



Stanton under Bardon Parish Council



STANTON UNDER BARDON VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

ONE OFF HIRERS

Stanton under Bardon Village Hall

Standard Terms and Conditions of Hire

TERMS AND CONDITIONS OF HIRE

Agreements between (“the Hirer”) and Stanton under Bardon Parish Council Village Hall Management Committee and Parish Council officers and staff (“the Hall Management”), for the hire of Stanton under Bardon Village Hall (“Village Hall”) for a hire period (“booking”), are subject to the below Terms & Conditions of Hire (“the Hire Conditions”).

These standard conditions apply to hirers making one off bookings of the Village Hall. By proceeding with bookings and making full payment for hire of the Village Hall, it is deemed that Hirers have accepted the Hire Conditions within this document. The Hall Management reserves the right to amend/alter these Terms and Conditions of Hiring without notice.

Full policies and licences are available on the Parish Council website (www.stantonunderbardonpc.gov.uk) or can be requested from the Parish Clerk and should be read in full. If the Hirer is in any doubt as to the meaning of any of the following information, they should contact the Parish Clerk for clarification.

THE HIRER

1. The Hirer responsible for the booking must be at least 21 years of age and will be present at all times at the Village Hall to ensure that all terms and conditions of this Hire Agreement are complied with.
2. The Hirer is also responsible for ensuring that their activities comply with relevant all Health & Safety regulations, that all safety notices in the Village Hall are followed and to be aware of the Fire Safety procedure for the Village Hall.

USE OF VILLAGE HALL

3. The Hirer must ensure that the booking includes sufficient time for setting up before the event and for clearing away and cleaning after the event ready for the next user. The Hirer must promptly vacate the Village Hall at the end of the agreed hire period.
4. During the booking, the Hirer shall be responsible for the supervision and care of the fabric of the Village Hall and its contents and should damage occur, however slight, the Hirer will ensure the damage is reported to the Hall Management as soon as possible.
5. No decorations of any description are to be affixed to the walls or woodwork of the Village Hall except with the prior written approval of the Hall Management and such walls and woodwork are not to be marked in anyway.
6. The hallway and entrance of the Village Hall shall always be kept clear of any obstructions, including displays, stands or decorative materials unless the prior written consent of Hall Management has been obtained for the placing of such displays.
7. This Agreement constitutes permission only to use the Village Hall and confers no tenancy or other right of occupation on the Hirer.
8. The Hirer shall not:
 - Sub-let the Village Hall or use it for any purpose other than as described in their booking application.
 - Use the Village Hall, or allow it to be used, for any unlawful purpose.
 - Do, or bring, anything to the Village Hall that may endanger people or the Village Hall or render invalid any insurance policies thereof.
 - Allow the use of drugs at the Village Hall.
 - Allow any activities that will be in contravention of the law relating to gaming, betting and lotteries Act of 2005.

BOOKING PROCEDURE, PAYMENTS AND SECURITY DEPOSITS

9. The Hirer must ensure that the hire period includes the time required for setting up and any clearing up / cleaning required.
10. Any occupation of the Village Hall outside of the agreed period as set out on the booking form will incur an additional charge at double the agreed rate with a minimum of 1 hour charged.
11. Additional charges are incurred if the Hirer requires extra services such as bouncy castle or stage hire. These must be requested and paid for at the time of booking.
12. A booking is only confirmed once the required sums have been paid in full and the Hall Management has sent a confirmation email and receipt of payment to the Hirer.
13. Payments will include a mandatory £50 security deposit that will be returned to the Hirer within 14 days of the hire by BACS, less any deductions for breakages or damage that occurred during the hire, any loss of items from the Village Hall, or any extra cleaning costs required after the hire, at the discretion of Hall Management.
14. The Hall Management reserves the right to request a security deposit of £250, to be paid in full before the booking can be confirmed, for certain functions and or groups, including hires that involve adult or teenage parties or where alcohol is to be consumed after 6pm. This deposit will be held against the cost of repairing any damage and/or any additional time over the booked hours on a pro rata basis. For any event that finishes on time and where no damage has occurred the security deposit will be returned in full. Please note that an event is finished when the Village Hall have been vacated completely (this includes the removal of disco and other equipment).
15. The Hall Management reserves the right to refuse any application for hire, or limit or restrict the use of any part of the Village Hall at any time and shall not be required to offer any reason or explanation.

CANCELLATIONS

16. If the Hirer wishes to cancel the booking before the date of the event, the following cancellation charges will apply:
 - If the Hirer cancels the booking **more than 28 days** prior to the date of hire, then all monies paid will be refunded in full.
 - If the Hirer cancels the booking **between 28 days and 14 days** prior to the event, the security deposit will be forfeited
 - If the Hirer cancels the booking **less than 14 days** prior to the event, the full hire charge will be forfeited
17. The Hall Management reserves the right to cancel bookings by written notice to the Hirer in the event of:
 - The Village Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
 - The Hall Management reasonably considering that such hiring will lead to a breach of licensing conditions if applicable or other legal or statutory requirements
 - Unlawful or unsuitable activities will take place at the Village Hall as a result of the booking
 - The Village Hall becoming unfit for the use intended by the Hirer
 - An emergency requiring use of the Village Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters
18. Where the Hall Management cancels a booking, the Hirer shall be entitled to a full refund. However the Hall Management shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

START AND END OF HIRE

19. A member of the Hall Management will meet the hirer outside the Village Hall no earlier than 5 minutes before the start of the hire period to open the venue and will wait no longer than 15 minutes for the hirer to arrive. They will provide information related to the facilities and answer any questions the hirer may have. They will then return at the end of the hire period to lock up.
20. Should any issues or emergencies arise during the hire period, contact details can be located on the Notice Board in the hallway. The Notice Board also contains important information such as the location

of the First Aid Box, details on the relevant licences, fire emergency plans and evacuation procedures and the WiFi code.

21. The Hirer is responsible for setting up and tidying away and cleaning at the end of their sessions.
22. All tables and chairs are to be returned to their corresponding Store Rooms with chairs stacked no more than 6 high only.
23. Should the Village Hall not be left in an acceptable clean state after any hire, then the Hirer will be invoiced for extra cleaning costs of £20 per hour of cleaning required, at the discretion of Hall Management.
24. All equipment and other property belonging to the hirer must be removed at the end of the session. Failure by the Hirer to remove any property brought on to the Village Hall for the purposes of the hiring may result in the village hall disposing of any such items by sale or otherwise and charge the Hirer any costs incurred in storing and selling or disposing of the items.

CAPACITY

25. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers as laid out in the table below:

	Capacity
Main Hall	150
Meeting Room	15

LICENCE PERMISSIONS

26. Hirers must comply with the terms of the Premises Licence granted to the Village Hall including, but not limited to, permitted hours for licensable activities (such as serving alcohol, playing live or recorded music). Any breaches may lead to prosecution by Hinckley and Bosworth Borough Council.
27. The Village Hall holds a Performing Right Society Licence which permits the use of copyright music in any form, e.g through a portable Bluetooth device , CD's, radio, television or by performers in person.
28. The Hirer must ensure that any other licences required for the Hirer's Function shall be obtained prior to the start of the Function and that the Parish Clerk is provided with a copy of such licence.

CAR PARK

29. Hirers are responsible for supervising car parking arrangements by those present for the session and must avoid any obstruction of the public highway or access to the adjacent properties.
30. Vehicles must not be parked on the pavement or on grass verges that border the Village Hall.
31. All cars are parked at the owner's risk and the Hall Management accept no responsibility for the loss or damage to any vehicle which is parked in the Village Hall car park.

HEATING & VENTILATION

32. Heating and ventilation are provided and must be operated properly in accordance with manufacturer's instructions. All heating controls must not be tampered with.

PORTABLE EQUIPMENT

33. It is the responsibility of the Hirer to ensure that any equipment brought into the Village Hall (electrical or otherwise) is safe and in good working order. The hirer indemnifies the Hall Management against any issues or costs through the use of any such equipment.
34. The Hirer shall ensure that no unauthorised heating appliances are used on the Village Hall without the written prior consent of the Hall Management.

WI-FI

35. The Hirer agrees to not cause or allow inappropriate or offensive material to be downloaded or transmitted over the broadband wi-fi system at the Village Hall.
36. The Hirer is responsible for ensuring that any WiFi enabled device is compatible with our WiFi service
37. The venue does not hold a TV licence; therefore, the viewing of live television broadcasts or recorded TV content is strictly prohibited.

38. The Hirer agrees to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.
39. The venue does not hold a TV licence and therefore the viewing of live television broadcasts or recorded TV content is strictly prohibited.
40. Although the Hall Management aims to offer a continuous WiFi service, it cannot guarantee that the WiFi service will be fault-free or accessible at all times.

TABLES & CHAIRS

41. Tables and chairs are available to use by all hirers of the Village Hall. However they may not be used outside.

NOISE

42. The Hirer is responsible for ensuring noise limits are not exceeded and must take reasonable steps to minimize noise upon arrival and departure, especially late at night and early in the morning.
43. Music volumes should be kept at a reasonable level, keeping doors and windows closed where necessary.
44. Where sound amplified music is to be played, it is the Hirer's responsibility to ensure that the designated socket linking to the sound limiter must be used. If the noise limiter is triggered, power to the hall sockets will be cut and any attempts to override the sound limiter will result in the security deposit being forfeited.

BOUNCY CASTLES AND INFLATABLES

45. Bouncy castles are permitted inside the hall only and will incur a surcharge of £20 per booking to be paid when placing the booking to cover wear and tear of the hall, insurance and the cost of electricity.
46. One bouncy castle is permitted per hire and must be no taller than 10 foot 6 inches high. The bouncy castle must not obstruct the fire exits and be placed in the centre of the hall to avoid any sloping ceilings.
47. It is the responsibility of the hirer to ensure that any company, organisation or individual(s) employed by the hirer to supply play equipment such as bouncy castles and inflatables has appropriate and adequate insurance against all claims arising from damage or injury

ANIMALS

48. The Hirer shall ensure that no animals except guide dogs are brought into the Village Hall, unless specifically agreed in advance by the Hall Management. No animals are permitted to enter the kitchen under any circumstances.

SMOKING

49. Smoking is not permitted anywhere on the Village Hall, including the outside or car parking area. This includes the use of e-cigarettes and vaping.

KITCHEN & FOOD SAFETY

50. The use of the kitchen and its facilities is included in the hire charge.
51. All food products and other items must be removed from cupboards and the fridge freezer at the end of each hire.
52. The Hirer is responsible for food safety and is advised that all persons or caterers preparing food understand correct food safety procedures and have the relevant food hygiene certificates in place.
53. Children under 18 years old must not enter the kitchen unless properly supervised.

CLEANING & WASTE REMOVAL

54. The Hall Management will be responsible for preparing the village hall and ensuring that the Village Hall is clean and tidy before the hire period begins.
55. It is expected that the Hirer leaves the Village Hall in the condition as found on the commencement of the hire period. This includes sweeping the floors, mopping up spillages, wiping down surfaces, cleaning and returning all chairs and tables to their normal storage positions, and cleaning, drying, and putting away any kitchen items used where appropriate.

56. To enable this, the Hall Management has provided cleaning equipment in the kitchen. This included dustpan and brush, mop, and bucket plus cleaning sprays.
57. Black rubbish bags will be supplied for the Hirer/users and will be left with the cleaning equipment in the kitchen. A maximum of two black bags will be accepted, which must be left tied and ready for disposal in the kitchen, except by prior written arrangement with the Hall Management. Any additional bags of rubbish must be removed by the Hirer at the end of the session. A charge of £5 per bag will be deducted from your security deposit for any rubbish bags left behind by the hirer.
58. In the circumstances that the hiring is to be for a larger event whereby additional bins and or/a skip is required, then agreement and permission will be required from the Hall Management. All additional costs for bags, bins and skips for the disposal of the rubbish will be passed on in full to the Hirer.
59. Should the Village Hall not be left in an acceptable clean state after any hire, then the Hirer will be invoiced for cleaning costs at a cost of £20 per hour of cleaning required, at the discretion of Hall Management.

SUPPLY OF ALCOHOL AND DRUNK AND DISORDERLY BEHAVIOUR

60. Under the Premises Licence, the Hirer may supply alcohol to guests free of charge, but if the Hirer wishes to sell alcohol, then they must apply for a Temporary Event Notice (TEN) from Hinckley and Bosworth Borough Council and displayed during the hire as well as notifying the Bookings Officer at the time of booking.
61. The Hirer will take all reasonable steps to prevent excessive consumption of alcohol and if necessary deal with any drunk and disorderly behaviour whether on the Village Hall or in its immediate vicinity. The Hirer will take all reasonable steps to ensure that illegal drugs are not brought onto the Village Hall, nor consumed in the vicinity.
62. Alcohol will not be served to any person suspected of being drunk or to any person suspected of being under the age of 18.

INDEMNITY

63. The Hirer shall indemnify and keep indemnified each member of the Village Hall Management Committee and the Parish Council's employees and volunteers against:
 - The cost of repair of any damage done to any part of the Village Hall including the curtilage thereof or the contents of the Village Hall.
 - All actions, claims, losses, damages, and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Village Hall by the Hirer.
 - All actions, claims, losses, damages, and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the Village Hall by the Hirer.
64. The Hirers shall be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the Hirer's use of the Village Hall and will be charged the cost of repair, or replacement as determined by the Hall Management.
65. It is the responsibility of the hirer to ensure that any company, organisation or individual(s) employed by the hirer to supply equipment or other entertainment equipment has appropriate and adequate insurance against all claims arising from damage or injury
66. The Hall Management does not accept liability for any damage to, or loss of, any property or articles placed or left in or on the Village Hall nor accepts any responsibility whatsoever for any loss or damage caused to the personal property of the users of the facilities and/or the Village Hall.
67. The Hall Management does not accept liability for any loss suffered by the Hirer because of any booking cancellation or unforeseen unavailability of the facilities and/or the Village Hall.
68. The Hall Management is insured against any claims arising out of its own negligence.

FIRE SAFETY

69. The Hirer shall ensure that all occupants of the Village Hall abide by the Fire Safety Notices and are familiar with evacuation procedure displayed in the noticeboard as well as the locations of fire exits and the emergency assembly point.
70. The Hall Management ask the Hirer to read through and familiarise themselves with the Fire Safety Policy & Emergency Plan for the Village Hall, which can be found in Appendix 1.

71. No naked flames, fireworks, explosives or highly combustible materials are permitted in or near the Village Hall.
72. All escape routes and fire exits must be kept clear at all times; this includes not being obstructed by tables, chairs, or party decorations.

ACCIDENTS & FIRST AID

73. Hirers are responsible for providing First Aid cover as necessary. The First Aid Kit and Accident Book are located in the kitchen and a defibrillator is situated on the external wall outside the main entrance. Entry to the defibrillator is granted with a code provided by the emergency services when 999 is called.
74. Any accident that occurs during the hire that involves injury to the public, or any other emergency incident, must be recorded in the accident book. The Village Hall Committee will investigate the cause of all accidents and implement measures to prevent recurrence. The Accident Book is located in the kitchen. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.

ENQUIRIES AND COMPLAINTS

Please contact Stanton under Bardon Parish Council if you wish to raise a complaint or experienced any problems with your booking. Please forward correspondence to the Parish Clerk who will then raise it with Stanton under Bardon Village Hall Management Committee.

Stanton under Bardon Parish Clerk,
Stanton under Bardon Parish Council,
Village Hall, St John Cole Crescent,
Stanton under Bardon,
Markfield
Leicestershire,
LE67 9AE
01530 243987
clerk@stantonunderbardonpc.org.uk

STANTON UNDER BARDON VILLAGE HALL

FIRE SAFETY POLICY

Stanton under Bardon Village Hall is owned and maintained by Stanton under Bardon Parish Council. The Village Hall Management Committee (VHMC) is responsible for the day-to-day management of the Village Hall and the implementation of this Fire Safety Policy.

The VHMC will implement the following to ensure the fire safety of all users of the Village Hall:

- 1. FIRE SAFETY LOGBOOKS** - All relevant fire safety logbooks including Fire Risk Assessments, alarm tests and firefighting equipment checks, will be held and maintained by the Parish Clerk and Village Hall Caretaker.
- 2. FIRE ALARM SYSTEM** - A fire alarm test will be carried out weekly on at least one call point, with the results recorded in the logbook. The fire alarm system is inspected yearly by a recognised contractor, with the results recorded.
- 3. ESCAPE ROUTES & EXITS** - All Village Hall escape routes and fire exits are clearly signed and will be kept free from obstruction at all times, to ensure safe evacuation from the building.
- 4. SIGNAGE & ASSEMBLY POINT** Details of escape routes, the emergency plan and assembly points should be recorded on the Fire Notices adjacent to manual call points.
- 5. EMERGENCY LIGHTING** All emergency lighting will be visually checked at least monthly by the Village Hall Caretaker and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded.
- 6. FIREFIGHTING EQUIPMENT** Firefighting equipment will be provided in appropriate places within the Village Hall, according to the fire risk posed. All firefighting equipment will be visually checked at least monthly by the Village Hall Caretaker and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded. Any extinguisher noticed to have been discharged or damaged must be replaced immediately by the recognised contractor.
- 7. ELECTRICAL SYSTEMS & APPLIANCES** The Village Hall's electrical wiring installation will be inspected every five years by a recognised contractor, and the results recorded. All portable electrical appliances provided in the Village Hall will be PAT tested annually by a recognised contractor, with the results recorded. The air source heat control system will be serviced annually by a recognised contractor, with the results recorded.
- 8. FIRE & EMERGENCY EVACUATION** - All users of the Village Hall are required to familiarise themselves with this 'Fire Safety Policy & Emergency Plan', which is sent to all hirers prior to their hire of the hall. A copy of the policy can also be found on the notice board in the hall lobby.
- 9. FIRE SAFETY INSPECTIONS** - Regular visual inspections of the Village Hall and all its fire safety equipment will be conducted by the Caretaker (monthly) and the VHMC (quarterly). These inspections should ensure, as a minimum, that:
 - All fire routes and exits are free from obstruction.
 - All fire doors are kept shut and not propped open with door stops.
 - All emergency lighting is working.
 - All fire-fighting equipment is present and serviceable and stored correctly.
 - Any flammable liquids are correctly stored.

- There is no accumulation of rubbish within or near the building to create a fire hazard. The results of these fire safety inspections should be recorded.

10. FIRE RISK ASSESSMENTS - A Fire Risk Assessment will be undertaken on an annual basis and the results approved by the VHMC. The Fire Risk Assessment will be a standing agenda item for all VHMC meetings, to ensure that additional reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

STANTON UNDER BARDON VILLAGE HALL

FIRE SAFETY GUIDANCE FOR HIRERS

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Stanton under Bardon Village Hall during your hire of the Village Hall.

At all times the Village Hall is in use, the **RESPONSIBLE PERSON** must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to Save Lives and not the building!

BEFORE YOUR EVENT STARTS:

- Check that the 'Fire Exit' lights are working.
- Check that all escape routes are not blocked, for example, by tables, chairs, or boxes.
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency.

DURING YOUR EVENT:

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open with door stops.
- Ensure that the Fire Exits and escape routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

AFTER YOUR EVENT:

- Remove all waste and check rooms for smouldering or items burning.
- Check cookers, heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

STANTON UNDER BARDON VILLAGE HALL

FIRE EMERGENCY PLAN

Action to be taken by the person discovering a fire

1. Raise the alarm if it is not already sounding by activating the nearest 'Break Glass Point'
2. **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone nearby so use a mobile to **call 999.**
5. Evacuate the building and report to the Emergency Assembly Point in the Car Park using firefighting equipment to clear a safe passage to a fire exit where appropriate.

Actions to be taken by persons upon hearing the fire alarm

1. Leave the building by the nearest available exit.
2. Report to the Emergency Assembly Point in the car park. Do not stop to collect personal belongings

How the Fire Brigade are to be called and who is responsible.

1. The **Responsible Hirer** will call the emergency services upon hearing the fire alarm.
2. Anyone calling 999 should give specific details of the location.

GIVE THIS ADDRESS:

**Stanton under Bardon Village Hall
St John Cole Crescent
Stanton under Bardon**

WHAT3WORDS LOCATION - [///arts.kitten.tadpoles](https://www.what3words.com/location/arts.kitten.tadpoles)

Key escape routes

Escape routes are the main entrance and two emergency exits in the main hall. The emergency assembly Point is at the sign in the Village Hall car park.

Actions to be taken by the **RESPONSIBLE PERSON**

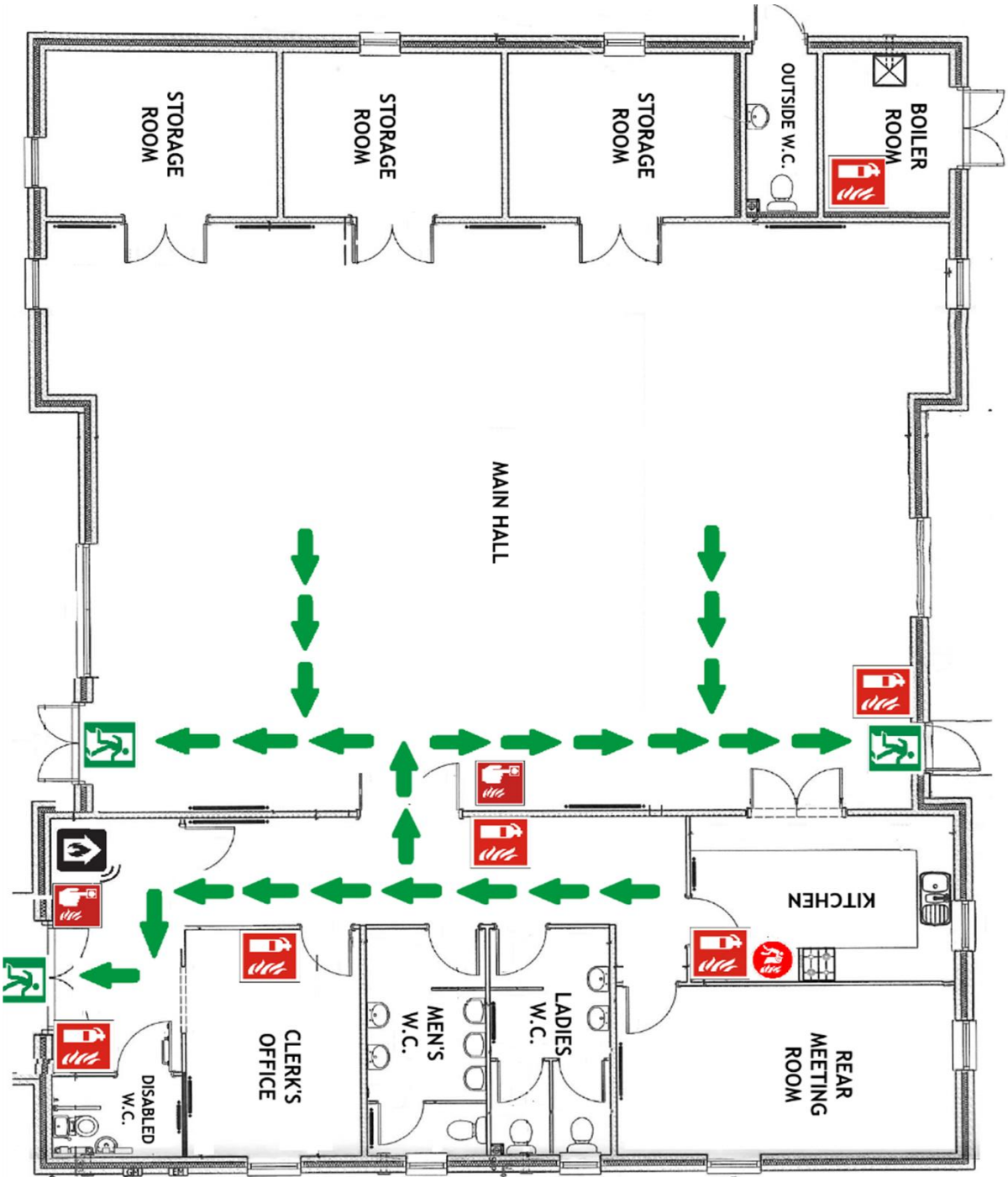
1. To contact Fire Brigade if the fire alarm is sounded or a fire is suspected.
2. Take control of the evacuation and roll call
3. Sweep" the building by checking all rooms, toilets etc., to ensure the building is fully evacuated
4. Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.
5. Liaise with Officer in Charge, upon arrival of the Fire Brigade
6. Local Fire Brigade to give the all clear before personnel return to the affected area
7. On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.
8. Hirer to oversee re-entry to the building

STANTON UNDER BARDON VILLAGE HALL

FIRE ESCAPE ROUTES AND EQUIPMENT LOCATIONS




**FIRE ASSEMBLY POINT IS
LOCATED IN THE REAR
CAR PARK**



STANTON UNDER BARDON VILLAGE HALL

FIRE EVACUATION PLAN

	FIRE ALARM CALL POINT
	FIRE EXIT
	FIRE EXTINGUISHER
	FIRE BLANKET
	FIRE ALARM CONTROL PANEL
	FIRE EXIT ROUTES

 Stanton under Bardon Parish Council	
Risk Assessment Reference:	Date of Next Review
RA001	May 2025

Impact	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	Likelihood			

Risk Assessment Key		
IMPACT		
Insignificant	1	Minor Injury or discomfort
Minor	2	Severe injury
Serious Injury	3	Major Injury or ill health
Death	4	Death or severe disabling
LIKELIHOOD		
Rare	1	May occur under exceptional circumstances
Unlikely	2	Could occur at some time
Likely	3	Should occur at some time
Highly Likely	4	Is expected to occur in most instances
RISK RATING		
1-4	Further control measures required if cost effective.	
5-10	Identified risks not acceptable, controls to be included in current plans	
11-16	Immediate control measures required	

Date of Assessment:	December 2024	Last review:	N/A
Organisation	Stanton under Bardon Parish Council		
Assessment By:	Joanne Lowe		
Project Title	Village Hall - Generic Risk Assessment		
Address:	Stanton under Bardon Village Hall, St John Cole Crescent, Stanton under Bardon, Leicestershire, LE67 9AE		

Introduction

This risk assessment has been developed to support the safety of all hirers and staff who use Stanton under Bardon Village Hall. It is essential that everyone involved reads and understands this risk assessment, which aligns with the requirements of the Health and Safety at Work Act 1974 as all users, staff, and volunteers are expected to act responsibly and safely while attending the village hall.

Please note, this risk assessment does not cover every activity that may occur within the hall and hirers are required to provide specific risk assessments for any activities they are organizing that involve additional or unique risks. The Village Hall Committee reserves the right to request a copy of the hirer’s risk assessment, where necessary.

Nature of Hazard	Hazards and Who is at Risk	Evaluation			Recommended Control Measures	Reduced Risk		
		L	I	RR		L	I	RR
Slips, trips and falls	Hall users, staff, volunteers, contractors and visitors are at risk of: 1. Slippery surfaces due to spills, wet weather, or cleaning	2	3	6	<ul style="list-style-type: none"> All corridors and emergency exits must be kept clear at all times. Users are required to mop up spills immediately using cleaning materials located in the main kitchen cupboard and use the wet floor signage to warn users. Caretaker ensures cleaning occurs when no hirers are present to limit exposure. Caretaker checks regularly internal floors and car park for damage and report any findings to Parish Clerk to action repair. 	1	3	3

	<ol style="list-style-type: none"> 2. Uneven flooring or carpets that may be loose or worn 3. Poor lighting in corridors, stairways, or outdoor areas 4. Clutter or obstructions in walkways 5. Improperly secured cables or wires 6. Weather-related hazards such as mud or ice at entrances 				<ul style="list-style-type: none"> • Non-slip absorbent mats are placed at the main entrance. Hirers must only use fire exits for emergencies and not for accessing the car park. • Adequate lighting for all indoor and outdoor areas, including the car park with faulty bulbs replaced as necessary. • A grit bin is available for users to grit outdoor areas during icy weather. • Disabled parking spaces near the hall's main entrance must remain available for hirers. 			
Moving Vehicles	<p>Hall users, staff, volunteers, contractors visitors, emergency services and delivery drivers are at risk of:</p> <ol style="list-style-type: none"> 1. Collision between vehicles and pedestrians 2. Limited visibility to see vehicles in poor lighting or adverse weather conditions 3. 	3	3	9	<ul style="list-style-type: none"> • Ensure that the car park is well-lit during evening to improve visibility for both drivers and pedestrians. • Parking bays and pedestrian pathways to be clearly marked to separate vehicles and people. • Gated entrance and small size of car park prevents high speed build up • Caretaker to regularly inspect car park and reports any findings to Parish Clerk to action repair - • Grit or salt the car park during icy weather to reduce skidding risks. 	2	3	6
Hazardous substances e.g. cleaning materials	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Contact with cleaning chemicals that can cause irritation or chemical burns 2. Vapours from certain cleaning agents can cause respiratory issues 3. Risk of poisoning if cleaning materials are ingested, especially by children 	2	3	6	<ul style="list-style-type: none"> • Cleaning items intended for hirers, such as mop and bucket, anti-bacterial wipes, and general-purpose cleaners, are stored in an accessible cupboard in the kitchen. Only low-risk cleaning products are kept in this cupboard to minimize potential harm. • Higher-risk cleaning chemicals (e.g., concentrated or corrosive products) are securely stored in a locked storage room with access restricted to authorized staff only. • Provide users with personal protective equipment (PPE), such as rubber gloves, masks, and goggles • Use of hand sanitizer by children should be supervised by appropriate adult. • The Caretaker to maintain a COSHH register and updated with any new cleaning materials 	1	2	2
Electricity	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Electric shock from damaged wiring or faulty equipment 2. Fires caused by overloaded circuits or faulty appliances 3. Injuries resulting from improper use of extension leads or power tools. 	2	4	8	<ul style="list-style-type: none"> • Portable Appliance Testing (PAT) of all electrical appliances undertaken each year and certified accordingly • Fixed Wiring Testing (EICR) and fixed appliance testing (FAT) to be checked by a qualified person every 5 years and certified accordingly • All repairs undertaken by a qualified electrician • Users to check for visual signs of damage on all portable equipment before use • Unsafe items decommissioned immediately and removed to the office for repair or disposal • Hirers must ensure that any contractors (e.g., DJs, bands, caterers) are responsible for the equipment they bring into the hall and that all relevant safety checks, including PAT testing certification for their equipment, are in place. 	1	4	4
Stored / stacked equipment	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p>	3	2	6	<ul style="list-style-type: none"> • Chairs must not be stacked any higher than five to minimize the risk of tipping over. • The wheeled table and chair trolleys provided must be used for transporting and storing furniture 	1	2	2

	<ol style="list-style-type: none"> 1. Injuries by equipment falling over 2. Strains or injuries from lifting or moving poorly stacked equipment. 3. Tripping hazards from improperly stored items 				<ul style="list-style-type: none"> • Signage displayed in storage rooms to warn users on safe stacking and storage limits. • Storage instructions for chairs and tables outlined in the Terms and Conditions of use. • Signage to show correct manual handling techniques for lifting displayed in storage rooms. • Tables should be stored in the left hand side store room and the chairs to be stored in the middle store room when not in use to prevent trip hazards. 			
Manual handling	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Injury from lifting, carrying, or moving heavy or awkward items (e.g., tables, chairs, equipment). 2. Risk of dropping items, causing injuries or damage to property. 3. Movement of equipment in confined spaces, leading to collisions or trips. 	2	3	6	<ul style="list-style-type: none"> • Provide signage in storage rooms showing basic guidance on safe manual handling techniques • Users to ask for help when handling large or heavy items • Provide wheeled trolleys to assist with moving heavy items. • Use stackable chairs and folding tables to reduce manual handling strain. • Encourage users to split loads into smaller, manageable weights. • Arrange storage areas to allow easy access to items without overreaching or climbing. • Keep pathways and corridors clear to prevent trips while carrying items. 	1	2	2
Burns and Scalds	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Burns or scalds from hot surfaces, boiling water, or heated appliances 2. Contact with hot surfaces while preparing food or cleaning. 3. Spillage or splashing of hot liquids during food preparation or heating. 4. Exposure to steam when opening lids or boiling water. 	2	3	6	<ul style="list-style-type: none"> • Ensure kettles and water urns are placed on stable, heat-resistant surfaces and away from edges. • Ensure the area around the oven and hob is free from clutter and obstructions to avoid accidental contact. • Provide oven gloves, heatproof mats, and long-handled utensils to reduce direct contact with hot surfaces • Inspect kitchen equipment regularly to ensure it is in good working order and replace worn or damaged equipment. • Place signage warning of hot surfaces near to kettles, radiators, water urns or any other appliances that may cause burns or scalds. • Place signage warning of hot water around sink areas. • Display first aid procedures for burns and scalds in the kitchen and ensure first aid kits are equipped with burn dressings • All injuries to be reported and recorded in the accident book, with a follow-up action if necessary. 	1	2	2
Cuts and abrasions	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> 1. Cuts from sharp knives or utensils during food preparation or cleaning. 2. Risk of injury from broken glass or ceramic items, rough surfaces, broken plates, or utensils 3. Risk of cuts from improperly stored equipment (e.g. knives, can openers). 	1	3	3	<ul style="list-style-type: none"> • Only adults to handle sharp kitchen equipment (e.g., knives, can openers). • No knives are provided in the kitchen • Any broken glass, ceramics, or chipped items must be cleaned up immediately using the dustpan and brush. • Caretaker to regularly check that all surfaces (countertops, chopping boards) are free from sharp edges, rough patches, or worn-out areas that could cause cuts or abrasions. • A well-stocked first aid kit is available for use in the kitchen, containing items like bandages, antiseptic wipes, and plasters for treating minor cuts. • All incidents of cuts and abrasions must be reported and recorded in the accident book, with significant injuries reported to the Parish Clerk immediately via clerk@stantonunderbardonparishcouncil.gov.uk. 	1	3	3

	4. Risk of injury when using, washing, or storing sharp knives and cutlery.							
Misuse of facility	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> Accidental or intentional damage to the structure, furniture, or equipment. Disturbances, vandalism, or inappropriate conduct during or after events. Disturbance to nearby residents, leading to complaints or disputes. Risk of overcrowding leading to safety concerns, including fire hazards. Risk of intoxicated users causing disruption, accidents, or unsafe behaviour. Risk of unauthorized entry, theft, and potential damage to the hall and its contents. 	2	4	8	<ul style="list-style-type: none"> All hirers are required to sign and agree to the terms and conditions of hire which outlines acceptable and unacceptable uses of the village hall. Hirers are required to report any damage to Village hall staff immediately. A caretaker or volunteer checks the premises once the hirer has left to identify any damage. A deposit system is in place to cover the costs of repairs resulting from damage or misuse. Caretaker to conduct a visual check of the village hall immediately after events to check for any damage that may have occurred. The online booking system requires hirers to provide specific details about the type of event, ensuring activities are suitable for the village hall. Any non-standard or large scale event will require the hirer to submit a separate risk assessment to ensure suitability and safety. A sound limiter is in operation in the main hall and cuts power to designated plug sockets if noise levels are too high. The installation of a high definition CCTV system covering the main areas of the village hall as well as entry points to monitor and record activities. Ensure doors and windows are locked outside of operational hours and the intruder alarm is activated whenever the hall is empty The intruder alarm is serviced annually Ensure the first aid kit is available, stocked, and easily accessible. Ensure emergency exit routes, fire exits and emergency contact information are prominently displayed. Any incidents of anti-social behaviour, excessive noise, or damage must be reported to the Parish Clerk via clerk@stantonunderbardonparishcouncil.gov.uk 	4	1	4
Stackable stage	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p> <ol style="list-style-type: none"> Falling or slipping from stacked stage components. Strain or injury from lifting, moving, or stacking stage sections. Exceeding weight limits on stage components leading to structural failure. Improper assembly causing instability or unsafe conditions. 	2	3	6	<ul style="list-style-type: none"> Provide hirers detailed written instructions on the safe assembly and disassembly procedures. Provide signage in storage rooms showing basic guidance on safe manual handling techniques Offer proper lifting techniques to users constructing the stage. Provision of gloves to reduce the risk of trapped fingers. Clearly communicate to users the maximum weight capacity for the stage. Outline in the Terms and Conditions the prohibition jumping, running, or placing heavy equipment on the stage. Ensure the storage trolley is in good condition and used to move stage sections safely. 	1	2	2
Bouncy Castles	<p>Hall users, staff, volunteers, contractors and visitors are at risk of:</p>	2	3	6	<ul style="list-style-type: none"> Hirers to ensure that bouncy castles are hired from reputable suppliers who can provide proof of safety certifications (e.g., PIPA tag) and public liability insurance cover from the supplier before setup. 	1	2	2

	<ol style="list-style-type: none"> 1. Falling from the bouncy castle, resulting in bruises, sprains, or more serious injuries. 2. Overcrowding leading to excessive user load, causing the bouncy castle to become unstable. 3. Injury during the setup, transport, or inflation of the bouncy castle. 4. Structural failure or malfunction of the bouncy castle leading to injuries. 				<ul style="list-style-type: none"> • It is the hirers responsibility that the supplier sets up and dismantling of the inflatable securely, including proper anchoring and inspection of equipment • Bouncy castles to be used inside the main hall only and they must be placed in the centre of the main hall to ensure sufficient clearance from walls, ceilings, and other obstacles. • Ensure users are supervised at all times to prevent rough play, excessive jumping, or dangerous activities. • Limit number on the bouncy castle at any one time according to the manufacturer's guidelines. • Ensure the first aid kit is available, stocked, and easily accessible. • Report any incidents or damage immediately to the Parish Clerk via clerk@stantonunderbardonparishcouncil.gov.uk. 			
Legionella Disease	<p>Hall users, staff, volunteers, contractors and visitors, especially vulnerable people are at risk of:</p> <p>Severe illness or death, particularly in vulnerable individuals.</p> <p>Non-compliance with health and safety regulations can lead to fines or legal action.</p> <p>Temporary closure of the hall for investigation or remedial work</p>				<ul style="list-style-type: none"> • 			
Fire	<p>Hall users, staff, volunteers, contractors and visitors are at risk of injury, loss of life, and damage to property due to:</p> <ol style="list-style-type: none"> 1. Electrical equipment faults (e.g. heaters, lighting, or kitchen appliances) 2. Cooking accidents in kitchens 3. Improperly stored or disposed flammable materials (e.g., cleaning supplies or rubbish) 4. Candles, open flames, or unauthorized pyrotechnics 5. Overloaded power sockets or extension cords 6. Arson 	2	4	8	<ul style="list-style-type: none"> • Maintenance contracts in place for fire alarm, sensors, emergency lighting and fire extinguishers • Functional smoke alarms with the fire alarm system tested weekly and serviced annually. • Accessible fire extinguishers that are checked monthly and serviced annually. • Fire blanket available in the kitchen • Clearly marked fire exits. • Emergency lighting systems tested every month and serviced annually • Fire doors regularly checked and kept unobstructed and functional. • Regular fire safety training for staff and volunteers. • Fire evacuation procedures communicated to all users as part of the Terms and Conditions of hire • PAT testing for portable appliances undertaken annually • Fixed Wiring Testing (EICR) and fixed appliance testing (FAT) to be checked by a qualified person every 10 years and certified accordingly • Secure storage for cleaning supplies and other flammable materials. • Regular waste removal by Caretaker to prevent build-up of combustibles. • No unauthorized use of open flames or fireworks as highlighted in the Terms and Conditions of hire 	1	4	4

				<ul style="list-style-type: none">• Fire Risk Assessment undertaken annually and maintenance logbook stored in Clerks office• Fire Evacuation Plan displayed on Village Hall noticeboard and highlighted in the Terms and Conditions of hire• Emergency Action Plan displayed on Village Hall noticeboard and highlighted in the Terms and Conditions of hire• Emergency assembly point located on car park with signage displaying location to users• Encourage event organizers to conduct their own risk assessments for non standard activities.• Online booking system requires hirers to read and agree to Terms and Conditions (including all fire safety documentation) before booking can be submitted.			
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