

Hallmark 2 - Health, safety, security, licences Visitors checklist

Name of Hall : West Hallam Village Hall_____ Date of visit _2nd December 2014_____

Visitors _____Sue Douglas and Tim Scott_____ No. of committee members present __8_____

It is not the role of the visitors to assess the adequacy of policies or risk assessments.

Note: All items in bold must be achieved and 70% of the remainder excluding those that are not applicable to the hall

	Check	Where to find evidence	comments
1	Check bold items in Hallmark 1 and action points from report	<i>Applicable if more than one year has lapsed since Hallmark 1 achieved. This must be satisfactory in order to proceed.</i>	Hallmark 1 visit was on 16/12/13. Visitors reviewed progress on recommendations. Concerns raised that the Treasurer had not made any changes to her accounting procedures to record details of invoices and payments.
2	There is a written policy on the practices and procedures for hiring the hall i.e. key collection, hirings to under 18s, commercial, deposits/bonds used for all bookings	This should be separate from the hiring agreement	Evidenced by Hiring Policy dated 16/11/13, based on ACRE model.
3	Hirers are made aware of their responsibilities with regard to children and other vulnerable users	Hiring agreement	Evidenced by Policy 7 of Hiring Agreement.
4	Contract of employment issued (<i>where applicable</i>)	Sight of file copy. It is a legal requirement for there to be a contract of employment regardless of the number of hours worked	Evidence provided of Contract of Employment of Cleaner and relief cleaner

HEALTH & SAFETY

5	There is a Health & Safety policy	View	Evidenced by Health and Safety Policy dated 2/7/14
6	Risk Assessment undertaken	Evidence from records and sight of policy that practices and procedure are in place to reduce risks. This should	Evidence of satisfactory practices and procedures. Risk Assessment undertaken. annually – last one

		include CoSHH risk assessment if appropriate. Note on agendas if they are reviewed	done between July 15 th – 17 th 2014. The Hall has no CoSHH materials.
7	Health and Safety poster on display (or evidence that employee has been given HSE leaflet) where appropriate	View if applicable	Health and Safety poster displayed prominently on cleaners' store cupboard.
8	Food handlers notice on display	View	Food handlers' notice on display in the kitchen, near the entrance
9	First Aid Kit is well stocked, easy to find and accessible	View and note location	9. First Aid Kit is visibly displayed on the worktop in the kitchen work area. Contents well in date - expiry 2018. 10. Ann Ainsworth is responsible for keeping it stocked. Contents check list was not apparent.
10	Someone is responsible for keeping it well stocked	Ask who keeps it stocked. Record of someone signing to indicate they have checked contents and dated	
11	Accident Record kept	View and note if evidence of use. Should be loose leaf-file with previous accident not on view	HSE Accident book used and completed satisfactorily. Concerned that Accident Book is not kept at Hall, but at Ann Ainsworth's house.
12	Fire Risk Assessment has been undertaken	View evidence and policy that set practices and procedures in place. The visitors role is not to assess the adequacy of the policy	Fire Safety Policy evidenced. Fire Risk Assessment record shows 3 monthly checks this year.
13	Fire extinguishers are:		
	checked annually by authorised person	View extinguishers and Certificate of Inspection	Fire extinguishers located throughout the building, all supplied by a Contractor, showing annual inspection dates but the last inspection was November 2013. Treasurer and Secretary to follow up the delay in the 2014 inspections.
14	stored in allocated position		
15	Correct emergency exit signs indicated by 'Running Man' sign	View signs	Running Man signs located over front door and rear exit, as had been advised by the Fire Authority. New hirers could be confused over which doors should be used. Door to kitchen had NO EXIT sign over it, although there is a Fire Exit here, which the Committee do not wish to be used. Running Man sign over main entrance door not illuminated.
16	Instructions in case of fire	Check that there are clear instructions in the hall	Notices clearly displayed showing emergency exits
17	Evacuation procedure in place	View the evacuation procedure which will form part of the risk assessment and check that this is passed on to hirers	Agreed procedures are in Users Guide for Hirers, with instructions for evacuation under H&S. Evacuation Procedure and Floor plan displayed on both main notice boards. Copies also in H&S and Fire Safety Files in the Kitchen.

18	There are instructions on how to use the lift in the event of a fire. <i>(if applicable)</i>	View	No lift in building.
19	Evidence that emergency lighting/doors checked as working	View record	All electrics for emergency lights and doors working: checked regularly by electrician. Last check on 8 November 2014.
20	No emergency exit blocked by equipment or rubbish	Note	All emergency exits clear.
21	Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.	View This is required to pass information to hirers and fire fighters in case of an emergency	Plan of premises is visible on notice boards.

MAINTENANCE and SECURITY			
22	There is a building maintenance record which is kept up to date	The maintenance record should show details of annual inspections e.g. heating systems, Portable Appliance Testing (PAT)	Maintenance record satisfactory: Electrical circuit testing on a biennial basis (last test 1/12/13). Annual Gas test (last done 16/6/14) Annual PAT test (last done 1/12/13). 2014 test due now.
23	Location of services is indicated e.g. electric/water/gas	View notice & note	Location shown on plan of Hall, located on Notice Board
24	An access audit has been carried out on the hall	View the report	Access Audit completed 9/9/14 but not yet presented to Trustees. Audit highlights lack of disabled WC facilities and a steep access road. The restrictions of space in the listed building, mean that to include a disabled WC the Committee is fund raising for a new extension.
25	Advice regarding energy efficiency has been sought or given to users	Ask committee and view any available evidence	Energy survey by British Gas advises new gas boiler and thermostats on all radiators. Hirers are asked not to touch the gas boiler setting and leave on 'auto' Exit Check list and User guide for Hirers requests them to turn off lights.
26	There is procedure for hirers to report damage/broken equipment.	Ask and view record	Procedures detailed in Users Guide and Hirers' Agreement. Evidence provided of the Repairs Record book.
27	Someone is appointed to take the necessary action	Ask and note	Roy Jackman is the contact person for damages and repairs
28	Inventory of equipment (kept up to date)	View inventory (note when last checked (should be annually))	Inventory of Equipment evidenced but not dated. Committee stated it was done in August 2014
29	There is a policy on money left on the premises	Ask committee members. Sight of where written and how hirers informed	No money is ever left on the premises. Detailed in Exit Check list and User guide for Hirers
30	End of session check list is on view	View and note	Checklist satisfactory and clearly visible in kitchen

			by the door.
31	Doors to rooms/stores are marked with their use	View and note	Doors are marked with their use eg 'Store'. The labelling could be more detailed
32	Items kept in the building are stored safely and tidily	View and note	Cupboards are used to store all items, except tables and chairs. Stacking racks provided to keep chairs tidy.
33	Policy for hirers storing equipment at the hall e.g. must have committees permission, no inflammable substances	View	Policy for hirers storing equipment. Hire Agreement needs updating on this. Ann to revise agreement in New Year.
34	General hall equipment and items available to hirers are accessible, clean, safe and in good condition e.g. Chairs and tables	View and note	All visible equipment was clean, safe and in good condition
	The kitchen is maintained as follows:	View and note	
35	Clean and sound work surfaces		35. Yes. Surfaces are clean and sound
36	Clean impervious floor covering		36. Floor covering is Quarry tiles which are clean.
37	Wall decoration sound		37. Wall decoration is sound
38	Hot water to sinks		38. Hot water at kitchen sinks
39	Hand washing basin with soap and hand drying facility (where applicable)		39. Separate sink for hand washing with soap and paper towels
	Cleaning supplies and equipment are:	View and note	
40	in good condition		40. Cleaners bring their own supplies
41	stored safely		41. Basic supplies are in good condition and stored safely in a locked cupboard
42	accessible for use by hirers		42. Cupboard is locked and not accessible to hirers.

	Toilets are maintained as follows:	View and note	
43	Toilets clean / toilet paper provided		43. Toilets are clean and toilet paper provided
44	Hand drying facilities		44. Hand drying with paper towels
45	Hot water and soap to the basins		45. Hot water and soap at basins
46	Appropriate waste bin/s provided	Provision has been made for nappies and feminine waste disposal	46 Waste bin provided. No designated Sani-bin in the ladies.
47	Floor surface in good condition and clean		47. Floor surface clean and in good condition.

LICENCES			
48	Halls that hold a Premises Licence should have:	Check booking schedule or discuss list of activities at hall for confirmation that a hall does not require a Premises Licence	The Hall does not hold a Premises Licence
49	Premises Licence Summary (or a copy) on display	View on notice board may be in file available for users to view	
50	Evidence conditions are kept e.g. electrical, gas etc. checks done at a frequency required by licence conditions or set out in operating schedule	Evidence of conditions being kept should be found in fire or risk assessment records	
51	Lists of activities licensed and relevant conditions of the licence to pass to hirers (through hiring agreement or additional information)	Should be in the hiring agreement Ask committee members what is given to hirers. Ask for sample pack as if you were a hirer.	
52	Temporary Event Notices (TENs) are used for all/ some licensable activities	Ask committee members. Hall users must use either a TEN or be covered by the Premises Licence when ever licensable activities take place in the building	Temporary Events Notices (TENs) are used.
53	The committee have a record of the number of TENs that have been used by the hall	View record of the number of TEN used	Records show only 3 TENs in last 12 months.
54	The hall complies with alcohol licensing regulations	The hall should have one or a combination of the following a) Designated Premises Supervisor who holds a Personal Licence b) The hall committee are responsible under The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) Order 2009 c) Temporary Events Notices (TENs) are used	c) Temporary Events Notices (TENs) are used
55	Hirers including regular users are advised about the licence requirements for the sale of alcohol	Hiring Agreement. Special leaflet provided or evidence that the committee regularly check hirers understand	Hirers advised about licence requirements in Hiring Agreement but no explicit guidance leaflet etc.

		licence requirements	
55	If there is a permanent bar - the appropriate legal arrangements are in place	See licence of occupation/ lease/separate trading arm	The Hall does not have a permanent bar
56	The hall has a Performing Right Society Licence (PRS)	Payment noted in accounts, invoice, certificate, and or sticker displayed	No. Too expensive. Temporary permits are obtained from PRS for one off events. For Community and Charity events, PRS only charges £0.0
57	The hall has a Phonographic Performance Licence (PPL)	<ul style="list-style-type: none"> • Evidence to demonstrate that the PPL is not needed • Correspondence with PPL, invoice, certificate, payment noted in accounts • Notification from hirer that they hold their own PPL and evidence that this is appropriate for the hall 	No. Too expensive. Temporary permits are obtained from PPL for one off events
58	If relevant the hall is registered as a food business	Where a hall is running a 'food business' i.e. Community café or similar registration is a requirement. Check if this has been done	The Hall is not registered as a 'food business, but 2 user groups are and these are subject to inspection by Erewash Borough Council every 18 months.

For more information on any of the above see ACRE village hall information sheets or publications:

VHIS 9: The village hall and its Premises License
VHIS 10: Alcohol in Village halls
VHIS 13: Copyright Music Licensing
VHIS 15: Health & safety legislation and village halls
VHIS 20: Health and hygiene in village halls
VHIS 22: Managing employees as volunteers
VHIS 37: Fire safety in village halls

Model Hiring Agreement
Maintaining your hall
Village Hall Good management Toolkit