Financial Policy

The aims of the Financial Policy of the Charity known as the Cherington Stourton and Sutton under Brailes Village Hall are to protect the property of the Charity and to secure its application for the objects of the Charity and to operate on a sustainable revenue basis.

1. The Trustees will manage the assets of the Charity in accordance with the Trust Deed.
2. The Trustees will ensure the 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 CSS Village Hall meets its legal and other obligations under Charity Law and HM Revenue and Customs.
4. Annual accounts for each financial year will be drawn up and approved by the Trustees prior to being presented to the Annual General Meeting.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM.
6. The Trustees will approve a projected income and expenditure budget prior to the start of each financial year and monitor financial performance at quarterly meetings.
7. The Trustees shall approve a Reserves Policy and determine the extent and nature of the designated reserves.
8. All funds will be held in accounts in the name of the CSS Village Hall. All cheques and monetary transfer documents shall require the signatures of two designated Trustees. Of their nature electronic transfers do not carry signatures.
9. The Treasurer shall present a financial report to each meeting of the Committee.
10. All expenditure shall be properly authorised and documented; all income shall be paid into the account promptly.
11. The Bookings Secretary shall relay all income from hire promptly to the Treasurer with a copy of the Booking Form.

Environmental Policy

The Cherington Stourton and Sutton under Brailes Village Hall Committee, herein after referred to as CSS Village Hall and 'Trustees', recognise that activities within the hall can impact on the environment, and that the health and wellbeing of the environment and the community are closely linked. As part of their responsibility for managing the CSS Village Hall the Trustees are committed to protecting and enhancing the environment and to raising awareness and understanding of environmental issues within the local community. They will therefore endeavour, within the scope of the constitution, to:

- Promote ways of mitigating and adapting to global warming
- Encourage strategies that support the reduction of CO_2 emissions to the atmosphere
- Conserve fossil fuels, peat and other non-sustainable materials

- Promote and adopt appropriate ways to reduce water and energy usage in the hall
- Take into account the natural resource considerations when procuring goods, materials and services for the hall
- Protect and enhance the quality of the hall environs
- Identify, monitor and seek to reduce pollutants in the hall
- Comply with local arrangements for recycling of hall waste and items surplus to its needs
- Comply with environmental legislation
- Share the outcomes and experiences gained from the choices made in relation to this environmental policy
- Help the community reduce car journeys by providing resources and services in the hall when possible

Children and Vulnerable Adults Policy

The Trustees manage premises at the CCS Village Hall which can be used to provide activities for children and vulnerable adults.

It is the intention of the Trustees to ensure that children and vulnerable adults who come into the premises are provided with a safe and secure environment and are protected from harm.

The Trustees require that the same responsibilities and conditions of hire which apply for the use of the hall in general also apply to use for activities for children and vulnerable adults (i.e. health and safety and fire regulations etc). In addition, the Trustees have set out conditions below which the Hirer must comply with for activities that include children and/or vulnerable adults as a condition of hire of the premises.

CONDITIONS OF HIRE FOR ACTIVITIES INVOLVING CHILDREN AND/OR VULNERABLE ADULTS

A. CHILDREN

1.

The Hirer must comply and produce evidence to the Trustees of any legal requirements that may relate to their hiring (e.g. playgroups and Ofsted registration).

2. Child Protection

i. The Trustees will ensure that any staff they employ (e.g. caretaker or other staff who are likely to be in unsupervised contact with child based groups in the premises) will be required to be checked under the Criminal Record Bureau Disclosure Services as part of the conditions of their employment.

ii. Hirers for activities, other than those arranged as private events e.g. parties by private invitation, must produce copies of their child protection procedures and all adults i.e. trainers, teachers, scout leaders, coaches and their assistants including volunteers will need to have checks under the Criminal Record Bureau Disclosure Services. The Trustees can arrange such checks through an approved Agency. There is a fee which should be met by the individual in most cases. Many people already involved in children's activities are aware of these procedures and most sporting and national bodies (such as scouting, karate etc.) may have such checks already in place for their members. The Trustees' nominated representative will need to see this check, a copy of which is held by the individual. It may suffice but each potential hirer is reviewed individually and in confidence and a repeat check may be required.

iii. It is the responsibility of the Hirer to ensure that any person who has contact with the children in their care is never left alone with a child unless they have been checked with the CRB.

3. Employment of Children

The Trustees comply with legislation relating to the employment of children and Hirers are expected to do the same. Special risk assessments will also be required.

4. Stage Performances.

Hirers need to comply where appropriate with The Children (Performance) Regulations 1968 which sets out the requirements for children performing in a show over a period of time.

5. Young People – parties and clubs

A Guidance Note relating to arrangements for private events (e.g. children's birthday parties) is attached which the Hirer is advised to follow. Please note that the Hire Agreement can only be signed by persons over 18 years of age.

6. Children Left Behind

In the event that a child is not collected from an activity or event, the responsibility for dealing with this situation rests with the Hirer who, if necessary, must seek the advice or the involvement of the Police or other authorities.

B. VULNERABLE ADULTS

1. The Trustees extends the same duty of care in relation to vulnerable adults (elderly, mentally and/or physically disabled) as to children. The Trustees may, in certain circumstances, require the Hirer to comply with the requirements of Paragraphs 1 and 6 in relation to vulnerable adults.

2. The premises provide access and facilities designed to facilitate use by vulnerable adults including those using wheelchairs but hirers must satisfy themselves that the premises and its facilities are suitable for their users.

Advice to parents and organisers of events involving children under 16 years of age.

 Be fully prepared for emergencies – see Standard Conditions of Hire.

 Admit by invitation or ticket only, ensure gate crashers cannot gain entry.

 Ensure there is adequate adult supervision with minimum of 2 persons at all times.

 Bring a mobile phone to summon support if you need it.

 Set clear rules and enforce them i.e. no children in kitchen, none allowed outside building etc.

 You do not provide alcohol (watch for smuggling attempts).

 You regularly check toilets and cloakrooms.

 You enforce the no smoking ban.

 You decide in advance how you will deal with a child who is not collected at the end of the activity.

 In the interests of child protection, it is best not to leave a child alone with an adult that is not that child's parent or guardian.

This advice should be helpful in ensuring you have a successful event for all.

Policy Equal Opportunity

The Cherington Stourton and Sutton under Brailes Village Hall Committee, herein after referred to as CSS Village Hall, the 'Trustees', will treat all people with equal respect, concern and consideration and recognise the contribution made to the community by all individuals. The Trustees will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, gender or sexual orientation, age, political or religious belief, marital status, disability, and unrelated criminal convictions.

People will be treated with dignity and respect regardless of the group to which they belong. People's views and feelings will be valued and respected. Language or humour that people find offensive will not be tolerated, nor will harassment or intimidation. Any such incident will be taken seriously and any complaint investigated thoroughly and impartially.

The Trustees will, along with staff, volunteers, hirers, agencies and contractors, strive to ensure that this policy is embodied in the way we operate services, in our employment practices and how we work with our partners and other agencies in the community. It is recognised that positive steps need to be taken to ensure equality of provision in areas of representation, service provision, membership and access and Trustees will take action to make this policy effective.

Responsibility Under This Policy

The Chairman of the Trustees is responsible for ensuring this Equal Opportunities Policy is brought to the attention of all Trustees, volunteers, hirers, employees, contractors and associated organisations**.**

Any complaint received, whether formally or informally, must be brought to the attention of the Trustees. The chairman will investigate and report directly to the Trustees on action to be taken, if any.

Health and Safety Policy The Health and Safety Policy of Cherington Stourton and Sutton under Brailes Village Hall Committee, herein after referred to as the 'CSS Village Hall' and 'Trustees'.

Our policy is to:

1. i) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, visitors and hirers.
2. ii) Keep the CSS Village Hall premises and equipment in a safe condition for all users.
3. iii) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations within the CSS Village Hall.

The Trustees consider the promotion of the health and safety of employees and volunteers at work and those who use the premises, including contractors who may work there, to be of great importance. They recognise 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 they will seek to encourage employees, volunteers, contractors, visitors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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 and others.

1.0 Responsibilities for Health and Safety

1.1 The Trustees have overall responsibility for health and safety at the CSS Village Hall and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at the CSS Village Hall.

1.2 All hirers of the hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

1.3 It is the duty of all employees, volunteers, contractors, hirers and visitors to:

- take care of themselves and others who may be affected by their activities
- do everything they reasonably can to prevent injury to themselves and others
- co-operate with the Trustees in keeping the premises safe and healthy, including the grounds and car park

1.4 Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Chairman 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 and it should be reported immediately to the Bookings Secretary.

1.5 Routine reviews, checks and inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees. Further information can be obtained from the Chairman or Bookings Secretary upon request.

2.0 Safety Information

2.1 Fire Precautions and Checks

2.1.1 A schematic of the hall showing the location of fire exits, fire extinguishers and smoke detectors as attached

2.1.2 A copy of the Hall Emergency Evacuation procedure as attached and as displayed on the Hall Notice Board. In addition each group that meets regularly in the CSS Village Hall may have its own evacuation and fire drill procedure. A guide to emergency arrangements is provided to all hirers, copy attached.

2.1.3 The service record for the fire safety equipment is available from the Bookings Secretary upon request and is displayed on the hall notice board.

2.2 Risk Assessments

Hirers should carry out their own risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the Trustees to comply with various laws and regulations contained in a wide range of legislation Risk assessment templates are available from the Bookings Secretary upon request. The risk assessments by Trustees eg Fire Risk Assessment together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However the Trustees are aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the Trustees ongoing commitment to safety.

3.0 Safety Practices

The following practices must be followed in order 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
- 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 these 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 move heavy or bulky items eg stacked tables or chairs, pool table or piano etc without the proper equipment
- Do not stack chairs more than 25 high
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- Do not allow children into the kitchen or coffee service areas. Avoid overcrowding 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 to the buildings facilities to the Bookings Secretary
- Report every accident in the accident book and to the Bookings Secretary Be aware and seek to avoid the following risks:
  Creating slipping hazards on steps or wet floors – mop spills immediately
  Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the entrance way, user areas or kitchen
  Avoid tripping by using adequate lighting
  Risk to individual safety through sole occupancy of the building
  Risks involved in handling kitchen equipment eg cooker, water heater, knives
  Creating toppling hazards by piling equipment eg in storage areas

4.0 In Case of Accidents

4.1 The nearest Accident and Emergency Department is:

Horton General Hospital Oxford Road
Banbury
OX16 9AL

4.2 The nearest Minor Injuries Unit is:

North Cotswolds Hospital
Stow Road
Gloucestershire
Moreton in Marsh
GL56 0DS

4.3 The First Aid Box is located in the kitchen.

There is a defibrillator is located in a cabinet outside the main entrance to the building and accessible to all in an emergency where someone has gone into cardiac arrest.

An Emergency Bleed Kit is also located in the cabinet for a serious wound injury.

4.4 The Accident Book is at the First Aid Point in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones must be reported to the Bookings Secretary

4.5 The following major injuries or incidents must be reported on 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 eye (including chemical)
Injury form electric shock/burn leading to unconsciousness or requiring

resuscitation or requiring admission to hospital for more than 24 hours Any other injury leading to hypothermia, heat induced illness or

unconsciousness or requiring resuscitation or requiring admission 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

Should there be an incident/accident in the CSS Village Hall that requires the completion of a RIDDOR form then please contact the Bookings secretary for assistance.

5.0 Insurance

A copy of the Public Liability Insurance Certificate for the CSS Village Hall is displayed on the hall notice board and can also be obtained from the Bookings Secretary upon request.

6.0 Contractors

Before any contractor or person on site begins any work they should:

1. i) Carry out their own risk assessment
2. ii) Ensure they have adequate liability cover
3. iii) Familiarise themselves with this Health and Safety Policy

7.0 Review of Health and Safety Policy

The Trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Trustees meetings.

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

FIRE ASSEMBLEY POINT IS OUTSIDE ON THE AREA ADJACENT TO THE CHILDREN'S PLAYING FIELD BY 'ASSEMBLEY POINT' SIGN

IF YOU DISCOVER A FIRE

1. 1 SOUND THE ALARM BY PRESSING A FIRE CALL POINT
2. 2 IMMEDIATELY GO TO FULL EVACUATION PROCEDURES

3. 3 DIAL 999 FOR FIRE SERVICE

   GIVE THIS ADDRESS

   CHERINGTON STOURTON AND SUTTON UNDER BRAILES VILLAGE HALL PINFOLD LANE, STOURTON, CV36 5HG

4. 4 ALL PRESENT TO LEAVE THE BUILDING AND MEET ON THE ASSEMBLEY AREA AND START RECORDING THOSE ASSEMBLED
5. 5 IF POSSIBLE SWEEP/CHECK ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF
6. 6 ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO

IF YOU HEAR THE ALARM

1. 1 LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
2. 2 CLOSE ALL DOORS BEHIND YOU
3. 3 REPORT TO THE PERSON IN CHARGE AT THE ASSEMBLEY POINT
4. 4 DO NOT STOP TO COLLECT BELONGINGS
5. 5 DO NOT TAKE RISKS – JUST GET OUT

Emergency Plan for Hirers/Person Responsible

A caretaker is not present on the premises. As the responsible person for the event/function you have legal duties with regards to the safety of those persons assisting or attending the event. Any key holders should keep the key secure.

- Before the event you should be aware of:
- what fire protection systems are available
- how a fire will be detected
- how people will be warned if there is a fire
- what people should do if they discover a fire
- how evacuation of the building should be carried out including
- arrangements for those identified as being especially at risk such as those with disabilities or children
- where people should assemble after they have left the building and procedures for checking everybody has evacuated the building
- arrangements for fighting a fire
- how fire and rescue services and any other services will be called
- procedures for meeting the fire and rescue services on their arrival
- limitations on numbers of people
- checking all escapes and fire exits are clear of obstruction

At the start of an event you should notify all present about:

- the no smoking policy
- the emergency warning alarm
- location of exits and escape routes

- taking only valuables immediately to hand and not to go to collect other belongings
- not leaving items on the floor that could cause obstruction eg bags the location of the Assembly Point
- what will happen after an evacuation

During an event you should ensure that:

- escape routes and fire exits do not become blocked
- the No Smoking policy is adhered to
- no naked flames are started
- rooms do not become overcrowded
- permitted numbers are not exceeded
- noise levels cannot drown out the need for emergency announcements
- you are aware of the disabled call alarm in the disabled toilet

At the end of the Hiring you should ensure that:

- the premises are left clean and tidy and equipment is returned to its correct position/storage area
- all items brought onto the premises are taken away
- all heaters including water heaters and cookers are turned off
- all electrical appliances are turned off and unplugged
- all lights not required for security reasons are turned out
- all internal doors are closed
- all exits to the premises are locked/secured and the key (if issued) is returned as arranged with the Bookings Secretary

Important Contact Details:

Chairman

Mr Jim Walton, Green Hill View, Stourton, Shipston on Stour, CV36 5HG

jim@ghwalton.co.uk

Bookings Secretary

Erry Lilley

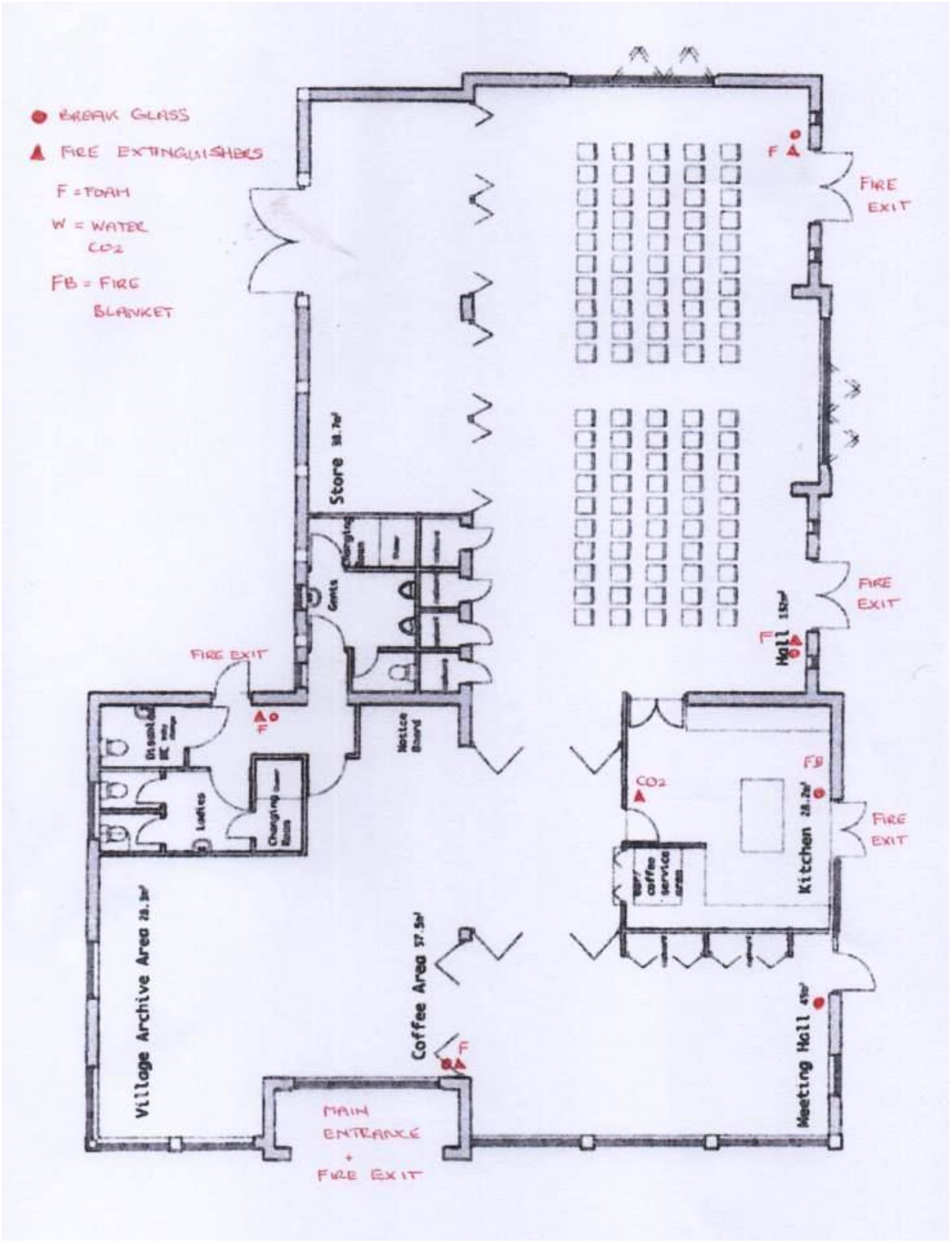
info@thehallevents.org.uk

Trustee Health and Safety Representative

Mr Eric Clubley, Jaques House, Stourton, Shipston on Stour, CV36 5HG

eric.clubley@braidholm.com

Schematic showing fire exits and fire extinguishers


BREAK GLASS
FIRE EXTINGUISHERS
F = FOAM
W = WATER
CO2
FB = FIRE BLANKET
FIRE EXIT
Store
Gents
Ladies
Notice Board
Hall
Kitchen
CO2
FB
Coffee Area
Village Archive Area
Meeting Hall
MAIN ENTRANCE + FIRE EXIT