Volunteers and Users during activities	All	When Hall In Use	
Slips and Trips	People may be injured if they slip on spillages.	All floors easily cleaned Spillages mopped up immediately Non-slip tiled floor in kitchen	2	2	4	Vigilance by Ctte., Volunteers and Users during activities	All	When Hall In Use	
Slips and Trips	People may be injured if they slip on rainwater in lobby	Matting outside and inside lobby to minimise water being carried into building. All floors easily mopped.	2	2	4	Vigilance by Ctte., Volunteers and Users during activities	All	When Hall In Use	
Broken Furniture, Fixtures and Fittings	People may be injured if fittings (e.g. seats) are in poor condition	Regular visual inspection for damage Damaged items repaired, replaced or removed.	2	2	4	Monthly inspection	RP	When Hall In Use	
Emergency Exits	People may be injured if can't find Emergency Exits	Emergency exits are signed and well lit. Location of exits on notice board.	4	1	4	Monthly inspection	RP	End Month	
Emergency Exits	People may be injured if Emergency Exits broken, locked or blocked	Emergency exits in working order and not locked. Paths to Assembly Area are kept clear	4	1	4	Users to check before activities	All	When Hall In Use	
Emergency Exits	People may be injured if glass in exit doors breaks	Only emergency exit door with glass (to Play Area) uses safety glass	3	1	3	Monthly inspection to ensure no damage	RP	End Month	

Based on Risk Assessment Template published by Health and Safety 10/14

**Health & Safety Risk Assessment Template
Figure 7 – Sheet 4**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Electrical Wiring and Equipment									
Faulty Wiring	People may be electrocuted	Wiring only installed, modified or repaired by approved contractor to current regulations Annual check & IECR test every 4 years by qualified electrician	4	1	4	Management Ctte. to ensure work is only carried out by competent contractor	Ctte. Chair	Annual	
Faulty Equipment	People may be electrocuted	Regular visual inspection and Portable Appliance Testing (PAT) by qualified electrician Equipment PAT tested or stated to be in good condition by Hirer; damaged equipment taken out of service	4	1	4	Monthly inspection Vigilance by Ctte., Volunteers and Users during activities	RP All	End Month	
Unattended Equipment	Equipment may overheat	Volunteers, Users and Contractors briefed on Health and Safety Policy	3	2	6	Vigilance by Ctte., Volunteers and Users during activities	All	When Hall In Use	
Electrical sockets left switched on	Children may be electrocuted	Electrical sockets checked to be in "off" position	5	1	5	Vigilance by Ctte., Volunteers and Users during activities	All	When Hall In Use	
Improvements									
Faulty / Poor workmanship	Faulty / poor workmanship that could lead to injury or harm	Ensure contractor or volunteer is competent, qualified and has relevant experience to do work.	3	2	6	Oversight by Nominated Person of Management Ctte.	NP	As req'd	
Persons injured / harmed	Faulty / poor workmanship causes injury or harm	Ensure contractor has adequate Public Liability Insurance cover	3	2	6	Oversight by Nominated Person of Management Ctte.	NP	As req'd	
Poor Hazard Awareness	Damage to, or harm from, electrical installations, equipment or water pipes	Contractor or volunteer is briefed on potential hazards in the work area	3	2	6	Oversight by Nominated Person of Management Ctte.	NP	As req'd	

Based on Risk Assessment Template published by Health and Safety 10/14

Health & Safety Risk Assessment Template
Figure 7 – Sheet 5

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Improvements cont'd									
Health & Safety Policy contravened	Contractors contravene Health & Safety regs	Contractors to have own H&S policy for staff	2	2	4	Oversight by Nominated Person of Management Cttee.	NP	As req'd	
Poor Oversight	Poor Management Cttee. oversight allows faulty / poor work	Committee member nominated to oversee work; contractor or volunteer advised	2	2	4	Vigilance by Committee Members, Volunteers and Users	All	As req'd	
Heavy / Bulky Items									
Moving heavy items	People injured by moving heavy items (e.g. Piano)	Volunteers, users and contractors briefed on Policy	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Items topple over	People injured by items stacked too high toppling	No items stacked high in village hall or shed	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Play Area									
Mis-Use	Mis-use of play area and equipment causes harm or injury to users	User responsibilities and "Play Safely" signage located in play area	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Risk Assessment	Potential risks to users not identified	Annual Risk Assessment conducted by RoSPA	3	1	3	Monthly inspection by Nominated Person	NP	End Month	
Remedial Actions not completed	Users injured or come to harm due to remedial actions not completed in timely manner	Remedial actions are completed in timely manner	3	2	6	Monthly review of progress by Nominated Person	NP	End Month	

Based on Risk Assessment Template published by Health and Safety 10/14

**Health & Safety Risk Assessment Template
Figure 7 – Sheet 6**

4.5.2 Health and Safety Check List

The checklists shown in Figure 8 will be used by the Management Committee to review good practice and health and safety management at the hall and to inform the Risk Assessment. It will be reviewed annually at a committee meeting or whenever a change occurs. The Health and Hygiene and Fire Safety checklists are in sections 5.5.2 and 6.5.2

Checklist (assumes User or VH Managed Events)	Y/N	Action
General		
Has anything changed since you last went through this list?		
Are safety procedures written down and up to date?		
Have regular reviews of your systems be carried out?		
Volunteers / Users / Hirers		
Are Volunteers / Users / Hirers briefed on their Health & Safety responsibilities?		
Are volunteers / contractors briefed on safe practices (e.g. working at height)?		
Internal Assessment		
Is there any damage to the internal walls and ceilings that could be dangerous?		
Is there any damage to the windows (internal) that could be dangerous?		
Is there any damage to internal doors that could be dangerous?		
Is there any damage to floors that could be dangerous?		
Are any floor surfaces dangerous (e.g. too slippery when polished or when wet)?		
Are there any trip hazards inside the hall (e.g. loose items)?		
Are all emergency exit doors in working order and properly marked?		
Are all emergency lights working?		
Are all the internal electrical installations in good condition / recently tested?		
Is all internal electrical equipment in good condition?		
Are all portable electrical appliances Portable Appliance Tested (PAT)?		
Are all electrical sockets in the main hall switched off when not in use?		
Is any electrical equipment operated while unattended?		
Is the lighting in the kitchen adequate to prevent trips and in good condition?		
Is the lighting in the main hall, lobby and toilets adequate and in good condition?		
Is the plumbing in good condition?		
Are any items stacked too high and at risk of toppling?		
Are any toxic materials stored in areas accessible to users of the hall?		
Are storage areas for toxic materials so marked and locked when not in use?		
Is Personal Protective Equipment worn by cleaners when using toxic materials?		
Are steps, ladders only used when secured safely with two people present		
Is the Health and Safety Poster located in a prominent position		

**Health and Safety Checklist
Figure 8 – Sheet 1**

Checklist (assumes User or VH Managed Events)	Y/N	Action
External Assessment		
Is there any damage to the external walls and roof that could be dangerous?		
Is there any damage to external doors that could be dangerous?		
Is there any damage to external buildings that could be dangerous?		
Is there any damage to external fencing / gates that could be dangerous?		
Is the external plumbing / tap in good condition?		
Are the external emergency exit signs in good condition?		
Are the emergency exit routes free from obstruction and safe to use?		
Are there any trip hazards on the paths outside the hall (e.g. cracks, holes etc.)		
Are there any trip hazards in the grassed areas?		
Are there any trip hazards in the car park?		
Is the external /emergency lighting adequate to prevent trips and falls in the Play Area and in good condition?		
Is the external /emergency lighting adequate to prevent trips and falls on the paths and in good condition?		
Is the external /emergency lighting adequate to prevent trips and falls in the Car Park and in good condition?		
Are there any obstructions to pedestrian or car drivers visibility that could lead to an accident when arriving at the hall		
Are there any obstructions to pedestrian or car drivers visibility that could lead to an accident when leaving the hall		
Has a Risk Assessment for the Play Area been completed in the last 12 months?		
Have the recommended remedial activities been completed?		

**Health and Safety Checklist – Continued
Figure 8 – Sheet 2**

5. Health and Hygiene Safety Arrangements and Procedures

5.1 Regulations

Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs and Regulation (EC) No. 178/2002 on General Food Law aim to ensure that all food sold is safe for human consumption and free from contamination or adulteration. They apply to all types of food or drink as defined in the legislation. The extremely wide definitions in the legislation of 'food business', 'food', 'sale' etc. mean that almost any food or drink sold or supplied in a village hall is covered.

It is an offence to sell (or supply) food that:

- does not comply with the legislative requirements (which may include preparation in unsafe or unhygienic circumstances),
- is "unsafe" within the meaning of Article 14 of Regulation 178/2002, or
- is not of nature, substance or quality expected e.g. contaminated with a foreign body.

These regulations apply to any establishment where food or drink is prepared, stored, sold or supplied, whether or not for profit, including village halls and community buildings. They lay down minimum legal standards which local authority environmental health officers have a duty to enforce.

Semley Village Hall [Management Committee](#) does not undertake [regular \(i.e. monthly\) or organised food business](#) and is exempt [from registration](#) with Wiltshire Council [as stated in email from the Public Protection Officer – Technical Support, dated 13th July 2023](#). [If food related activities by the management committee, and/or any other group using the hall, increase to more than one per month, then registration by the management committee and/or the group will be required.](#)

Food businesses carrying out activities in relation to food in the hall must be registered and the operator(s) are responsible for the safety of food prepared and handled in the course of their own business.

If the local authority serves a Hygiene Improvement Notice, the required improvements will be made in the specified period.

5.2 Responsibilities

5.2.1 Management Committee

The Village Hall Management Committee is responsible for ensuring the premises are adequate, well maintained, suitably equipped, clean and generally up to required standards. It is important that the management committee takes reasonable care and is 'duly diligent' in the management of the hall.

5.2.2 Booking Secretary

The Village Hall Management Committee has a responsibility to ensure that user groups and hirers are aware of the health and safety regulations and that the user or hirer appoints a person to take responsibility at the session/meeting/event.

The Booking Secretary will provide all new hirers with information about health and safety at the hall which they will be expected to follow (e.g. use of equipment etc.).

Hall hirers will be made aware of what facilities are available and what is not provided.

5.2.3 Hirers / Users

Those hiring the hall and anyone preparing or handling food or drink are responsible for safety and hygiene precautions and they must observe the relevant regulations.

Caterers, whether an organisation or an individual, are responsible for ensuring the safety of the food served and that all legislative requirements are met. The same applies to the operator of a bar, a shop or stall supplying food on hall premises.

Although the water heater and refrigerator are permanently switched on with labels on the power sockets stating they need to remain switched on, hirers should advise the Bookings Secretary if hot water and refrigerators are to be used so they can be switched on sufficiently in advance to allow the right working temperature to be reached in time for use.

5.3 Procedures

5.3.1 General Cleanliness

Effective cleaning of the village hall is essential to get rid of harmful bacteria and stop them spreading.

Surfaces and equipment that come into contact with food must be cleaned and disinfected frequently, or if seldom used, cleaned on a regular cycle and again before use. These include:

- work surfaces and chopping boards,
- kitchen equipment (that must be dismantled and cleaned after use),
- fridges,
- sinks and soap dispensers, and
- reusable cloths.

Frequently touched items inside the building must also be cleaned frequently, or if seldom used, cleaned on a regular cycle and again before use. These include:

- rubbish bins, broom and mop handles,
- door handles, taps, switches and controls.

Areas and items in the building that do not touch food must be cleaned regularly including:

- floors, walls and ceilings,
- storage areas and cupboards,
- waste areas and drains,
- microwaves and ovens.

The management committee will ensure there is a good supply of cleaning chemicals, materials and equipment available.

5.3.2 Food Handling and Preparation of Food

Regulation 852/2004 requires all food handlers to be supervised and instructed and /or trained in food hygiene commensurate with their work. This is the responsibility of the person or organisation providing the catering or running a food business.

If the Village Hall Management Committee provides catering at an event in the village hall, then it has the commensurate responsibility. If a Caterer or User provides the catering at an event at the village hall then it has the commensurate responsibility.

The kitchen is suitable for providing refreshment and food including:

- preparing / serving hot and cold refreshments and/or serving of “ready to eat” cold food,
- preparing / serving hot & cold refreshments and/or serving of “ready to eat” cold food; heating and serving of pre-cooked hot food,
- preparation / serving of hot and cold refreshments and/or preparation and serving of cold food,
- preparation / serving of hot and cold refreshments and/or preparation and serving of cold food and/or preparation, cooking and serving of hot food.

Users, external caterers and any contractors that use the hall should be aware of and take into account the following points for maintaining good hygiene standards and be compliant with the requirements established in the Food Hygiene (England) Regulations 2006. They need to:

- take all necessary precautions to prevent food becoming contaminated,
- identify the potential hazards (things that may go wrong e.g. contamination, conditions which would allow food poisoning bacteria to grow, etc.) and what are the critical steps in the food activity,
- introduce and maintain adequate food safety controls (e.g. adequate refrigeration, separation from cleaning chemicals, use of good suppliers, etc.),
- review them as necessary,
- keep work clothes and utensils as clean as possible,
- wear a clean, washable light coloured apron or overall,
- cover wounds, cuts or abrasions with a waterproof dressing, preferably a coloured one,
- refrain from spitting,
- not smoke in food areas,
- not handle food if suffering from skin, nose, throat or bowel infections,
- screen or protect open food awaiting preparation, serving or sale, from any risk of contamination, and
- observe temperature control requirements for certain food.

5.3.3 Temperature Control

General temperature control requirements are set out in Schedule 4 of The Food Hygiene (England) Regulations 2006 and apply to commercial operations including food prepared and sold to the public in village halls, and food prepared in domestic kitchens and brought to the hall for this purpose. This does not apply to family events such as weddings where the catering is carried out by the family on a domestic basis, but does apply if food is supplied by a commercial caterer.

With certain exemptions, the food should be kept either chilled at a maximum of 8°C or hot at a minimum of 63°C. Food must be stored in accordance with the manufacturer’s directions, where provided.

5.4 Practices

5.4.1 General Cleanliness

The Cleaning Schedule, shown in Figure 9, will be displayed so that hirers and those responsible for the cleaning of the hall are clearly aware of the standards set by the management committee.

AREA	CLEANING METHOD	FREQUENCY	PRECAUTIONS
Kitchen			
Work Surfaces, Sinks, Taps & Drainer	Spray with sanitiser – wipe clean	Thursday/Sunday	Wear Gloves
Cooker	Spray with sanitiser – wipe clean or use specialist cleaner on hob, as appropriate	Weekly	Wear Gloves
Floor	Wet mop	Weekly	Wear Gloves
Fridge	Spray with sanitiser – wipe clean	Weekly	Wear Gloves
Waste Bin	Spray with sanitiser – wipe clean, empty & replace sack	Weekly	Wear Gloves
Toilets			
Walls	Spray with sanitiser – wipe clean	Weekly	Wear Gloves
Shelves & Sinks	Spray with sanitiser – wipe clean	Weekly	Wear Gloves
Baby Change Table	Spray with sanitiser – wipe clean	Weekly	Wear Gloves
Waste Bins	Empty and replace sack	Weekly	Wear Gloves
Towels & toilet rolls	Check and replace if necessary	Weekly	Wear Gloves
Entrance Lobby			
Mats	Vacuum	Weekly	Wear Gloves
Floor	Vacuum	Weekly	Wear Gloves
Door sill	Vacuum and clean	Weekly	Wear Gloves
Hall			
Floor	Dry mop then damp mop with sanitiser if necessary	Weekly	Wear Gloves
Seating	Vacuum	Monthly	Wear Gloves
Windows & Frames			
Kitchen	Internal - clean with tools provided	Monthly	
Toilets	Internal - clean with tools provided	Monthly	
Hall	Internal - clean with tools provided	Monthly	
Doors			
Kitchen	Spray with sanitiser – wipe clean	Monthly	
Toilets	Spray with sanitiser – wipe clean	Monthly	
Hall	Spray with sanitiser – wipe clean	Monthly	
Lobby	Spray with sanitiser – wipe clean	Monthly	
Store			
Floor	Vacuum then wet mop	Monthly	
Mop	Keep mop head clean	Monthly	

**Cleaning Schedule
Figure 9**

5.4.2 Kitchen Practices

The kitchen and kitchen equipment need to be kept in clean and safe condition including:

- floors should be maintained in good condition without crevices or splits;
- walls and ceilings need to be smooth, impervious, non-flaking and cleanable;
- windows, doors, frames and shelves, should be smooth, impervious and easily cleaned;
- sinks, wash hand basins and splashbacks need to be clean and in good condition;
- work surfaces must be durable, impervious and easily cleaned;
- raw and cooked foods are to be separated to prevent cross-contamination;
- natural ventilation used to prevent excessive heat, steam and condensation, to remove odours and replenish fresh air, but take care to stop entry of insects;
- suitable and sufficient lighting must be provided;
- the fridge must be kept clean and in good working order:
 - where food is stored it must be kept 'on' and the temperature checked using the internal thermometer to ensure that it is working properly;
 - if used only occasionally, it must be switched 'on' sufficiently in advance of use to allow it to cool to the right temperature;
- soap and paper towels must be provided when the kitchen is in use;
- cleanliness: all cutlery, crockery, equipment and surfaces with which food may come into contact must be kept clean and in good condition;
- all sharp objects (e.g. knives) must be stored in a safe location and handled with care
- waste bins with lids must be provided and suitably sited;
- waste should not be accumulated in the kitchen or left overnight but should be transferred when the premises are vacated, to suitably sited pest-proof refuse bins;
- outdoor clothing and shoes must not be stored in the kitchen;
- do not attempt to carry or tip a water boiler containing hot water; leave it to cool;
- avoid over-crowding in the kitchen and do not allow running;
- 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);
- a first aid kit should be easily accessible. the stock of first aid items must include those items described in Figure 10;
- fire-fighting equipment, including a fire blanket, should be easily accessible and easy to use. it must be suitable for use on:
 - combustible materials such as paper, wood and cloth,
 - electrical appliances, and
 - flammable liquids such as hot fat and grease;
- notices to be displayed in the kitchen should include:
 - no smoking,
 - fire precautions (see Figure 11), and
 - basic guidance on food handling (see Figure 12).

Section 6.3 provides further details of precautions against fire and what procedures are to be followed in the event of a fire.

First Aid Box Contents		
<ul style="list-style-type: none"> • Guidance card • 2 sterile eye pads with attachment • Triangular bandages • Safety pins • 1 pair disposable gloves 	<ul style="list-style-type: none"> • 20 individually wrapped sterile adhesive dressings • Blue plasters are not required by law but are a sensible addition. 	<ul style="list-style-type: none"> • Medium size sterile un-medicated dressings • 2 large size sterile un-medicated dressings • 2 extra-large size sterile un-medicated dressings • Waterproof Dressings

First Aid Box Contents (Typical)
Figure 10

Fire Safety Notice
<p>Cook Safely</p> <ul style="list-style-type: none"> • never leave cooking unattended • switch off the oven or hob when you have finished cooking and take pans off the heat • keep electrical leads, tea towels and clothing away from the oven and hob • clean the grill, hob and oven after use; a build up of grease / fat can catch fire whilst cooking <p>If your clothes catch on fire, stop, drop and roll</p> <ul style="list-style-type: none"> • stop what you are doing • drop to the ground • roll to smother the flames <p>If another person's clothes catch on fire</p> <ul style="list-style-type: none"> • surround them in the fire blanket; keeping your hands safely wrapped in the blanket • encourage the person to roll on the floor until the flames have been extinguished. <p>Kitchen Appliances</p> <ul style="list-style-type: none"> • essential electrical items such as fridges are designed to be left on 24/7 • dishwashers must be turned off before premises are vacated • work top appliances such as toaster and kettles should never be positioned near anything which could catch light e.g. kitchen roll or too close to an overhanging cupboard • always use appliances as directed by the manufacturer's instructions • do not use faulty or damaged appliances <p>Frying / Hot Fat and Oil</p> <ul style="list-style-type: none"> • never leave a frying pan or pan with hot oil unattended • if you must fry, use a thermostat-controlled fryer ; to make sure the fat doesn't get too hot • if you must use an open chip pan, only fill it one third full of oil or fat • always dry chips / food pieces before placing them in oil • test the oil / fat temperature with a small piece of bread or potato; if it crisps quickly, the oil / fat is hot enough • if the oil / fat starts to smoke, don't put the food in; turn off the heat and leave the pan to cool <p>In the event of an oil / fat fire</p> <ul style="list-style-type: none"> • turn the power off to the pan, but only if it's safe to do so • stretch the fire blanket out so that it is large enough to cover the whole flame • place the fire blanket over the burning pan to smother the flames, leaving it in place for at least a half hour to make sure that the fire is out • leave the kitchen and close the door behind you • get out, stay out, call 999 and ask for the Fire Service • disturbing the pan of oil even after the fire is out, can cause it to reignite – allow the Fire Service to remove the pan • never use water to distinguish as this will cause a fireball <p>Semley Village Hall Management Committee September 2020</p>

Fire Safety Notice in Kitchen
Figure 11

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING PRECAUTIONS

Do not smoke in the kitchen

Wash your hands thoroughly:

- before touching food
- after preparing fresh meat, poultry or fish
- after using the lavatory
- after blowing your nose
- before serving food

If you have any skin, nose, throat or bowel trouble - YOU MUST NOT HANDLE FOOD.

Do not cough or sneeze over food.

Please wear clean clothes and a protective apron or overall.

Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.

Always use clean utensils. Use a clean utensil in preference to your hands.

Always use clean cloths for washing, wiping and drying.

Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced.

Clean up as you go and wipe up spillages as they occur.

Keep prepared foods covered until they are to be served.

Do not place uncooked meat, poultry or fish near cooked preparations unless they are securely wrapped.

Keep fish, meat, vegetable or dairy products and foods containing them either below 8° C or, if they are cooked and waiting to be eaten hot, above 63° C. Use temperature probes to check.

Keep the waste bin properly covered at all times.

When you have finished your preparations, please wash and dry everything you have used and put it away. Clean the sink, work surfaces, and any spills on the floor.

Food Handlers Notice Figure 12

5.4.3 Toilets

Toilets must be kept clean and in good working order, well-lit and ventilated. Toilet paper should be provided when the hall is in use.

A “Wash Your Hands” notice is displayed in each toilet.

Soap and clean paper towels must be provided at wash-hand basins when the premises are in use.

Toilets should be clearly labelled that they are for use by men and women and one is adapted for people with disabilities.

A bin, allocated to the disposal of sanitary towels will be located in each toilet.

5.4.4 Catering for Large Numbers

If catering is required for a large number of people, then the organiser or caterer must provide additional equipment such as refrigeration or even a purpose made portable kitchen unit to avoid cross-contamination due to too little space in the kitchen and/or food being left out of temperature control for too long.

5.4.5 Contract Caterers

If a catering company is to provide food, on behalf of the management committee or a user of the hall, the management committee or user must have a Nominated Person to oversee the caterer to ensure that the catering is as asked for and is to a satisfactory and safe standard.

The management committee or user will check that:

- the contract is clear and understood by both the company and the committee or user;
- the Caterer is competent to provide food (e.g. have appropriate qualifications, references and experience);
- the Caterer has adequate public liability insurance cover;
- the Caterer has seen the health and safety, health and hygiene and fire safety files and is aware of any hazards which might arise;
- the Caterer has its own health and safety and health and hygiene policies for its staff; and
- the Caterer knows the Nominated Person (member of the committee or user point of contact) who is responsible for overseeing that the catering is as asked for and is to a satisfactory and safe standard.

5.5 Health, Hygiene and Food Safety Risk Assessment / Checklist

5.5.1. Health, Hygiene and Food Safety Risk Assessment

The Risk Assessment Template, based on that published by Health and Safety Executive in 2014 and shown in Figure 13, shall be used to assess Food Hygiene and Safety risks.

The Management Committee will carry out a Food Hygiene and Safety Risk Assessment every 12 months and report its findings at the Annual General Meeting.

The Risk Assessment will also be reviewed if it might no longer be valid (e.g. following an accident at, or illness after the use of, the hall) or if there are any significant changes to hazards, such as new equipment or user activities.

The Health and Safety and Fire Safety Risk Assessment are in sections 4.5.1 and 6.5.1.

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Complacency									
Circumstances affecting health and hygiene change	Circumstances affecting health and hygiene change, but no action is taken	Policy reviewed annually, after any changes to practices or after incident	3	2	6	Any changes to practices or incidents to be reported to Responsible Person	All	Annual	
Safety Procedures and Good Practices Ignored	Safety procedures and good practices ignored by management committee, users or contractors	Policy reviewed annually by management committee; volunteers, users and contractors briefed on Policy	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events Notices in Kitchen	All	When Hall In Use	
Hot / Caustic Fluids	Individuals comes to harm due to contact with hot fluids or caustic chemicals	Use of clean suitable / protective washable clothing /aprons in kitchen; carrying of hot fluids (e.g. water heater) prohibited; use of caustic chemicals minimized	4	1	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
First Aid Box	Individuals come to harm due to lack of first aid	Monthly review of First Aid Box; replenished when required	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Fire-fighting Equipment	Individuals come to harm due to faulty / inappropriate fire-fighting equipment	Appropriate fire-fighting equipment checked regularly	4	1	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
No Smoking	Lit cigarettes start fire; discarded cigarettes contaminate food / surfaces	No Smoking Policy: notices in kitchen and cigarette bin outside	4	1	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Overcrowding	Too many people in kitchen increases risk of accident	Number of people in kitchen limited to 3	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	
Children / Young People	Children / young people in kitchen increase risk of accidents	Only allowed in kitchen if supervised by adult for cooking lessons and/or to serve food	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When Hall In Use	

Based on Risk Assessment Template published by Health and Safety 10/14

**Food Hygiene Risk Assessment Template
Figure 13 – Sheet 1**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Kitchen									
Ventilation	Poor ventilation causes build-up of mold on walls / surfaces	Kitchen ventilated with windows, door to main hall and serving hatch; surfaces checked regularly	2	1	2	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	
Walls, floors, ceilings, worktops, windows and doors	Walls, floors, ceilings, shelves, sinks worktops, windows or doors are damaged and/or difficult to clean	All surfaces checked regularly	2	1	2	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	
Lighting	Poor lighting leads to accident	Adequate lighting provided by windows and fluorescent strip lights; faulty lights reported	2	2	4	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	
Equipment / sharp objects	Individuals are injured or harmed by sharp objects or use of faulty equipment	Knives / sharp objects stored in drawer units, handled carefully and regularly checked	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	
Crockery, Cutlery & Glassware	Crockery, cutlery and glass ware becomes contaminated when not in use	Stored in clean, dry cupboards and drawer units. Checked before use.	2	3	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	
Hand Washing	Food contamination occurs due to individuals not washing hands	Wash hand basins, soap and paper towels in toilets and sink unit in kitchen	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events 2nd basin required	All Chair Ctte	When In Use	
Waste storage	Food contamination occurs due to waste not being stored properly	Waste bin with lid located centrally in kitchen. Food waste removed from kitchen after use.	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	
Outdoor clothing	Food contamination caused by dirty outdoor clothing / shoes stored in kitchen	No coat hooks in kitchen; outdoor clothing not allowed in kitchen	3	2	6	Vigilance by Committee Members, Volunteers and Users during activities / events	All	When In Use	

Based on Risk Assessment Template published by Health and Safety 10/14

**Food Hygiene Risk Assessment Template
Figure 13 – Sheet 2**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Temperature Control									
Fridge Temperature	Food becomes spoilt due to temperature too high in fridge	Thermometer in fridge; Users / caterers to check fridge is at temperature before use	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Foods stored at wrong temperature	Food spoilt due to storage at wrong temperature	Users /caterers to ensure food stored at correct temperature before use.	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Hot food not held at right temperature before serving	Food becomes spoilt due to be held at too low a temperature before serving	Users / caterers to ensure that food kept at correct temperature before serving using temperature probe	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Food not fully defrosted	Food not fully defrosted before use resulting in undercooking	Users /caterers to ensure that food is defrosted before cooking	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Contamination									
Poor Personal Hygiene / Hygiene Rules Ignored	Bacteria transmitted due to Poor Personal Hygiene (e.g. spitting, not washing etc.)	Need for good Personal Hygiene included in Policies	3	1	3	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Sickness	Bacteria transmitted by sick person	People who are sick / displaying symptoms not allowed in kitchen	3	1	3	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Cooked food contaminated	Cooked food contaminated with raw food	Users /caterers to ensure cooked and raw food kept separate. Food covered or protected before use	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Cooked food incorrectly cooled	Hot food cooled in fridge increasing temperature of food already in fridge	Users / caterers to ensure food cooled at room temperate before putting into fridge	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	

Based on Risk Assessment Template published by Health and Safety 10/14

Food Hygiene Risk Assessment Template

Figure 13 – Sheet 3

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Contamination									
Cooked food contaminated during cooling	Cooked food contaminated with raw food during cooling	Users /caterers to ensure that cooked food kept in separate area to raw food	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Cooked food contaminated by equipment previously used for raw food	Cooked food contaminated with raw food during preparation	Users / caterers to ensure equipment used for raw food is cleaned before being used for cooked food	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Dirty clothes	Food contaminated by preparers clothes in kitchen	Users / caterers to wear clean, washable aprons when preparing / serving food	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Cleaning									
Surfaces that come into contact with food regularly	Harmful bacteria on surfaces that come into contact with food, due to being not cleaned regularly	Users / caterers to ensure that all surfaces that come into contact with food are cleaned after use; also cleaned weekly	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use; End Week	
Surfaces and items that are frequently touched	Harmful bacteria on surfaces and items that are frequently touched, due to not being cleaned regularly	Users /caterers to ensure all surfaces / items touched regularly are cleaned after use, especially in the toilets; also cleaned weekly	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use; End Week	
Other surfaces and items that do not touch food	Harmful bacteria on other surfaces and items, due to not being cleaned regularly	Surfaces cleaned weekly	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use; End Week	
Cross-contamination by dirty cloths supplied by hall	Cross-contamination of surfaces and items by using dirty cleaning cloths	Users / caterers encouraged to use single-use, disposable cloths used through-out the hall. Single-use cloths used by cleaner.	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	

Based on Risk Assessment Template published by Health and Safety 10/14

**Food Hygiene Risk Assessment Template
Figure 13 – Sheet 4**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Contamination cont'd									
Cross-contamination by dirty cloths supplied by Users	Cross-contamination of surfaces and items by using dirty cleaning cloths	If brought by Users, re-usable cloths must be clean before use	3	2	6	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Chemicals									
Cleaning Chemicals not effective	Harmful bacteria on surfaces / items due to not being cleaned effectively	Cleaner purchases the correct cleaning materials	3	2	6	Oversight by Responsible Person	RP	End of Month	
Cleaning Chemicals stored to close to food	Harm to people eating food contaminated by cleaning chemicals	Cleaning materials stored in separate area to food	3	1	3	Oversight by Responsible Person	RP	End of Month	
External Risks									
Pests entering premises	Pests (e.g. mice) bodies, droppings and urine can contaminate work surfaces and floors	No food left on premises	3	1	3	Vigilance by Committee Members, Volunteers and Users. Notices in Kitchen	All	When In Use	
Pest habitat close to hall	Pest habitats close to premises in untidy areas or with weeds	Premises kept tidy and weeds kept under control	3	1	1	Oversight by Responsible Person	RP	End of Week	
Litter and rubbish	Pests and wild animals encouraged to premises by litter and rubbish	Litter and rubbish stored in bins with close fitting / lockable lids	3	1	3	Oversight by Responsible Person	RP	End of Week	
Rubbish not collected	Rubbish bins not collected leading to rubbish on ground encouraging pests and animals t near premises	South Hills have contracted for waste disposal	3	1	3	Oversight by Responsible Person	RP	End of Week	

Based on Risk Assessment Template published by Health and Safety 10/14

**Food Hygiene Risk Assessment Template
Figure 13 – Sheet 5**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Policy & Procedures									
Critical Control Points	Locations where hazards exist are not identified	Walk through & identify / review hazards during risk assessment	3	1	3	Oversight by Responsible Person	RP	Annual	
Incorrect Action	Incorrect action taken in event of incident / accident	Accidents and incidents reported to Chairman	3	1	3	Oversight by Responsible Person	RP	As req'd	
Catering									
Poor Contract	Catering service not to required scope and hygiene	Contract review by Management Ctte. or User before signing	3	2	6	Oversight by Responsible Person	RP	Prior to Event	
Caterer not Competent	Increased health and hygiene risk to consumers	Management Ctte. or User to check Caterers qualifications, experience and references	3	2	6	Oversight by Responsible Person	RP	Prior to Event	
Liability	Caterer has inadequate Public Liability Insurance in case of claim	Management Ctte. or User to check Caterers Public Liability Insurance is adequate	3	1	3	Oversight by Responsible Person	RP	Prior to Event	
Safety Policy	Caterer not aware of Village Hall safety policy	Management Ctte. or User to brief Caterers on safety policy before work commences	3	2	6	Oversight by Responsible Person	RP	Prior to Event	
Hazard Awareness	Caterer not aware of potential hazards at Village Hall	Management Ctte. or User to brief Caterers on potential hazards before work commences	3	2	6	Oversight by Responsible Person	RP	Prior to Event	
Caterer Health & Safety and Hygiene policy inadequate	Inadequate H&S and Hygiene policies of Caterer increases risk to consumer	Management Ctte. or User to check Caterers H&S and Hygiene policies before work commences	3	2	6	Oversight by Responsible Person	RP	Prior to Event	
Poor oversight by organisers	Catering provided is not what was asked for not of safe standard	Management Ctte. or User has Nominated Person to ensure Caterers provide what is required and of safe standard	3	2	6	Oversight by Responsible Person	RP	At Event	

Based on Risk Assessment Template published by Health and Safety 10/14

**Food Hygiene Risk Assessment Template
Figure 13 – Sheet 6**

5.5.2 Health, Hygiene and Food Safety Check List

The checklist shown in Figure 14 will be used by the Management Committee to review good practice and food safety management at the hall and to inform the Risk Assessment. It will be reviewed annually at a committee meeting or whenever a change occurs.

Checklist (assumes User or VH Managed Events)	Y /N	Action
Has anything changed since you last went through this list?		
Are safety and hygiene rules and procedures written down and up to date?		
Have regular reviews of your systems be carried out?		
Are there Safety and Hygiene notices in the Kitchen?		
Do Users prevent cross-contamination (cleaning, chilling, cooking)?		
Are there good personal hygiene practices when preparing food?		
Do users use suitable clothing, shoes and aprons?		
Is the first aid kit properly stocked?		
Are the fire extinguishers and fire blankets easily reached and ready for use?		
Are caterers competent and briefed on Safety Policies before commencing work		
Does the kitchen have adequate ventilation?		
Does the kitchen have adequate lighting?		
Are kitchen walls/floors/ceilings/worktops/sinks/windows/doors in good repair and washable?		
Is the kitchen equipment effectively maintained and clean?		
Is cutlery, crockery, glassware stored in a clean place and cleaned after use?		
Is a hand wash basin & soap for hand washing in a convenient place?		
Is there adequate storage for waste and is it in the right place?		
Can you demonstrate that your fridge is kept to the right temperature?		
Is the fridge temperature checked often?		
Do Users know the temperatures at which different foods should be stored?		
Do Users know at what temperature you should hold hot food?		
Do Users have a safe system for defrosting foods?		
Are there separate areas for storing raw and cooked food?		
Do Users have rules for cooling foods after cooking?		
Are Users sure there could be no cross-contamination during cooling?		
Is there separate equipment for raw and cooked foods?		
Is there a cleaning routine?		
Do Users use single-use cloths wherever possible?		
Do Users thoroughly wash, disinfect and dry re-usable cloths between tasks?		
Does the cleaner use the right chemicals for effective cleaning?		
Are cleaning materials stored in a safe area away from foods?		
Do you ensure outdoor clothes are not hung up / stored in the kitchen?		
Are the premises regularly for signs of pests?		
Are the external areas tidy and free from weeds?		
Do the bins have close fitting lids?		
Can the Responsible Person demonstrate that he/she has identified any critical points in your procedures and have set limits for them?		
Can the Responsible Person demonstrate that he/she has taken the right corrective action whenever something has gone wrong?		

**Food Safety Checklist
Figure 14**

6.0 Fire Safety

6.1 Regulations

The Regulatory Reform (Fire Safety) Order 2005 requires:

- the appointment of a Competent Person (s);
- a fire safety Risk Assessment; and
- requires fire precautions to be put in place where necessary and where it is reasonable and practical to do so.

The Fire and Rescue Authority will be responsible for enforcing the Order and will inspect premises and undertake audits of fire risk assessments. However they will target their resources at premises that are deemed to be high risk e.g. those that are considered to be a high risk to people and the community (such as night clubs) and not those that are well constructed, well managed and have adequate prevention measures in place and therefore considered low risk.

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR 2002) are concerned with protection against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace. From June 2015 DSEAR also covers gases under pressure and substances that are corrosive to metals. They set minimum requirements for the protection of workers from fire and explosion risks related to dangerous substances and potentially explosive atmospheres and from gases under pressure and substances corrosive to metals and require employers to control the risks to the safety of employees and others from these hazards.

6.2 Responsibilities

6.2.1 Responsible Person (Village Hall Management Committee) Responsibilities

The Village Hall Management Committee will, as the body in control of the premises, be the '**Responsible Person**'. The responsible person is responsible for complying with the Regulatory Reform (Fire Safety) Order 2005 and is required to either carry out a fire risk assessment and then take the necessary steps to reduce or remove the risk so that it is as low as possible, or delegate this task to somebody else.

The person delegated by the management committee to have responsibility for the maintaining and implementing this policy is:

Name: Mr. A. C. Duthie

Telephone: 01747 830396

Address: 122 Church Green, Semley, Shaftesbury, Dorset, SP7 9AS

The above person is responsible for the following items:

- Fire Precautions and Checks
- Risk Assessment and Inspections
- Information to Contractors
- Information to Hirers

6.2.2 Competent Person (Village Hall Management Committee) Responsibilities

The Responsible Person must appoint one or more '*Competent Persons*' (who can be committee members) to undertake the risk assessment and carry out any of the preventative and protective measures required. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

A village hall committee member who knows the building and the use made of it could probably be judged to have enough 'knowledge and other qualities' if provided with information about companies servicing the hall's fire protection equipment, maintenance schedules, fire officer's contact details and previous advice. There is no requirement to undertake a training course.

The Competent Person needs to make sure that the whole committee are consulted and informed with regard to fire safety matters but in particular:

- provide appropriate instruction in the use of equipment,
- ensure the committee is aware of any risks identified and the measures taken to reduce the risk,
- ensure the committee is aware of any proposals for improving fire precautions,
- the presence of dangerous substances, that are prohibited in the hall unless absolutely necessary (e.g. during building maintenance) and the risk to users of the premises,
- the agreed system for contacting the emergency services and evacuating the building if necessary, and
- to ensure that the committee co-operate with each other to keep the hall safe from fire and its effects and do not do anything that places themselves, other people or the hall at risk .

Duties of the Competent Person are:

- ensure safe systems of work are in place with regard to fire safety,
- check that fire protection and fire-fighting equipment is maintained in good working order and in accordance with any manufacturer's instructions,
- monitor that the fire alarm is tested on a regular basis,
- undertake annual risk assessments and report the findings to the committee,
- report any defects that may compromise fire safety to the responsible person,
- report any obstructions to fire doors or fire escape routes to the responsible person, and
- ensure that new volunteers are made aware of the fire procedures, means and direction of evacuation and location of fire exit doors.

The village hall management committee will aim to hold an annual open evening for regular hirers to explain the hall's fire safety procedures and use of equipment, with an annual review immediately after each AGM to explain them to new committee members and advise of any changes.

6.2.3 Booking Secretary Responsibilities

The Village Hall Management Committee has a responsibility to ensure that user groups and hirers are aware of the fire safety regulations and that the user or hirer appoints a person to take responsibility at the session/meeting/event.

User groups and hirers should be should fully instructed with regard to fire procedures and the use of equipment and be provided with written instructions.

The Booking Secretary will provide all new hirers with information/training about fire safety at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of equipment [as stated in the hirer leaflet](#)).

6.2.4 User Groups and Hirers Responsibilities

User groups and hirers who are responsible for the sessions/meeting/events held on the premises must also identify a named '**Responsible Person**' present who must ensure that they have a list of persons attending.

In the event of an evacuation of the building, the 'Responsible Person/s' for that session/meeting/event will take the record of attendees to the Fire Assembly Point, located at the front of the hall by the Play Area, and assist with the evacuation of the building.

6.2.4.1 Responsible Person (Users / Hirers)

Duties of the nominated Responsible Person are:

- ensure that the alarm has been sounded;
- confirm that the fire brigade has been called;
- if possible locate the person raising the alarm and determine the extent of the fire;
- ensure that everyone in the premises and play area are aware of the emergency;
- ensure that everyone leaves the building immediately and in an orderly fashion;
- ensure that the doors are closed once everyone has left the building;
- ensure that no persons remain in the building;
- ensure that no persons enter the building during the emergency procedure;
- proceed to the assembly point and check that all personnel are accounted for; and
- on the arrival of the fire brigade the 'responsible person' or deputy will make him/herself known to the fire officer in charge, and pass on any relevant information such as if anyone is not accounted for.

6.2.4.2 Regular User Group Fire Safety Training

Members of user groups that use the hall regularly must:

- understand the character of fire, smoke & toxic fumes,
- know the fire hazards involved in the village hall,
- practise and promote fire prevention,
- know the right action to take if fire breaks out, or smoke is detected, and
- be familiar with the evacuation procedures and escape routes appropriate to their location.

6.3 Procedures in the event of a fire

Any person suspecting or discovering a fire should:

- raise the alarm by shouting or getting an abled bodied person to shout “Fire, Fire, Fire – leave the building immediately;
- dial 999 – ask for the Fire Brigade;
- leave the building by the nearest available exit route;
- DO exit quickly and calmly by the nearest exit route;
- DO go directly to open air;
- DO close the door on the way out; and
- DO NOT stop to collect personal belongings.

Any person hearing the alarm call must:

- leave the building by the nearest available exit route;
- go directly to the assembly point in front of the hall; and
- never re-enter the building until instructed to do by the Fire Officer.

The Hirer’s ‘Responsible Person’ should ensure that all persons have left the building.

Evacuation procedures for disabled and wheelchair users are:

- on hearing the fire alarm the ‘Responsible Person’ within that area will ensure that anyone who is physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuates the building by the nearest available exit and is assisted, if necessary, to the assembly point.

Evacuation procedures for deaf/ hearing impaired and blind/visually impaired persons are:

- visual signs situated throughout the building;
- deaf or hearing impaired persons encouraged to advise other hall users if they are likely to be in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised; and
- blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

6.4 Practices: Precautions, Checks, Evacuation Drills, Training, Instruction and Information

6.4.1 Fire Precautions and Checks

6.4.1.1 Testing Equipment

The person with responsibility for testing equipment and keeping a log of tests is:

Name: Mr. A. C. Duthie

Telephone: 01747 830396

Address: 122 Church Green, Semley, Shaftesbury, Dorset, SP7 9AS

The local Fire Brigade contact is:

Name: Dorset & Wiltshire Fire and Rescue Service
Telephone: 01722 691000 (General Enquiries) or
0800 038 2323 (Smoke Alarm issues or request a [Safe & Well](#) visit)
Address: Christy's Lane, Shaftesbury, Dorset, SP7 8PH

The Company hired to maintain and service fire safety equipment is:

Name: Bourne-Romsey Fire Protection
Address: Premier House, 2 Jubilee Way, Elland, West Yorkshire, HX5 9DY
Telephone: 01202 885323

The Fire Extinguisher Service Records are on the Fire Extinguishers. The Certificate of Inspection is posted on the Notice Board in the main hall.

The list of Fire Safety equipment and its location is shown in Figure 15.

Item	Test Interval (Weekly/Month/Yearly)	Locations	Service Date
Fire Alarms	Monthly	Alarms in Kitchen and Main Hall	September
Emergency Lighting	Monthly	Above exit door to lobby	October
Fire Exits in Main Hall	Weekly	Opposite main entrance / exit door; by Play Area At opposite end to kitchen, same side as main entrance / exit door	N/A
Fire Extinguishers and Blankets	Monthly Visual Annual Inspection	In main hall by Fire Exit In kitchen	September

**Fire Equipment, Test Interval and Location
Figure 15**

6.4.1.2 Before Use / After Use Checklist

The following checks should be undertaken by the Users before the hall is used:

- all exit doors are unlocked and the push-bar mechanism tested and in good working order,
- escape routes are free from obstruction and available for use,
- fire-fighting equipment is in place and unobstructed,
- there is no combustible storage in areas open to the public, and
- there is no obvious fire hazard in, or near, the building.

The following checks should be undertaken after each function:

- search for smouldering fires or cigarettes left burning,
- check that heaters and cookers are turned off,
- check that all electrical appliances are turned off and unplugged,
- turn out all lights,
- close all internal doors, and
- secure all outside doors and windows.

6.4.2 Evacuation Drills

These drills will monitor the effectiveness of local evacuation procedures.

In accordance with fire safety legislation, the nominated ‘Competent Person’ will carry out fire evacuation drills from time to time. The ‘Responsible Person’ for user groups and regular hall users should also carry out fire drills with their specific attendees.

Records of all fire drills should be kept by the Village Hall Management Committee regular users and include the following information shown in Figure 16.

Semley Village Hall Record of Fire Drill	
Date of Drill	
Name of person conducting Drill	
Attendees	
Scope of Drill	
Issues / Deficiencies Noted	
Resulting Actions / Owners / Due Date	

**Record of Fire Drill
Figure 16**

6.4.3 Training, Instruction & Information

All new committee members, volunteers, regular users and business users shall be given local fire safety induction training.

This will include the following:

- fire risks in the premises,
- the general fire precautions in the building,
- action in the event of a fire,
- action on hearing the fire alarm signal,
- method of operation of air horn,
- location and use of fire extinguishers,
- means for summoning the fire and rescue service,
- identity of persons nominated to assist with evacuation, and
- identity of persons nominated to use fire extinguishing appliances.

Records of all fire training should be kept by the Village Hall Management Committee and regular users and include the following information shown in Figure 17.

Semley Village Hall Record of Fire Training	
Date of Training	
Name of person conducting Training	
Attendees	
Scope of Training	
Issues / Deficiencies Noted	
Resulting Actions / Owners / Due Date	

**Record of Fire Training
Figure 17**

6.5 Fire Risk Assessment and Fire Safety Checklist

6.5.1 Risk Assessment

Fire Risk Assessments must be carried out in conformance with the Regulatory Reform (Fire Safety) Order 2005 (England & Wales), (Appendix 1).

The Village Hall Risk Assessments are maintained and updated annually by the nominated 'Competent Person/s'.

All user groups, hirers and regular users must ensure that they are familiar with these risk assessments and with the:

- alternative means of escape in case of fire by walking the routes from the area in which they are working/using and the
- designated assembly point in front of the hall and all the fire exits in the building.

The aims of the fire risk assessment are:

- to identify the fire hazards,
- to reduce the risk of those hazards causing harm to as low as reasonably practicable, and
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

The five steps of a fire risk assessment are:

- identify fire hazards,
- identify people at risk,
- evaluate, remove, reduce and protect from risk,
- record, plan, inform, instruct and train, and
- review.

The following Fire Risk Assessment template, based on that recommended by Shropshire Fire Service and the Health and Safety Executive, shall be used.

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Sources of Ignition									
Electrical	Electrical cable / fittings deteriorate causing fire	Fixed wiring / installations checked annually; EIRC inspection and test every 4 years	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	Annual 4 yrs	
	Portable electric appliances deteriorate or are faulty causing fire	Checked for damage monthly; Class I & II equipment, leads & plugs inspected annually; Class II equipment inspected and tested every 4 years	3	2	6	Oversight by Competent Person nominated by Management Ctte.	CP	End Month and Annual	
	Faulty electric appliances brought onto premises and used causing fire	Use of faulty appliances prohibited; ; hirers to confirm their own appliances are PAT compliant or safe to use	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Damaged trailing leads and multiple appliances plugged into sockets cause fire	Use of trailing leads and adaptors minimized	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
Smoking	Discarded lit cigarettes ignite combustible / flammable materials	Smoking prohibited in premises	2	2	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Lack of smoking facilities force smokers to ignore no smoking signs	Smoking permitted in appropriate areas (e.g. outside on grass)	2	2	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
Arson / Deliberate Act	Arsonists break into premises and start fire	Basic security in place to stop arsonist entering premises	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When Hall in Use	
	Arsonists set fire to combustible / flammable materials outside premises	No combustible materials outside in close proximity to premises	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	

Fire Risk Assessment
Figure 18 – Sheet 1

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Sources of Ignition									
Portable Heaters	Portable heaters left on when premises are unattended and cause fire	Use of portable heaters in premises only when occupied	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall In Use	
	Open flame heaters ignite combustible / flammable materials	Hazardous heater types prohibited	4	1	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall In Use	
	Portable heaters set fire to nearby combustible / flammable materials	Portable heaters to be located away from combustible materials	4	1	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall In Use	
Fixed Heaters	Faulty / damaged heaters catch fire	Fixed heaters inspected for damage monthly	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When Hall In Use	
	Faulty / damaged heaters ignite nearby combustible / flammable material	Combustible materials not allowed near heaters	4	1	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall In Use	
Cooking	Fire in kitchen caused by too hot fat / grease spreads to rest of premises	Sources of ignition minimised (e.g. no fryers); Fire Blanket available to smother flames	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When Hall In Use	
	Fire in kitchen not extinguished quickly, spreads to rest of premises	Suitable extinguishing equipment in kitchen – Fire Blanket & Extinguishers	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When Hall In Use	
Lightning	Lightning strike to building causes fire	None	4	1	4	Investigate benefits of lightning protection	CP	12/23	

Fire Risk Assessment
Figure 18 – Sheet 2

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Sources of Ignition									
Dangerous / Flammable Substances	Fire ignites dangerous substances	Dangerous substances only stored on premises if necessary	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Dangerous Substances & Explosive Atmospheres on premises	Materials covered by DSEAR (e.g. Explosives, Petrol, Compressed Gases) prohibited	4	1	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Dangerous substances catch fire or are ignited causing fire	Dangerous substances stored in store room away from sources of ignition / incompatible chemicals	4	1	4	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
Combustible Substances	Fire or other sources ignite combustible substances	Combustible substances stored away from sources of ignition	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Hazardous materials cause harm / injury to people on premises	Hazardous materials stored away from users	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Escape routes blocked by combustible materials on fire	Escape routes kept free of combustible materials	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
	Waste materials ignite causing fire	Waste materials are disposed; not stored on premises	3	2	6	Vigilance by Management Ctte, Volunteers and Users	All	When Hall in Use	
Contractors / Builders	Contractors ignore / don't follow Fire Safety policies increasing risk of fire	Fire Safety conditions placed on contractors working on premises	3	2	6	Oversight by Competent Person nominated by Management Ctte.	CP	As req'd	
	Contractors conduct poor work due to poor oversight	Management Ctte. oversight of any works conducted	3	2	6	Oversight by Competent Person (Management Ctte.)	CP	As req'd	
	Contractors don't have appropriate permits in place	Management Ctte. oversight to ensure appropriate permits (e.g. Hot Works) in place	3	2	6	Oversight by Competent Person nominated by Management Ctte.	CP	As req'd	

**Fire Risk Assessment
Figure 18 – Sheet 3**

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Evacuation Strategy									
Single Stage Evacuation	People on premises unable to evacuate in single stage	Reasonable to expect that all people can evacuate premises in single stage	4	1	4	Booking Secretary to brief Users; Individuals assist others during emergency	BS	When hall in use	
	People on premises don't know / follow evacuation procedures	Evacuation procedures are posted in main hall	4	1	4	Booking Secretary to brief Users; Individuals assist others during emergency	BS	When hall in use	
Means of escape	People on premises have difficulty / can't escape due to poor evacuation plan	Premises have reasonable means of escape through 3 exits (see plan)	4	1	4	Booking Secretary to brief Users; Individuals assist others during emergency	BS	When hall in use	
	People on premises have difficulty / can't escape due to evacuation route too long	Escape routes are adequate and of short distance; greatest distance is 11.5m from kitchen to furthest exit.	4	1	4	Booking Secretary to brief Users; Individuals assist others during emergency	BS	When hall in use	
	People on premises have difficulty / can't escape due emergency exits on fire	Main hall has one main exit and two emergency exits – more than minimum required	4	1	4	Install fire resistant door between kitchen and main hall	RP	08/21	
	People on premises have difficulty / can't escape as not enough emergency exits	3 emergency exits provide sufficient escape capacity	4	1	4	Booking Secretary to brief Users; Individuals assist others during emergency	BS	When hall in use	
	People on premises have difficulty / can't escape as can't open emergency exits	Emergency exits have push bar opening; main exit opened without need for key??	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP	When hall in use	
	People on premises have difficulty / can't escape as emergency exits obstructed	Escape routes are unobstructed	4	1	4	Vigilance by Management Ctte, Volunteers and Users; Individuals assist others	All	When hall in use	

**Fire Risk Assessment
Figure 18 – Sheet 4**

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Evacuation Strategy									
Means of Escape	Disabled people in premises have difficulty / can't escape through emergency exits	Disabled people have step free exits through main door and emergency exits	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP / All	When hall in use	
	Too many people in premises resulting in crush during evacuation	Maximum number of people allowed in hall is 124 based on 0.5square metres per person; actual numbers limited to 95 if standing and 75 if seated	4	1	4	Vigilance by Management Ctte, Volunteers and Users	All	When hall in use	
Limit Fire Spread	Fire spreads rapidly though the premises due to open doors	Isolating doors compartmentalize all rooms in premises	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP/All	When hall in use	
	Fire spreads rapidly though the premises due to building materials	Building walls are brick construction; internal wall surfaces wood / plasterboard	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP / All	When hall in use	
Emergency Escape Lighting	People in premises have difficulty / can't find emergency exits in dark	Emergency lighting to ensure safe use of emergency exits	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP / All	When hall in use	
Fire Safety Signs and Notices	People in premises unaware of evacuation plans / procedures	Fire Safety signs and notices throughout premises to H&S Signs & Signals Regs BS1996	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP / All	When hall in use	
Warnings in case of fire	People in premises can't hear / unaware of fire warnings	Smoke detectors in kitchen and main hall are audible in main hall and lobby	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP / All	When hall in use	
	People in premises can't hear / unaware of fire warning by others	People able to hear warnings for others in adjacent rooms due to small distance between kitchen and main hall, and main hall and toilets	4	1	4	Oversight by Competent Person (Management Ctte.); Individuals assist others	CP / All	When hall in use	

**Fire Risk Assessment
Figure 18 – Sheet 5**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Evacuation Strategy									
Fire Extinguishers	Not enough fire extinguishers to put out initial fire on premises	Portable fire extinguishers located in main hall and kitchen	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When hall in use	
	People on premises can't get to fire extinguishers to put out initial fire	Fire extinguishers are readily accessible and unobstructed	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When hall in use	
	People on premises use the wrong type of fire extinguisher to put out fire	Wall signs relevant to type of extinguisher provided	4	1	4	Oversight by Competent Person nominated by Management Ctte.	CP	When hall in use	
Procedures and Arrangements									
	Fire prevention and protection measures ignored by Management Ctte.	Competent person appointed to ensure that fire preventative and protective measures are taken	3	1	3	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Fire prevention and protection measures too much for single person and not undertaken correctly	Competent person appointed to assist in undertaking the fire preventative and protective measures	3	1	3	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Fire prevention / protection measures not endorsed by Management Ctte.	Fire safety arrangements are embodied in Safety Policy	3	1	3	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Procedures to be taken in the event of fire not understood by Management Ctte, Volunteers and Users	Procedures to be taken in the event of fire are documented	3	1	3	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	

Fire Risk Assessment
Figure 18 – Sheet 6

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Procedures and Arrangements									
	User's fail to call Fire & Rescue Service in the event of fire	Required in Hirer's Agreement for User's to call Fire & Rescue Service	4	1	4	Booking Secretary to brief Users Vigilance by Users	BS / Users	When hall in use	
	User's fail to meet Fire & Rescue Service at premises	Required in Hirers Agreement for User's Responsible Person to meet Fire & Rescue Service	3	1	3	Booking Secretary to brief Users Vigilance by Users	BS / Users	When hall in use	
	User's fail to provide Fire & Rescue Service with relevant information	Required in Hirers Agreement for User's Responsible Person to provide Fire & Rescue Service with relevant information	3	2	6	Booking Secretary to brief Users Vigilance by Users	BS / Users	When hall in use	
	Fire & Rescue Services not familiar with premises	Premises are of simple layout, ease of access and have no high risk areas	3	2	6	Provide plan of premises to Fire Service	CP	12/23	
	Some people using premises not evacuated in timely manner	User's Responsible Person to ensure premises are fully evacuated and all people accounted for at Assembly Point	4	1	4	Booking Secretary to brief Users Individuals assist others	BS / Users	When hall in use	
	People evacuating from premises not sure where to assemble for "roll-call"	Fire Exit signs lead to Fire Assembly Point located in front of and away from premises	3	2	6	Booking Secretary to brief Users Individuals assist others	BS / Users	When hall in use	
	Disabled people have difficulty / can't follow evacuation procedures	Evacuation procedures take into account disabled persons	4	1	4	Booking Secretary to brief Users Individuals assist others	BS / Users	When hall in use	
	Disabled people using premises not evacuated in timely manner	Requirement for User's Responsible Person to ensure disabled people evacuate	4	1	4	Booking Secretary to brief Users Individuals assist others	BS / Users	When hall in use	
	Fire precautions not appropriate / working	Fire precautions inspected monthly	4	1	4	Oversight by Competent Person nominated by Management Cttee.	CP	End Month	

**Fire Risk Assessment
Figure 18 – Sheet 7**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Training & Drills									
	Inadequate fire prevention and protection training for Management Ctte, Volunteers and Users	Management Ctte. and volunteers instructed and trained on fire safety precautions and procedures	3	2	6	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Inadequate fire prevention and procedures training for Management Ctte, Volunteers and Users	Training is managed by the Competent Person	3	2	6	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Management Ctte, Volunteers and Users loose knowledge over time	Annual refresher training for Management Ctte. and volunteers	3	2	6	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Management Ctte, Volunteers and Users knowledge not assessed	Fire drills carried out on annual basis and details recorded	3	2	6	Oversight by Responsible Person nominated by Management Ctte.	RP	Annual	
	Management Ctte, Volunteers and Users knowledge not updated	Fire Safety information communicated to User's via meetings and Notice Boards	3	2	6	Oversight by Competent Person nominated by Management Ctte.	CP	Annual	
	Employees of Business Users unaware of fire risks and fire safety measures	Instruction provided to employees of Business Users	3	2	6	Booking Secretary to brief Users	BS	At time of Hire	

**Fire Risk Assessment
Figure 18 – Sheet 8**

Organisation: Semley Village Hall

Date of Assessment: August 2023

Potential Hazards	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Testing & Maintenance									
	Inadequate management of equipment testing, maintenance and servicing	Testing, maintenance and servicing of fire safety equipment managed by Competent Person	3	2	6	Oversight by Responsible Person nominated by Management Cttee.	RP	As req'd	
	Inadequate testing and servicing of fire detection and alarm systems enables equipment faults to go un-noticed	Monthly testing and periodic servicing of fire detection and alarm system	3	2	6	Oversight by Responsible Person nominated by Management Cttee.	RP	End of Month	
	Inadequate inspection of emergency escape lighting enables equipment faults to go un-noticed	Monthly and annual inspection of emergency escape lighting	3	2	6	Oversight by Responsible Person nominated by Management Cttee.	RP	End of Month	
	Inadequate inspection of fire extinguishers enables faults to go un-noticed	Monthly visual inspection and annual maintenance of fire extinguishers	3	2	6	Oversight by Responsible Person nominated by Management Cttee.	RP	End of Month Annual	
	Inadequate inspection of exit doors enables faults to go un-noticed	Routine check of exit doors	3	2	6	Oversight by Responsible Person nominated by Management Cttee.	RP	End of Month	

**Fire Risk Assessment
Figure 18 – Sheet 9**

6.5.2 Periodic Fire Safety Checklist

This is not intended to take the place of a fire risk assessment, but should be used as a means of ensuring that safety standards, established after the fire risk assessment, are being maintained. This should be undertaken quarterly.

Fire Safety Checklist	Y /N	Action
Has anything changed since you last went through this list?		
Have you written down your safety procedures?		
Do you carry out a regular review of your systems?		
Has the structural fire resistance been impaired by alterations and repairs?		
Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?		
Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?		
Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?		
Are curtains clear of the ground?		
If installed, are the self-closing mechanisms of fire doors operating and closing the doors properly?		
Are emergency exit push-bar devices functioning correctly?		
Are fire exits and escape routes clearly marked and illuminated		
Are the lighting, and emergency lighting, systems adequate and functioning correctly?		
Is an approved seating plan on display?		
Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?		
Are floors and coverings in good condition'?		
Has the electrical equipment and supply been professionally checked?		
Has the fire-fighting equipment been serviced?		
Has the detection system and battery been checked?		
Are the smoking rules being adhered to?		
Are the areas open to the public, free of combustible stores?		
Is rubbish being kept safely and removed frequently?		
Are the security measures functioning?		
Do all committee members know how to use the fire-fighting equipment?		
Are there any hazards anticipated or overlooked?		

**Fire Safety Checklist
Table 19**

7.0 Safeguarding Vulnerable People

Semley Village Hall safeguarding policy is to:

- protect children and young people who receive services or attend activities at Semley village hall; this includes the children of adults who use the hall;
- protect vulnerable adults who receive services or attend activities at the hall; and
- provide the management committee, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Semley village hall aims to provide a safe and secure venue for a range of services, activities and events. The management committee recognises the importance of ensuring the safeguarding and welfare of all users of the hall.

This policy is applicable to all adults who use the hall for any activities, including those who run events or activities on behalf of the management committee.

In most cases, children will be accompanied by an adult (a parent or carer) who will take responsibility for them. Young people (defined as secondary school age or above for the purposes of this policy) are more likely to attend on their own. Vulnerable adults may attend activities independently and may need additional protection accordingly.

This policy includes Child and Adult Protection Procedures, Recruitment and Whistle Blowing.

The management committee is committed to ensure that robust safeguards are in place, that policies and procedures are current and fit for purpose, and that complaints are investigated and handled promptly, efficiently, sensitively and without fear or favour.

Enquiries about the operation of this policy may be made in the first instance to Mr. A. C. Duthie, Chair: Semley Village Hall Management Committee.

The safeguarding policies are subject to annual review and the procedures are updated as and when necessary, (i.e. when regulations or recommendations change or in the light of any case reviews).

7.1 Regulations

The law surrounding the protection of vulnerable adults is wide-ranging. Examples of key legal requirements are set out in the Human Rights Act 1998; the Equalities Act 2010; the Safeguarding Vulnerable Groups Act 2006 and the Care Act 2014.

Similarly, the framework for protecting children is equally complex. Key legal requirements are set out in the Children's Acts of 1989 (this provides the legislative framework for child protection in England); the Children's Act 2004 (which strengthens the 1989 Act); and the Education Act 2002

7.2 Responsibilities

All personnel including Semley Village Hall committee members, volunteers, contractors and users when on the premises have a duty to safeguard vulnerable users of the hall and play area and those who may come into contact with any vulnerable users.

All will respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of any vulnerable person. This policy is in place to protect all vulnerable persons regardless of their religion, gender, ethnicity, sexuality, disability or faith.

Bullying, shouting, physical violence, sexism and racism towards children will not be accepted or tolerated.

7.2.1 Management Committee Responsibilities

The Management Committee will ensure:

- no member of the committee, helpers or other volunteers will have unsupervised access to children or vulnerable persons unless they have been through a safe recruitment process and specific Child Protection or Vulnerable Adults Protection training;
- all suspicions or allegations of abuse against a child will be taken seriously and dealt with in a timely and appropriate manner;
- all member and volunteers will be made aware of this policy, child protection and vulnerable adult issues and appropriate training will be provided as required;
- the premises are safe, as reasonably practical, for use by children and vulnerable adults;
- a higher standard of safety is provided where use is made by small children, those who cannot read safety notices and physically disabled adults;
- anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults maintain the required levels of disclosure, supervision and have appropriate training; and
- any concerns or suspicions should be reported to Mr. A. C. Duthie, Chair of the Management Committee, who will report any issues or concerns that arise to the local authority for Child Protection and Vulnerable Adults and may need to conduct investigations to be able to support any concerns raised.

Any safety issues will be rectified as soon as practicable with the provision to prevent access by children and vulnerable adults where appropriate whilst repairs etc. are being completed.

The Management Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. They will also ensure that hirers are aware that no children are to be admitted to films where they are below the age classification for the film or show.

No gambling or entertainment of an adult or sexual nature should be permitted on the premises.

7.2.2 Hirer Responsibilities

Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements.

Organisers of activities for children (e.g. care provision, nursery school etc.) for children that lasts more than 2 hrs must register with the Local Authority Social Services Department and are subject to inspection by the Office for Standards in Education (Ofsted).

Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required should display their registration and have their own Child Protection Policy in place; a copy of their Child Protection Policy should be provided to the Booking Secretary.

Any organisations or individuals hiring the hall for the purposes of holding activities relating to vulnerable adults will also need to show their policy in line with the protection of these adults.

Hirers must ensure that alcohol is not sold to those under the age of 18. They must also ensure that no children are to be admitted to films where they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature is allowed.

Hirers are required to report any damages, breakages or safety issues to the Bookings Secretary as soon as possible who will inform the appropriate people.

7.2.3 Contractors

Contractors carrying out work at the premises must not be allowed unsupervised access to children or vulnerable adults.

7.3 Procedures

7.3.1 Management Committee and Volunteers

All committee members and volunteers will be given information about child protection and will be encouraged to attend, if appropriate to their roles, Child Protection and Protection of Vulnerable Adults training where possible.

An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New committee members and volunteers must be given an induction to this policy and understand their responsibilities.

Currently committee members and volunteers who regularly attend the hall are not subject to DBS checks. If conditions change, their role will be assessed and any necessary DBS checks carried out accordingly.

7.3.1.1 Review and Consent of Activities

The management committee will review activities planned by itself and hirers and make any reasonable adjustments to mitigate risk, harm or upset, where required. Specific higher risk activities may be ‘signed off’ by a designated safeguarding officer.

The Bookings Secretary will request potential hirers to provide the following information at the time of booking **an event where children or vulnerable adults will attend, excluding family events involving relatives and close family.**

Hirer to specify by marking “X”		X
	Do you intend to provide caring or nursery activities for children that will last over 2 hours?	
If yes	Are you registered with the Local Authority / Ofsted?	
	Have you a Safeguarding Policy (please provide) and are arrangements in place?	
	Has relevant staff had appropriate DBS checks?	
	The named Safeguarding Person is ...	
	Do you intend to provide activities for vulnerable adults?	
If yes	Have you a Safeguarding Policy (please provide) and are arrangements in place?	
	Has relevant staff had appropriate DBS checks?	
	The named Safeguarding Person is	

**Hirer Safeguarding Questions
Figure 20**

7.3.1.2 Activities Planning

Semley village hall activities involving children and or vulnerable adults will be organised, managed and overseen by a DBS checked committee member or volunteer. Appropriate checklists will be used. The number of DBS checked people involved in the proposed activity will be appropriate to number of children / vulnerable adults attending them.

Any hirer, especially a business / organisation, that intends to undertake activities involving children and/or vulnerable adults has to confirm at time of booking that all activities involving children or vulnerable adults:

- are planned using the appropriate checklists;
- will be organised, managed and overseen by a DBS checked Responsible Person; and
- have sufficient numbers of DBS checked personnel for the number of children / vulnerable adults attending.

The Booking Secretary will ensure the hirer is aware that the Hire Agreement states that activity organisers are responsible for safeguarding of children and vulnerable adults.

7.3.1.3 Inappropriate Behaviour

Activity organisers are to ensure that any problems or concerns about children / vulnerable adults being exposed to dangerous or inappropriate behaviour (e.g. strong or offensive language, violence, substance misuse) are dealt with appropriately.

7.3.1.4 Licensable Activities

Semley Village Hall has a Premises Licence in accordance with the Licensing Act 2003 authorising regulated entertainment and licensable activities at the following specified times:

Sale and Consumption of Alcohol: Indoors / Play Area	Sunday to Saturday	07.00 to 00.00
Screening of Films for Profit	Sunday to Saturday	10.00 to 23.00
Playing of Music for Profit: Only Indoors	Sunday to Saturday	07.00 to 00.00
Performance of Live Music for Profit: Only Indoors	Sunday to Saturday	07.00 to 00.00

Licensed Activities
Figure 21

The Hirer Agreement gives permission to the Hirer to sell alcohol, screen films for profit, for the performance of live music, and the playing of recorded music, but only within the permitted hours and in accordance with the Premises Licence, a copy of which can be obtained from the Bookings Secretary and will be also located in the kitchen.

The Bookings Secretary will request potential hirers to confirm in the Hire Agreement what regulated / licensable activities will take place at the event for consideration by the Management Committee if thought to be inappropriate for the setting or high risk.

If any regulated entertainment is to be held outside the permitted hours, outside the premises, and/or outside of the Deregulation Act 2015, then the Hirer (or any other user) will have to obtain consent from the Village Hall Management Committee and submit a Temporary Event Notice (TEN) to the licensing authority at least 10 working days before the event.

Children must not be exposed to unsuitable entertainment (e.g. comedians using adult material; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds). Organisers are to enforce a strict ID process to ensure those attending an event are of an age appropriate to the entertainment.

7.3.1.5 Use of Toilets

Children, vulnerable people and adults using the baby changing table in the large toilet must be able to use the toilets safely.

During activities, a responsible adult should note the time that the children and/or vulnerable adult go to the toilet and investigate any delays.

A carer, guardian or DBS checked person is allowed to accompany child or vulnerable adult.

If the event warrants it (e.g. many people), then 'Toilet Marshalls' should be put in place.

7.3.1.6 Photography / Social Media

People attending activities should not upload photographs of players onto social media sites without the relevant permission as this can lead to issues such as a Local Authority 'Looked

after Children' being identified and/or lead to derogatory comments between individuals and groups which can lead to abuse and/or conflict.

Although organisers (and police) cannot enforce, activity organisers will:

- dissuade people from taking photographs of children and vulnerable adults unless they are relatives / close friends / carers / guardians; and
- stress the importance of gaining permission of others before uploading pictures onto social media.

7.3.1.7 Medical Needs / First Aid

Activity organisers need to identify if any children, young people and vulnerable adults that will be in their care during the event will or may require medication (either regularly or in the case of a medical emergency) and with the consent of the parents/guardians/carers obtain medical details, the appropriate medication and be prepared to administer the medication if required.

Activity organisers, or one of the attendees, need to be able to administer first aid in the case of an accident or emergency. A First Aid Kit is located in the kitchen. If necessary, organisers should call emergency services on 999

7.3.1.8 Training

Committee members and volunteers must be able to identify potential safeguarding episodes which in turn could lead to serious safeguarding matter or risk to life and also deal with safeguarding incidents. Committee members and, if appropriate, volunteers, will therefore be briefed on Safeguarding Policy and Best Practices when they join the committee and or help at an event and at least once a year thereafter.

7.3.2 Hirers

7.3.2.1 Activity Planning

Hirers are to ensure that activities attended by vulnerable persons have appropriate measures in place to ensure sufficient protection is afforded to those persons and must disclose those measures to the Booking Secretary upon request. Use of the hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated to the reasonable satisfaction of Semley Village Hall's management.

Organisations hiring the Hall for activities for children in the under 3, 3 - 5 and 5 - 11 age groups will:

- follow the Ofsted guidelines for levels of supervision found at <https://www.gov.uk/government/publications/ofsted-safeguarding-policy>
- be asked to show their Child Protection Policy before the first booking; and
- 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 or individuals hiring the Hall whose activities may involve vulnerable adults will be made aware of this policy.

7.3.2.2 Inappropriate Behaviour

Hirers must ensure that any problems or concerns about children / vulnerable adults being exposed to dangerous or inappropriate behaviour (e.g. strong or offensive language, violence, substance misuse) are dealt with appropriately.

7.3.2.3 Licensable Activities

Hirers and users are only authorised to undertake regulated / licensable activities for profit at the following specified times:

Sale and Consumption of Alcohol: Indoors / Play Area	Sunday to Saturday	07.00 to 00.00
Screening of Films for Profit	Sunday to Saturday	10.00 to 23.00
Playing of Music for Profit: Only Indoors	Sunday to Saturday	07.00 to 00.00
Performance of Live Music for Profit: Only Indoors	Sunday to Saturday	07.00 to 00.00

**Authorised Times for Licenced Activities
Figure 22**

The Hirer will:

- be responsible for the proper conduct of people managing and attending the event.
- be responsible for ensuring that children attending screenings of films abide by age classification ratings and required copyright licenses are obtained.
- ensure that alcohol is not served to intoxicated customers, and there is no irresponsible promotion of the sale of alcohol including activities that encourage the consumption of alcohol within time limits or as much as possible.
- adopt the “Challenge 25” Age Verification Policy to ensure no person under the age of 18 is served alcohol.
- only sell alcohol from securely closed containers, or for beer / cider in 1/2 pint measures, for spirits in 25ml or 35ml measures, and still wine in 125ml measures.
- record refusals of service in the Incident Book located in the kitchen.
- conduct regular noise checks outside the premises and reduce excess noise as required.

The Bookings Secretary will request potential hirers to confirm in the Hire Agreement what regulated / licensable activities will take place at the event for consideration by the Management Committee if thought to be inappropriate for the setting or high risk.

Regulated / Licensable activities to take place at event (Hirer to mark “X” in appropriate box)			
a.	The performance of plays		h. Entertainments similar to a – g
b.	The exhibition of films		i. Making music
c.	Indoor sporting events		j. Dancing
d.	Boxing or wrestling entertainment		k. Entertainment similar to l – j
e.	The performance of live music		l. Provision of hot food after 11pm
f.	The playing of recorded music		m. Sale of alcohol
g.	The performance of dance		

**Regulated / Licensable Activities Questions in Hirer Agreement
Figure 23**

If any regulated entertainment is to be held outside the permitted hours, outside the premises, and/or outside of the Deregulation Act 2015, then the Hirer will have to obtain consent from the Village Hall Management Committee and submit a Temporary Event Notice (TEN) to the licensing authority at least 10 working days before the event.

Children must not be exposed to unsuitable entertainment (e.g. comedians using adult material; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds). Hirers are to enforce a strict ID process to ensure those attending an event are of an age appropriate to the entertainment.

The hiring agreement will include appropriate clauses for all hires involving licensable activities.

7.3.2.4 Use of Toilets

During activities, a responsible adult should note the time that the children and/or vulnerable adult go to the toilet and investigate any delays.

A carer, guardian or DBS checked person is allowed to accompany child or vulnerable adult.

If the event warrants it (e.g. many people), then 'Toilet Marshalls' should be put in place.

If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

7.3.2.5 Photography / Social Media

Hirers will:

- dissuade people from taking photographs of children and vulnerable adults unless they are relatives / close friends / carers / guardians; and
- stress the importance of gaining permission of others before uploading pictures onto social media.

7.3.2.6 Medical Needs / First Aid

Hirers need to identify if any children, young people and vulnerable adults that will be in their care during an activity or event will or may require medication (either regularly or in the case of a medical emergency) and with the consent of the parents/guardians/carers obtain medical details, the appropriate medication and be prepared to administer the medication if required.

The hirer should ensure that one of the attendees, is be able to administer first aid in the case of an accident or emergency. A First Aid Kit is located in the kitchen. If necessary, the hirer should call emergency services on 999

7.3.2.7 Hirer's Safeguarding Policy and Training

Users that regularly come into contact with children and vulnerable adults must be able to identify potential safeguarding episodes which in turn could lead to serious safeguarding matter or risk to life and also deal with safeguarding incidents. The management committee

may request relevant users to provide a copy of their Safeguarding Policy and training records.

7.3.2.8 Reporting of Damage

Hirers are to report any damage, breakages or safety issues needing attention to the Booking Secretary, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.

7.3.3 Contractors

Contractors engaged to carry out work at the premises will not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

7.3.4 Staff

Currently there are no contracted staff at Semley Village Hall. If conditions change, the role of contracted staff will be assessed and any necessary DBS checks carried out accordingly.

7.4 Procedures in the event of an incident

If any user of the hall has concerns about the behaviour or actions of anyone associated with the hall they should immediately inform:

- the named person in their group initially responsible for Safeguarding and / or;
- Mr. A. C. Duthie, the Responsible Person of Semley Village Hall Management Committee.

Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.

Any concern disclosed to a user or hirer of the hall should be recorded by them as soon as practicable. Leading questions should not be asked but a clear factual written record made of what has been disclosed. All referrers should follow the following summary guidance:

- Record the time and date
- Don't promise to keep what you're told a secret
- Tell the child, young person or adult what you will do next
- Don't make promises you cannot keep

All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the Semley Village Hall responsible person.

Semley Village Hall Management Committee cannot promise confidentiality in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Semley Village Hall may without reference to any person seek assistance from or make a referral to any competent authority for them to advise or take

appropriate further action, with the adult responsible for the individual who has made a disclosure being notified if appropriate.

Persons making relevant disclosures to Semley Village Hall must co-operate fully with Semley Village Hall and any competent authority in dealing with investigations into complaints, must follow appropriate recommendations and carry out any recommended further actions.

The management committee will comply with all data protection legislation especially in regard to storing information about any safeguarding issues.

7.4.1 Whistle Blowing Policy

The management committee will, under this Whistle Blowing Policy, protect any individual making a referral. Should the individual making the referral feel that insufficient action/follow up has taken place they should inform the Chairperson of the Management Committee without fear of repercussion.

The Chairperson will:

- protect those who make referrals under the Whistle Blowing Policy so that there is a culture of informing without reprisal or negative consequence,
- as far as possible protect the anonymity of the whistle blower, (except where so doing could endanger another individual), and
- keep accurate records.

7.5 Practices

All Committee Members should be encouraged to demonstrate exemplary behaviour in order to create a positive culture and climate and protect themselves from false allegations.

Good practice means:

- always working in an open environment avoiding private or unobserved situations and encouraging open communication;
- ensuring that Committee Members or volunteers are DBS checked where appropriate;
- treating all young people / disabled adults equally with respect and dignity;
- always putting the welfare of each young person / vulnerable adult first;
- building balanced relationships based on mutual trust and empowering children / vulnerable adults to share in decision making;
- involving parents/carers wherever possible - for example, encouraging them to take responsibility for their children;
- being an excellent role model; and
- keeping a written record of any injury that occurs, along with the details of any treatment given.

7.6 Risk Assessment / Checklist

7.6.1. Village Hall Risk Assessment

The Village Hall Risk Assessments are maintained and updated annually by the nominated 'Competent Person(s)'.

All user groups, hirers and regular users must ensure that they are familiar with these risk assessments and with the safeguarding policy

The aims of the safeguarding assessment are:

- to identify activities with safeguarding risks,
- to reduce the risk of those activities causing harm to as low as reasonably practicable, and
- to decide what management arrangements are necessary to ensure the safeguarding of people using the premises.

The following Safeguarding Risk Assessment template shall be used.

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Review and Consent: Events organised by Village Hall									
	Lack of information about attendees (number & profile) of attendees' means that management committee is unable mitigate risk and/or provide reasonable adjustments to meet individual needs.	Committee to review planned activity and make any reasonable adjustments to mitigate risk, harm or upset; where required, activities are 'signed off' by the designated safeguarding officer	3	1	3	Review of practices and procedures annually before the AGM	RP	Annual	
	Attendees could be at risk of harm if risks are not mitigated or reasonable adjustments are not made.	Committee to make any reasonable adjustments to mitigate risk, harm or upset; where required, activities are 'signed off' by the designated safeguarding officer	3	1	3	Review of practices and procedures annually before the AGM	RP	Annual	
	Village hall could face legal action if risks are not identified and mitigated.	Committee to identify risks and make reasonable adjustments to mitigate risk, harm or upset; where required, activities are 'signed off' by the designated safeguarding officer	3	1	3	Review of practices and procedures annually before the AGM Ensure adequate liability insurance	RP	Annual	

Safeguarding Risk Assessment
Figure 24 Sheet 1

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Review and Consent: Events organised by Hirer									
	Village hall management committee has lack of information about attendees (number & profile) of attendees' means that management committee is unable to assess potential risk.	Hirer requested to provide details for event attendees if not provided. Committee to review planned activity at time of booking and require hirer to make any reasonable adjustments to mitigate risk, harm or upset; where required, activities are 'signed off' by the hirer's designated safeguarding officer	3	2	6	Review of practices and procedures annually before the AGM	RP	Annual	
	Attendees could be at risk of harm if risks are not mitigated or reasonable adjustments are not made.	Hirer to make any reasonable adjustments to mitigate risk, harm or upset; where required, activities are 'signed off' by the hirer's designated safeguarding officer	3	2	6	Review of practices and procedures annually before the AGM	RP	Annual	
	Village hall could face legal action if risks are not identified and mitigated.	If event is considered "higher risk" by Bookings Secretary, management committee to review planned activity and require hirer to make any reasonable adjustments to mitigate risk, harm or upset; where required, activities are 'signed off' by the hirer's designated safeguarding officer	3	2	6	Review of practices and procedures annually before the AGM Ensure adequate liability insurance	RP	Annual	

Safeguarding Risk Assessment
Figure 24 Sheet 2

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Inappropriate Individuals: Activities organised by village hall									
	Village Hall Management Committee has members that are not DBS checked; risk of inappropriate individuals working with children and vulnerable adults due to them not appropriately DBS checked; resultant risk is reputational damage to village hall.	Village hall organised activities involving children and vulnerable adults are infrequent. All activities involving children or vulnerable adults planned using the appropriate checklists. Activities involving children and or vulnerable adults will be organised, managed and overseen by a DBS checked committee member or volunteer. Numbers of DBS checked people involved in activities appropriate to number of children / vulnerable adults attending them. Designated Safeguarding Officer (Mr. A. C. Duthie) to monitor /check committee members and volunteers' DBS dates to ensure they are valid prior to relevant activities.	3	1	3	If number of village hall organised events increases significantly and/or become regular events (e.g. children film matinees) then those committee member and volunteers involved in organising and managing such events will be DBS checked. Any new committee member or volunteer likely to be involved to be DBS checked (if appropriate) as part of the induction process. Only committee members or volunteers who are DBS checked to be appointed to key roles (if they involve contact with children and or vulnerable adults). Review annually before AGM	RP	Annual	

Safeguarding Risk Assessment
Figure 24 Sheet 3

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Inappropriate Individuals: Activities organised by business / organisation									
	Business / organisation that intends to undertake activities involving children and/or vulnerable adults has staff that are not DBS checked; risk of inappropriate individuals working with children and vulnerable adults due to them not appropriately DBS checked; resultant risk is reputational damage to village hall.	<p>Booking Secretary to ensure hirer aware that the Hire Agreement states that activity organisers are responsible for ensuring safeguarding of children and vulnerable adults.</p> <p>Business / organisation that intends to undertake activities involving children and/or vulnerable adults has to confirm at time of booking that all activities involving children or vulnerable adults:</p> <ul style="list-style-type: none"> • are planned using the appropriate checklists; • will be organised, managed and overseen by a DBS checked Responsible Person; • have sufficient numbers of DBS checked personnel for the number of children / vulnerable adults attending <p>Designated Safeguarding Officer (Mr. A. C. Duthie) to confirm business / organisation has appropriate procedures in place.</p>	3	1	3	Review annually before AGM	RP	Annual	

Safeguarding Risk Assessment
Figure 24 Sheet 4

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Inappropriate Individuals: Activities organised by private individuals									
	Private event involving children and/or vulnerable adults has participants members that are not DBS checked; risk of inappropriate individuals being with children and vulnerable adults; resultant risk is reputational damage to village hall.	Hirer arranging event involving children and/or vulnerable adults has to advise Bookings Secretary the scope of the event (e.g. children's birthday party, family reunion etc.) at time of booking. Booking Secretary to ensure hirer aware that the Hire Agreement states that event organisers are responsible for ensuring safeguarding of children and vulnerable adults.	3	2	6	Vigilance by those people attending the event	All	At Events	
Inappropriate behaviour									
	Children / vulnerable adults exposed to dangerous or inappropriate behaviour (e.g. strong or offensive language, violence, substance misuse)	Hirers to ensure problems or concerns are dealt with appropriately	3	2	6	Vigilance by those people attending the event	All	At Events	
Purchase of alcohol									
	Children purchasing or consuming alcohol	Hirers / Users to abide by Premises Licence conditions. Hirers / Users to enforce a strict Age Verification (Challenge 24). Challenge 25 signage.	3	1	3	Vigilance by those people attending the event	All	At Events	

Safeguarding Risk Assessment
Figure 24 Sheet 5

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Unsuitable entertainment									
	Children exposed to unsuitable entertainment (e.g. adult material; strong or offensive language; sexualised entertainment or references; material containing violent / aggressive images or sounds)	Hirers must provide details of regulated entertainment at proposed events before hiring. Hirers to abide by Premises Licence conditions. Hirers to enforce a strict ID process to ensure those attending an event are of an age appropriate to the entertainment.	3	1	3	Vigilance by those people attending the event	All	At Events	
Inappropriate behaviour outside hall	Children or vulnerable adults abused in play area	Play Area close to main hall with glazed door and windows providing partial view of area and in full view of the road in front of the hall making physical and/or verbal abuse difficult to go unnoticed during the day. Passive Infra-Red (PIR) sensor - controlled lights illuminate play area at night.	3	1	3	Vigilance by those people attending the event	All	At Events	
	Children or vulnerable adults abused in portion of car park by entrance to hall	Car park near main hall with windows providing partial view of area and in full view of the road in front of the hall making physical abuse and/or verbal difficult to go unnoticed during the day. PIR sensor -controlled lights illuminate car park at night.	3	1	3	Vigilance by those people attending the event	All	At Events	

Safeguarding Risk Assessment
Figure 24 Sheet 6

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Inappropriate behaviour outside hall									
	Children or vulnerable adults abused in portion of car park to rear of hall	Car park near to kitchen with windows providing full view of area making physical and/or verbal abuse difficult to go unnoticed by people in the kitchen during the day. PIR sensor -controlled lights illuminate car park at night.	3	2	6	Vigilance by those people attending the event	All	At Events	
Use of Toilets									
	Child or vulnerable adult unable to use toilet on own	Carer, guardian or DBS checked person allowed to accompany child or vulnerable adult.	3	1	3	Vigilance by others attending event that accompanying person is carer or guardian	All	At Events	
	Child or vulnerable adult has accident in toilet	In any given situation, one adult to note the time that the children and/or vulnerable adult go to the toilet and investigate any delays	3	1	3	Vigilance by others attending event that toilets are not occupied for significantly long periods of time	All	At Events	
	Inappropriate adult in toilet with children and/or vulnerable adult	Individual toilets are located off the lobby in close proximity to entrance and main hall making it very difficult for persons to enter and leave the toilets without being noticed by others. 'Toilet Marshalls' to be put in place if appropriate (i.e. size of the event) .	5	1	5	Vigilance by others attending event to ensure that children and/or vulnerable adults are in the toilets alone or with a parent, guardian or carer.	All	At Events	
	Babies and very young children require nappies to be changed	Baby Change facilities provided in larger toilet and signposted.	3	2	6	Ensure baby changing facilities are cleaned regularly and in working order	All	At Events	

Safeguarding Risk Assessment
Figure 24 Sheet 7

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Photographs / Social media considerations									
	People attending activities upload photographs of players onto social media sites without the relevant permission; this can lead to issues such as a Local Authority 'Looked after Children' being identified.	Although organisers (and police) cannot enforce, organisers will: <ul style="list-style-type: none"> • dissuade people from taking photographs of children and vulnerable adults unless they are relatives / close friends / carers / guardians • stress the importance of gaining permission of others before uploading pictures onto social media. 	4	2	8	Vigilance by those people attending the event	All	At Events	
	People attending activities upload photographs of players onto social media sites without the relevant permission; this can lead to derogatory comments between individuals and groups which can lead to abuse and/or conflict	Although organisers (and police) cannot enforce, organisers will: <ul style="list-style-type: none"> • dissuade people from taking photographs of children and vulnerable adults unless they are relatives / close friends / carers / guardians • stress the importance of gaining permission of others before uploading pictures onto social media. 	4	2	8	Vigilance by those people attending the event	All	At Events	

Safeguarding Risk Assessment
Figure 24 Sheet 8

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Facility Health & Safety	Children and vulnerable adults can be injured due to poor / faulty condition of the premises and equipment contained therein.	Health and safety policy includes: <ul style="list-style-type: none"> • pre-event inspection, • routine H&S inspections, and • routine testing of equipment when required. 	3	2	6	Adherence to Health & Safety Policies contained in Safety Policy	All	All the time	
	Children and vulnerable adults can be injured due to slipping and falling on premises	Premises are: <ul style="list-style-type: none"> • well lit, including outside paths, • kept tidy, and • routinely inspected and any faulty equipment fixed promptly. 	3	2	6	Adherence to Health & Safety Policies contained in Safety Policy	All	All the time	
	Children and vulnerable adults can be injured due to slipping and falling in play area	Play Area is: <ul style="list-style-type: none"> • kept tidy, • routinely inspected and any faulty equipment fixed promptly, and • subject to annual risk assessment. 	3	2	6	Adherence to Health & Safety Policies contained in Safety Policy	All	All the time	
First aid and medication	Hirer's unable to deal with a medical and/or first aid incident; in extreme cases could be potential risk to life	First Aid Kit located in kitchen Hirers should have some knowledge of First Aid. If necessary, hirers should call emergency services on 999	3	2	6	First Aid Kit checked regularly in accordance with H&S policy	RP	End Month	
	A child's/young person's medical needs not met when attending an organised event	Organisers to identify if any child/young person requires medication, obtains consent to obtain medical details and administer medication	4	1	1	Parents / guardians of children to advise organisers if child requires / may require medication.	Parent	Prior to Event	

Safeguarding Risk Assessment
Figure 24 Sheet 9

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Facility Fire Prevention & Safety	Children and vulnerable adults can be injured due to fire caused by faulty installations and equipment	Fire safety policy includes: <ul style="list-style-type: none"> • pre-event inspection, • routine fire inspections, and • routine testing of equipment when required. 	3	2	6	Adherence to Fire Safety Policies contained in Safety Policy	All	All the time	
	Children and vulnerable adults can be injured due to fire caused by flammable materials catching fire	Premises are constructed of fire resistant materials and sources of ignition are minimised. Fire safety policy prohibits storing of significant amounts of flammable materials on premises.	3	2	6	Adherence to Fire Safety Policies contained in Safety Policy	All	All the time	
	Children and vulnerable adults can be injured due to fire extinguishers not working or used inappropriately	Fire extinguishers appropriate to class of fire are located in premises and checked annually	3	2	6	Adherence to Fire Safety Policies contained in Safety Policy	All	All the time	
Emergency evacuation procedures	Children and vulnerable adults left in building leading to potential risk to life.	All hirers to be made aware of evacuation procedures to follow. Emergency exit signage is clear and up to date. In emergency, all personnel to assemble at Fire Assembly Point in front of hall. All hirers to nominate a Responsible Person to account for all persons using the premises Regular hirers / users to practice emergency evacuation at least every 6 months	3	2	6	Adherence to Fire Safety Policies contained in Safety Policy	All	All the time	

Safeguarding Risk Assessment
Figure 24 Sheet 10

Organisation: Semley Village Hall

Date of Assessment: August 2023

Activity	What might happen and how?	What risk mitigations are already in place?	Resultant Risk			Action to control / reduce this risk	Owner	Due	Done
			Severity	Likelihood	Score				
Safeguarding Training									
	Committee members and volunteers unable to: <ul style="list-style-type: none"> identify potential safeguarding episode which in turn could lead to serious safeguarding matter or risk to life could occur deal with safeguarding incidents 	Committee members and, if appropriate, volunteers, briefed on Safeguarding Policy and Best Practices.	3	2	6	Chairperson and Bookings Secretary to complete online safeguarding course. Other committee members and volunteers, if appropriate, to complete an online safeguarding course			
Referral of concerns and management of allegations									
	Relevant committee members and volunteers lack knowledge and training on how to refer concerns and manage allegations that not followed up can lead to serious risk or harm	Safety policy provides information on what to do in the event of an incident	3	2	6	Chairperson and Bookings Secretary to complete relevant training			
Insurance									
	Inadequate or no insurance leaves everyone involved in any event at risk for liability and any legalities this incurs	Liability insurance included in insurance policy Copy of Insurance Certificate posted in main hall	4	1	1	Ensure adequate liability insurance when renewing policy	RP	Annual	

Safeguarding Risk Assessment
Figure 24 Sheet 11

7.6.2 Village Hall Safeguarding Checklist

Checklist (assumes User or VH Managed Events)	Y/N	Action
Appoint		
A Management Committee Member will be appointed to be responsible for safeguarding of Vulnerable Adults and Young People		
Safer Recruitment		
Any volunteers on the Village Hall Management Committee having access to vulnerable users must be safely recruited; including obtaining references and DBS check (if appropriate to role)		
Display		
The Safeguarding Policy should be adopted and displayed		
Contact details of the Responsible Person should be displayed		
Respond		
Create an environment which is welcoming, respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently		
Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance		
Comply with all data protection legislation especially in regard to storing information about volunteers, including any safeguarding records		
Ensure a "risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults		
Review and Report Progress		
Safeguarding should be an agenda item at each Committee Meeting		
Other considerations		
Any hire agreement with any person/body wishing to hire the village hall premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance		
The hire agreement contains a provision whereby all those hiring the village hall are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring		
Ensure that all those hiring the village hall either carry full public liability insurance or are covered through the village hall insurance (for example hire for a children's party)		

Safeguarding Checklist
Figure 25

8.0 Insurance

The hall's Employer's Liability and Public Liability Insurance cover is provided by Zurich Insurance Plc:

Address: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire
PO15 7JZ.

PO Box 3303, Interface Business Park, Swindon, SN4 8WF
(Property Claims)

Telephone: 0800 0280 336 (New Claims and General Queries)

Email: farnboroughpropertyclaims@uk.zurich.com
(New Claims and General Queries)

Policy Number: VVH-272027-8283

Date of Renewal: 30 July 2024

9.0 Review of Policy

The management committee will review this policy annually at the Annual General Meeting.

The next review is due in August [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 employees.

10.0 Address and telephone number of organisations that can give advice on health and safety, food hygiene, fire safety and safeguarding

The following organisations can give advice on health and safety, food hygiene and fire safety:

- The Health and Safety Executive.
Web Site: <https://www.hse.gov.uk/contact/index.htm>
- The local Environmental Health Dept.
Public Protection, County Hall, Bythesea Road, Trowbridge, BA14 8JN
Phone: 0300 456 0107
E-mail: environmentalhealth@wiltshire.gov.uk
- The Fire Authority.
Dorset & Wiltshire Fire and Rescue Service.
Telephone: 01722 691000 (General Enquiries) or
0800 038 2323 (Smoke Alarm issues or request a Safe & Well visit)

The following organisations can give advice on safeguarding:

- Child Protection
NSPCC – www.nspcc.org.uk or 0116 234 7223
NSPCC Child Protection Helpline – 0808 800 5000
- Criminal Records Bureau
www.disclosure.gov.uk
- Save the Children
www.scfuk.org.uk
Early Years Partnerships – based in County Council Social Services depts.
- Vulnerable Adults Protection
Action on Elder Abuse – Helpline 0808 808 81

