

POLICIES SLIMBRIDGE VILLAGE HALL 2023

Slimbridge Village Hall is a registered charity managed by its trustees, Slimbridge Village Hall Management Committee.

- 1) Complaints**
- 2) Data Protection**
- 3) Financial Operating Procedures**
- 4) Finance**
- 5) Health & safety**
- 6) Safeguarding**
- 7) Health & Hygiene**

followed by FIRE RISK ASSESSMENT

1) COMPLAINTS Policy Slimbridge Village Hall

August 2023

Introduction

This document aims to help you understand the complaints procedure managed by: The Trustees of Slimbridge Village Hall.

What can you complain about?

If you think we have failed to provide a satisfactory standard of service, please let us know. Your complaint may be about the quality of the facilities, safety of the users, the handling of a particular situation or issue, or any other matter. We are committed to equal opportunities and take complaints about discrimination very seriously. We aim to have complaints addressed within 3 months of incident.

Who can complain?

Members of the public or persons and organisations using the hall, local residents or their suppliers or their representative, with your permission. A complaint can be received verbally, face to face or by phone (in which case we will keep a note of your complaint), by email or by letter.

Who will deal with your complaint?

All complaints should be sent to the Chairman of the Trustees Mike Bennett mikebennett37@gmail.com 01453 890651 who will address the issue and respond in writing.

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In the unlikely event you are not satisfied, you may appeal by writing to the Secretary (Nia Wills), niamwills@outlook.com or 01453 890492 requesting that your complaint be reviewed by the Management Committee. The secretary will then forward details of your complaint to each member of the Management Committee and arrange a meeting for you to attend.

When will you hear from us?

We will let you know that we have received your complaint within ten working days. We will write to you or, where possible, reply to you in the medium you have requested. In most cases you will receive a full written response to your complaint within one month. If we cannot give a full reply in this time, we will write to you and let you know why and how we are dealing with your complaint. If the complaint is complex, we will keep you informed as above. Any safety concerns that would endanger a Village Hall user would be dealt with immediately notice is received.

Slimbridge Village Hall - Complaints Form

Please use this 'form' as a guide to make your complaint, but if you prefer you can write a letter or telephone.

- 1. Name and Organisation (if applicable):
- 2. Address (including post code):
- 3. Telephone/ E-mail:
- 4. Tell us about your complaint in your own words:
 - a) Clearly outline why are you not satisfied
 - b) Clearly outline what you want us to do to put things right
 - c) Have we tried to resolve your complaint before?
 - d) If "yes", when?
 - e) If "yes", how?
- 5. Any other comments?

Signed.....

Print name

Position in Organisation (If applicable).....

Date.....

Slimbridge Village Hall Management committee will review this policy annually. The next review is due after the next AGM.

2) DATA PROTECTION Policy Slimbridge Village Hall

August 2023

Slimbridge Village Hall are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of personal data in order to manage the hall. This personal data must be collected and handled securely.

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

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

Slimbridge Village Hall will abide by the 8 principles of the General Data Protection Regulations (GDPR) (May 2018).

When handling data, it will be only in pursuit of the organisation's legitimate interests. Slimbridge Village Hall 's use of personal data will/will be:

- 1) Fair, lawful and transparent
- 2) Specific for its purpose
- 3) Adequate and used only for what is needed
- 4) Accurate and up to date
- 5) Not kept longer than necessary
- 6) Take into account people's rights (the data subjects under the DPA)
- 7) Kept safe and secure
- 8) Not be transferred outside the European economic area

Most data held by the village hall are people's names, their telephone number and e-mail addresses. These will be disposed of securely when no longer required. It will not be shared with others unless consent is given.

Data is kept for legitimate interests of the hall such as:

- Recording bookings
- Minuting meetings
- Managing finances
- Invoicing
- Recording trustee information
- Tickets sales for events
- Publicity
- Fundraising
- Marketing
- Managing the hall

Personal data relates to data of living individuals who can be identified from that data and where use of that data could cause an individual damage or distress. This does

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not mean that mentioning someone's name in a document comprises personal data; however, combining various data elements such as a person's name and salary and religious beliefs, for example, would be classed as personal data and falls within the scope of the DPA. It is therefore important that trustees consider any information (which is not otherwise in the public domain) that can be used to identify an individual as personal data.

Data may be retained for up to 7 years for accounts purposes and for longer when it is required e.g. for hall insurers. Hall booking details need only be retained for 3 years. Minute books and Trust Deeds need to be kept permanently.

Data is held securely either under lock and key for hard copies and password protected if held electronically.

The committee members (trustees) may have further details held about them such as on the Charity Commissions Annual Return.

Individuals may ask the village hall secretary what data is kept about them, (Subject Access Request, SAR). After verifying the person's identity e.g. photo ID and proof of address, utility bill or bank or card statement (so as not to commit a data breach), the hall has 30 days to respond. Contact Nia Wills 01453 890492.

Individuals have a right to:

- Access their personal information
- To be informed that processing is being undertaken
- To prevent processing in certain circumstances, and
- To correct, rectify, block or erase what is regarded as wrong information

Slimbridge Village Hall will treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.

Any data breach likely to result in a risk to individuals will be reported within 72 hours to the Information Commissioner's Office, (ICO's helpline 0303 123 1113).

If photographs are taken for publicity purposes, consent must be gained from individuals or those with parental authority.

Slimbridge Village Hall Management Committee will review this policy annually. The next review is due after the next AGM.

3) FINANCIAL OPERATING PROCEDURES Policy Slimbridge Village Hall

August 2023

The Charity will operate financial procedures which comply with the Charity Commission guidance given in CC8 – Internal Financial Controls for Charities.

The treasurer is the principal point of contact for finance and therefore has a duty to update the Charity Commission on all matters.

1) Financial Records

The following records shall be kept up to date by the treasurer:

- a) A cash book analysing all the transactions in the Slimbridge Village Hall bank account(s).
- b) A petty cash book if cash payments are being made.

2) Payment Procedure

- a) The treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key.
- b) Blank cheques will NEVER be signed.
- c) The relevant payee's name and the value of the cheque will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- d) No cheques should be signed without original documentation
- e) Online banking is done by a single person with no countersignature needed.
- f) Moving money from the current account to the share account requires the agreement of the committee.

3) Reserve Funds

The level of reserve funds will be reviewed by the committee at least annually.

4) Spending Authorities

The following spending authorities and limits currently apply

The Treasurer may:

- a) Settle conventional utility and other standard service (e.g., insurance, licensing fees) regardless of amount.
- b) Make minor purchases for necessary administration purposes up to the value of £100
- c) Agree and settle minor bills for maintenance and repair up to £250 provided such funds are available.
- d) When items over £250 have not been approved by the committee, (and when it is impractical to wait for approval at our infrequent committee meetings), the treasurer may seek authorisation for payment from the chairman.

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The Chair may:

Approve general, incidental, expenditures up to the value of £250

The Committee will:

- a) Discuss and agree expenditures in excess of those listed above
- b) Recognise that justifiable expedient actions will sometimes be necessary
- c) May occasionally give purchasing authority (within an agreed limit) to a particular Committee member (or members) to act on its behalf for a specific purpose.

5) Income Procedure

- a) All income will be paid into the bank without deduction
- b) Cash is to be counted by the person collecting it and placed in a bag with a pay-in slip showing source, date, amount and signature of collector; the cash is then to be handed to the treasurer who should count the cash in the presence of the collector (or other person if collector not present) and confirm the amount.
- c) Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be signed by the hirer on booking. An invoice will be given to the hirer with copy to the treasurer who will collect the outstanding balance and account for the income.

6) Payment Documentation

- a) Every payment out of the bank accounts will be evidenced by an original invoice.
- b) The only exceptions to cheques not being supported by an original invoice would be for such items as advanced booking
- d) Expenses/allowances. Slimbridge Village Hall will, if asked, reimburse expenditure paid for personally by staff or trustees on behalf of the charity, providing: fares are evidenced by tickets; other expenditure is evidenced by original receipts; car mileage is based on local authority scales; no cheque signatory signs for the payment of expenses to themselves.

Slimbridge Village Hall Management committee will review this policy annually. The next review is due after the next AGM.

4) FINANCE Policy Slimbridge Village Hall

August 2023

1. The trustees will manage the assets of the charity in accordance with the Slimbridge Village Hall Trust Deed dated 11 February 1999.
2. The trustees will insure the Trust Property with a reputable insurance company on an 'All Risks' basis for its full rebuild value; the sums insured shall be reviewed at each policy renewal.
3. Financial records will be kept to ensure that Slimbridge Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
4. The financial year will end on 31st December and accounts for each financial year will be drawn up and approved by the trustees prior to being presented to the Annual General Meeting held in March.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM.
6. The trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
7. All funds will be held in accounts in the name of Slimbridge Village Hall at such banks and investment funds (Santander, The Charities official Investment Fund and The Charities Deposit Fund) and on such terms as the trustees shall decide. All cheques shall require the signatures of two of three nominated trustees authorised by minutes of the Committee Meeting held on 19th August 2020. Transfers between accounts can be made by the Treasurer, once approved by one of the signatories.
8. The treasurer shall present a financial report to every meeting of the trustees. This should include the bank balance, the expenditure since the last report and the latest share account valuation.
9. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
10. The trustees will undertake and review a financial risk assessment of all trust activities. Three trustees have been nominated for this role on the 19th August 2020.

5) HEALTH & SAFETY Policy Slimbridge Village Hall

August 2023

Slimbridge Village Hall,
St Johns Road,
Slimbridge,
GL2 7DF.

Grid reference: SO 73980 03568

What3words: arranger.lofts.wizards.

Our policy is to ensure the health and safety of all who use our Village Hall.

We will keep the Village Hall and equipment in a safe condition for all users, providing information as is necessary for all users.

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

The promotion of health and safety of all who use the hall is of utmost importance to Slimbridge Village Hall Management Committee. The committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage all who use the Village Hall to engage in the establishment and observance of safe working practices.

There is a duty upon all who use the Village Hall to comply with the practices set out by the committee and to abide with all safety requirements set out in the hiring agreement and with the safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed (on behalf of the Management Committee)

Name:

Position:

Date:

Organisation of Health and Safety

The Slimbridge Village Hall Management Committee will check at their regular meetings:

25th August 2023

The First Aid Box
The Accident Book
Fire precaution checks
Risk assessments and inspections
Annual renewal of insurance.

Slimbridge Village Hall has a premises licence authorising the following regulated entertainment and licensable activities at the times indicated:

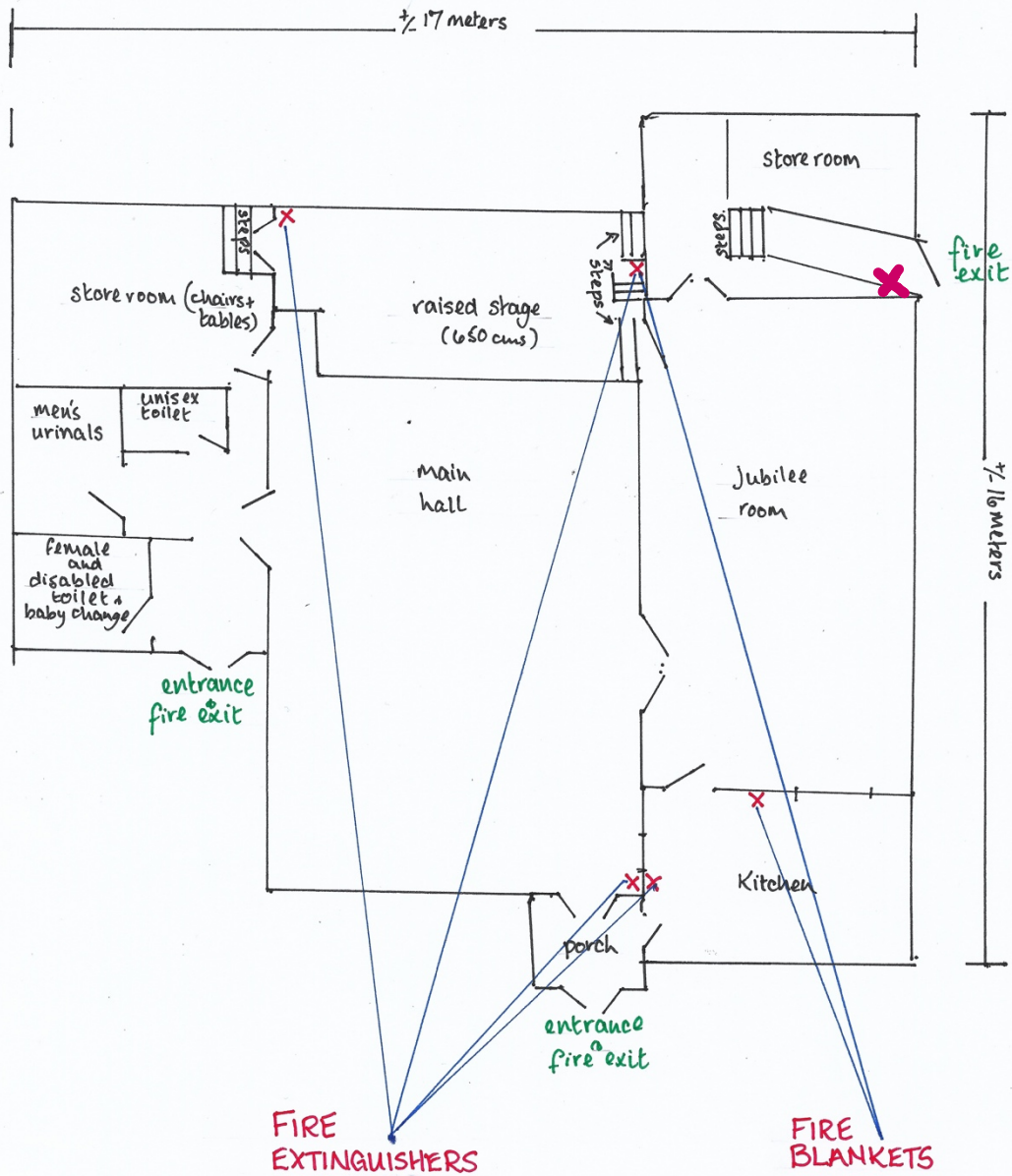
Live music	every day from 10:00 to 24:00 (Midnight)
Recorded music	every day from 10:00 to 24:00 (Midnight)
Activities similar to live, recorded music and dance	every day from 10:00 to 24:00 (Midnight)
Performance of dance	every day from 10:00 to 24:00 (Midnight)
Plays	every day from 10:00 to 24:00 (Midnight)
Films	every day from 10:00 to 24:00 (Midnight).

Slimbridge Village Hall does not have a licence to sell alcohol. A temporary event notice (TEN) should be applied for from Stroud District Council by the hirer if needed.

Fire Precautions and checks

(see fire risk assessment)

Floor plan of Slimbridge Village Hall
(not to scale) APRIL 2021



NB Note extra fire extinguisher in store-room (see **X** above). There are now five fire extinguishers in the building.

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Slimbridge Village Hall Management Committee will ensure that a fire risk assessment is carried out annually.

The nearest Fire Brigade Station is Dursley.

In an emergency dial 999.

There is no telephone box close to Slimbridge Village Hall.

Hall users should use a mobile phone or rouse neighbours to use their phones.

The company that maintain our fire safety equipment is:

A & E Fire Security LTD
Unit 4,
Bamfurlong Industrial Park,
Staverton,
Cheltenham,
Gloucestershire GL51 6SX

Fire exits and emergency lighting will be checked at committee meetings.

Fire-fighting appliances are checked annually.

Electrical and gas checks are done annually.

Procedure in case of Accidents

The location of the nearest Minor Injury hospital Accident and Emergency is:

The Vale Hospital,
Dursley.
Lister Road,
Dursley
GL11 4BA

Tel: 0300 421 8494

It is open from 08:00 to 19:30 daily.

A defibrillator is situated at Slimbridge Village Hall.

Otherwise, contact:

Gloucester Royal Hospital,
Great Western Road,
Gloucester GL1 3NN

Tel: 03004 222 222

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The nearest Doctors surgery is:

The Cam Surgery,
Fairmead,
Dursley,
Glos GL11 5NE

Tel: 01453 540066

The First Aid Box is kept in the kitchen with the Accident Book next to the smaller hatch.

Any accidents must be reported to the committee/booking clerk and by filling in the Accident Book.

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign as evidence that they agree to the hiring conditions. If required, the Booking Clerk can show hirers the hall highlighting the safety aspects, (fire evacuation procedures, use of trolleys to move equipment, location of Accident Book and health and safety file).

If there are any hazards identified at a risk assessment at the village hall, the hirer will be made aware of this.

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

All who use Slimbridge Village Hall will be expected to recognise that there is a duty upon them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments.

The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- **Do not** work on steps, ladders or at a height until they are properly secured, and another person is present
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.

- **Do not** attempt to carry or tip the water boiler when it contains hot water. Leave it to cool.
- **Do not** attempt to move heavy or bulky items (e.g. stacked chairs) – use the trolley provided.
- **Do not** over stack chairs so high that they are at risk of tipping.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery sessions or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- **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: Booking Clerk.
- **Report** every accident in the Accident Book.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills up immediately
- Creating tripping hazards such as buggies umbrellas, mops and other items left in the hall or lobbies
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment too high e.g. in store cupboards.

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 the appropriate qualifications, references and experience
- Contractors have adequate public liability insurance cover
- Contractors are aware of the contents of the health and safety file and of any hazards that may arise
- Contractors do not work alone on ladders, (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 requested and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance
Certificate of Employers Liability Insurance

Name of Insurer: ...(AVIVA) Allied Westminster (Insurance Services) Ltd.....

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

Policy No: ...VH 88/0047440/B67007.....

Date of Renewal: ...25/12/2023.....

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

.....No.....
.....
.....
.....

Review of Health and Safety policy

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.

Slimbridge Village Hall Management Committee will review this policy annually. The next review is due after the next AGM.

6) SAFEGUARDING CHILDREN and YOUNG and VULNERABLE Users Policy Slimbridge Village Hall including Whistleblowing.

August 2023

This policy defines how Slimbridge Village Hall operates to safeguard children, young people and adults at risk of abuse and neglect.

Slimbridge Village Hall will seek assurance that groups undertaking regulated activities or services have the appropriate policies and procedures in place. We have a duty of care and are committed to the protection of everyone who enters our premises: all visitors and contractors including safeguarding and supporting our trustees, volunteers and staff.

The welfare of children is paramount. All children, young and vulnerable people have the right to protection from abuse or neglect.

Slimbridge Village Hall is committed to promoting well being, harm prevention and responding effectively if concerns are raised.

1) Policy

The trustees will endeavour to keep the premises safe for ALL and for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required when used by small children, adults with learning difficulties or physical disability, frail or elderly people, carers and those who cannot read notices.

Procedure

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

Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring the hall will be made aware of this policy. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy. Private parties should risk assess their activities at Slimbridge Village Hall.

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

2) Policy

No member of the trustees, helpers or other volunteers will have unsupervised access to children in connection with their duties as a trustee, helper or volunteer unless appropriately vetted.

Procedure

All members of the trustees, helpers or other volunteers will be made aware of the policy and the relevant vetting procedures. Groups hiring the hall that undertake regulated activities for children, young people and other adults must ensure that activities are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the committee with a copy of either their Safeguarding Policy or Child Protection Policy as appropriate and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

3) Policy

Any suspicions or allegations of abuse against a child or an adult will be taken seriously and dealt with speedily and appropriately.

Procedure

A trustee will be appointed to be responsible for Child Protection or Safeguarding adult matters should an allegation arise. This person will have responsibility for reporting concerns that arise, as a matter of urgency to the local authority Child Protection lead agency or GSAB (safeguarding adults in Gloucestershire, <http://www.gloucestershire.gov.uk/gsab>).

Examples of other agencies that advise charities with safeguarding concerns:

Ann Craft Trust -safeguarding adults and young people

Local Authority Designated Officer (LADO) - for children and young people

NSPCC

Helpline

Childline

Elder Abuse

4) Policy

All trustees and volunteers will be required to become aware of Child Protection issues.

Procedure

Copies of the relevant Acts and Department of Health guidelines will, if necessary, be held by the trustees as reference material for volunteers. Relevant Child Protection training for trustees will be encouraged.

5) Policy

Members of the local community who use the facilities provided by a group should be aware of the Child Protection and Vulnerable Adult policies as adopted by that group.

Procedure

All hirers who wish to use the hall for activities which include children and vulnerable adults (other than for hire for private parties arranged for invited friends and family only), will have been asked to produce relevant policies as stipulated above. A copy of this document will be displayed for the attention of all.

6) Policy

Hirers are not permitted to sell or provide alcohol to anyone under the age of 18 under the provisions of the Licencing Act of 2003. Hirers must ensure that no children will be admitted to films when they are below the age of classification for the film on show.

Procedure

All hirers will be made aware of this on the booking form.

7) Policy

The policies and procedures will be regularly reviewed. Hirers will ensure that either copies of relevant policies and/or clearances by the Disclosure and Barring Service are shown to the booking clerk prior to their event happening.

Procedure

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

Whistleblowing

Whistleblowing is also known as 'making a disclosure', 'speaking up' or 'raising a concern'.

Whistleblowing either acts in the public interest or involves reporting a wrongdoing happening either in the past, present or in the future.

Whistleblowing can either be reported:

- Openly
- Confidentially
- Anonymously

Anyone with a concern should approach a trustee of Slimbridge Village Hall Management Committee.

The concern will be listened to in confidence, be investigated and the outcome reported back.

Serious incidences will need to be reported to the Charity Commission.

7) HEALTH & HYGIENE Slimbridge Village Hall

August 2023

Slimbridge Village Hall Management Committee endeavour to keep the premises clean and hygienic for the health and convenience of all hall users. The hall has a cleaner who cleans the hall weekly.

KITCHEN

Slimbridge Village Hall has a small kitchen which has a fridge and cooker. The fridge has a thermometer to check correct temperature of 6 degrees Celsius or lower and is always 'on'. Crockery, cutlery, kettles and an urn are available for hall users. The kitchen surfaces/walls/floors are in good repair and washable. A separate basin is available for hand washing.

The hall does have a waste collection, the bin is emptied every four weeks. Kitchen users need to bring their own dishcloths/tea towels and washing-up liquid with them.

The water in the kitchen is mains supply and is safe to drink.

There is a fire extinguisher and fire blanket in the kitchen.

There is also emergency lighting.

A first aid box is kept in the kitchen next to the smaller hatch (sufficient for 10 people).

Food is not prepared in the village hall as a rule. It is prepared off the premises and brought to the hall for sale or consumption. Hirers, external caterers and any contractors should be aware of the following points for maintaining good hygiene standards and are compliant with the requirements established in the Food Hygiene (England) Regulations 2006:

- Take all necessary precautions to prevent food from becoming contaminated
- Identify the possible 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 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
- Do not smoke in the food areas
- Do 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
- Observe temperature control requirements for certain food

The following sign is displayed in the kitchen:

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING PRECAUTIONS

Do not smoke in the kitchen (the whole hall is a non-smoking area).

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 symptoms affecting skin, nose, throat or bowel **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.

Ensure working surfaces clean before using.

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 served.

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

**Keep fish, meat, vegetable or dairy produce and foods containing them either below 8 degrees Celsius (C) or, if they are cooked and waiting to be eaten hot, above 63 degrees C.

Keep the waste bin/bag closed properly and take away with you on leaving.

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.

Alcohol

The Village Hall does not have a licence for the sale of alcohol. For hirers who want to sell alcohol at an event, a 'Temporary Events Notice' will need to be applied for from Stroud District Council.

TOILETS

Slimbridge Village Hall has a mixed female /disabled access toilet with a surface available for baby changing.

There is also a mixed toilet.

There is a further male toilet with two urinals.

Slimbridge Village Hall Management Committee will review this policy annually. The next review is due after the next AGM.

Date: 24th May 2023

FIRE RISK ASSESSMENT Slimbridge Village Hall

Location: Slimbridge Village Hall, GL2 7DF.

What3words: arranger.lofts.wizards

Prepared by: Inspected by Nia Wills, report checked by Anne Jones

Stage 1: Identifying the Fire Hazard

	Yes/No/N/A	Comments and action taken
Are all combustible materials and flammable liquids and gases stored safely?	Yes	
Are all heaters fitted with suitable guards and fixed in a position away from combustible materials?	No	The guard opposite the stage is not attached at all points to the wall.
Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	
Is the wiring of electrical installations inspected periodically by a competent person?	Yes	
Is the use of extension leads and multipoint adaptors kept to a minimum?	Yes	
Are flexes kept in safe places where they will not be damaged?	Yes	
Is the upholstery of furniture in good condition?	Yes	
Is the workplace free of rubbish and combustible waste material?	Yes	Outside bin is emptied every 4 weeks.
Have suitable measures been taken to protect against arson?	Yes	
Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	After visit from Fire Service last year, the 2 internal fire doors were satisfactory but would be improved by inserting smoke seals. This is still outstanding

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Stage 2: The People Who Could Be at Risk or Harmed. Yes/No/N/A (Employees, Visitors, Persons with disability, Contractors)

	Employees	Visitors	Persons with disability	Contractors	Comments and action taken
Are there a sufficient number of exits of suitable width for the people present?	Yes	Yes	Yes	Yes	
Do the exits lead to a place of safety?	Yes	Yes	Yes	Yes	
Are the gangways and exit routes free from obstruction?	Yes	Yes	Yes	Yes	
Are the escape routes free from tripping and slipping hazards?	Yes	Yes	Yes	Yes	
Are the steps and stairs in a good state of repair?	Yes	Yes	Yes	Yes	
Are final exits always unlocked when the premises are in use?	Yes	Yes	Yes	Yes	
Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes	Yes	Yes	Yes	
Are the internal fire doors labelled as such and normally kept closed?	Yes	Yes	Yes	Yes	
Are the self-closures on the fire doors operating correctly?	Yes	Yes	Yes	Yes	
Do the doors on escape routes open in the direction of travel?	Yes	Yes	Yes	Yes	
Are escape routes clearly and correctly defined?	Yes	Yes	Yes	Yes	
Are escape routes adequately lit?	No	No	No	No	Following emergency lights inspection by energy assets: 1) Extra emergency light needed backstage to storage exit area. 2) New external emergency lights needed at both rear emergency exits
Have plans been made regarding assisting visitors and disabled persons to evacuate the premises?	Yes	Yes	Yes	Yes	Slimbridge Village Hall is small & single storey. There is one ramped fire exit. The other two only have two small steps

Stage 3: Consider whether the existing Fire Safety Provisions are Adequate or need improvement.

	Yes/No/N/A	Comments
Where escape lighting is installed, is it in working order, maintained regularly and records kept?	Yes	
Are there alternative sources of lighting should the power fail?	Yes	
Are there adequate arrangements made for detecting and giving warning of a fire?	Yes	There are smoke/fire/CO alarms fitted. The hall is small enough that a shout would be heard throughout the hall.
Is the alarm in working order?	Yes	
Is the fire alarm tested weekly?	Yes	
Are the fire alarm points clearly visible and unobstructed?	No	We have no (smash glass) fire alarms. The building is small.
Are there adequate numbers of suitable fire extinguishers or hose reels provided?	Yes	We have 5 now. An extra one was fitted at fire exit in storage area on advice from emergency lights/fire extinguisher check.
Are fire extinguishers and fire blankets located suitably and ready for use?	Yes	
Are there notices indicating the location of fire-fighting equipment where the location is not obvious?	Yes	
Is the fire-fighting equipment serviced annually by a competent person or company and records kept?	Yes	
Have staff been trained in how to operate fire-fighting equipment and are arrangements in place for the training of new staff including retraining of regular staff?	No	We have no 'Staff'. Instructions in case of fire are displayed.
Have staff been trained in the action to take when the fire alarm operates and are fire drills carried out regularly?	No	See note above
Is any fire-fighting installation or automatic fire detection system in working order?	Yes	There are smoke /fire alarms and fire extinguishers.
Is there a Logbook to record maintenance, training and fire drills available, has it been kept up to date?	Yes	We have maintenance and check logbook

Stage 4:

Users, Visitors of Slimbridge Hall must produce a Portable Appliance Testing (PAT) Certificate upon request from any member of the Slimbridge Village Hall Management Committee for all portable item/s they may use within Slimbridge Village Hall. Failure to comply with this request may terminate the hiring agreement. This will not apply to phones/tablets.

Stage 5: What further action is necessary to control the risk?

Further action required:

Date	Additional controls/action taken	Name of person responsible for remedial action	Timescales	Date completed
May 2024	Review of annual fire document	SVHMC	12 months	
24/05/23	To fully attach fire guard to wall	SVHMC	3 months	
24/05/23	Smoke seals on fire doors	SVHMC	3 months	
24/05/23	3 Emergency lights: One backstage and the two rear emergency exit lights	SVHMC	3 months	July 2023

Recommendations/considerations

(See table above)