



Stanton under Bardon Parish Council



STANTON UNDER BARDON VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

REGULAR HIRERS

Stanton under Bardon Village Hall

Standard Terms and Conditions of Hire - REGULAR HIRERS

TERMS AND CONDITIONS OF HIRE

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

These standard conditions apply to regular Hirers of the village Hall. A regular Hirer is defined as a group or individual who has **4 or more** pre-booked bookings throughout the year. By proceeding with bookings and making payments for hire of the village Hall, it is deemed that all Hirers have accepted the hire conditions within this document. The Hall Management reserves the right to amend these terms and conditions without notice at any time.

Full policies and licences for the hall are available on the Parish Council website (www.stantonunderbardonparishcouncil.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 is required to be on site **at all times** during their booking to ensure that all terms and conditions of this hire agreement are complied with.
2. The Hirer is responsible for ensuring that their own activities, or those of their group, comply with all relevant Health & Safety regulations. They must also adhere to all safety notices displayed in the hall and be familiar with the fire safety procedures.

USE OF VILLAGE HALL

1. During their booking, the Hirer shall be responsible for the supervision and care of the fabric of the hall and its contents. Should damage occur, however slight, the Hirer will ensure the damage is reported to the Hall Management as soon as possible.
2. 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
3. All fire evacuation routes, including fire doors, the hallway and the main entrance of the hall shall be kept clear of any obstructions at all times.
4. The Hirer shall not:
 - a. Sub-let the hall or use it for any purpose other than as described in their booking application.
 - b. Use the hall, or allow it to be used, for any unlawful purpose.
 - c. Do, or bring anything into the hall that may endanger people or the hall or render invalid any insurance policies thereof.
 - d. Allow the use of drugs at the hall.
 - e. Allow any activities that will be in contravention of the law relating to gaming, betting and Lotteries Act of 2005.

BOOKING PROCEDURE AND PAYMENTS

5. Regular Hirers are required to email the Parish Clerk to book their sessions, specifically detailing the times and dates required. ***Bookings will be made on a first come first served basis.***

6. The Hirer must ensure that the hire period **includes** the time required for setting up and any cleaning / clearing away after the event ready for the next Hirer. Occupation of the premises outside of the agreed period as prescribed on the booking will attract an additional charge at double the agreed rate with a minimum of 1 hour charged.
7. Bookings can be held provisionally on the system up to 12 months in advance. A booking is only confirmed once the required sums have been paid in full and the Parish Clerk has sent a confirmation email and receipt of payment to the Hirer.
8. Hire fees must be paid within 14 days of receiving the booking invoice which will be paid in advance of the booking.
9. The Hall Management reserves the right to refuse any application for hire, or limit or restrict the use of any part of the hall at any time and shall not be required to offer any reason or explanation.

CANCELLATIONS

10. If the Hirer wishes to cancel the booking before the date of the event, the following cancellation charges will apply:
 - a. For block bookings, the Hirer must give **14 days notice** of any breaks or unwanted periods of hire (e.g. holidays) for a full refund to be issued, although additional notice would be gratefully received.
 - b. Any bookings due to take place with less than **14 days notice** will not be refunded, whether they go ahead or not.
11. The Hall Management reserves the right to cancel bookings by written notice to the Hirer in the event of:
 - a. The hall being required for use as a polling station for a parliamentary or Local Government election or by-election
 - b. The Hall Management can reasonably consider that such hiring will lead to a breach of licensing conditions or other legal/statutory requirements
 - c. Unlawful or unsuitable activities will take place at the hall as a result of the booking
 - d. The hall is unfit for the use intended by the Hirer
 - e. An emergency requiring use of the hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters
12. 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

13. The keys and alarm fob to the hall are kept inside a locked key safe near the entrance and the code will be given to regular Hirers of the hall. This code will be changed every 6 months.
14. The keys and the alarm fob remain the property of the Hall Management and they must not be copied or passed on to any other person.
15. Should any issues or emergencies arise during the hire period, emergency contact details can be located on the noticeboard in the hallway. The noticeboard also contains important information such as the location of the first aid box, relevant licences, fire emergency plans and evacuation procedures and the WiFi code.
16. The Hirer is responsible for setting up, tidying away and cleaning of the hall at the end of their bookings ready for the next Hirer. All equipment and other property must be removed at the end of the booking. Failure by the Hirer to remove any property brought on to the hall for the purposes of the hiring may result in the hall disposing of any such items and charge the Hirer any costs incurred in storing or disposing of the items.
17. When vacating the hall, the Hirer must ensure that the following actions are taken:
 - a. Return all tables and chairs to the rear storerooms
 - b. Ensure cookers, heaters, and electrical appliances are switched off (except fridge freezer)

- c. Dispose of all waste
- d. Set the heating thermostat to 5°C
- e. Ensure all taps are turned off
- f. Turn off all lights not required for security purposes
- g. Secure all external doors and windows, and close curtains or blinds

18. When leaving the premises, the Hirer must ensure that the alarm is set and the front entrance is securely locked. When replacing the keys, the key safe code must be securely closed and the code left scrambled.
19. Should the hall not be left in an acceptable condition ready for the next Hirer, then the Hirer will be invoiced to cover extra costs at the discretion of the Hall Management. This includes leaving the hall in an unclean condition, leaving rubbish behind, leaving the heating on after their sessions or failing to return the keys to the key safe ready for the next Hirer.

CAPACITY

20. 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 (100 seated)
Meeting Room	18

LICENCE PERMISSIONS

21. Hirers must comply with the terms of the premises licence granted to the 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. Hirers are instructed to contact the Parish Clerk if they intend to carry out licensable activities for further advice.
22. The hall holds a performing rights society licence which permits the use of copyright music in any form. Other activities may require a temporary events notice which can be obtained from Hinckley and Bosworth Borough Council. The Hirer must ensure that any other licences required shall be obtained prior to the start of the booking and that the Parish Clerk is provided with a copy of such licence.

CAR PARK

23. Hirers are responsible for managing car parking arrangements for attendees during their session.
24. Hirers must ensure that public highways remain clear and that access to adjacent properties is not obstructed. Vehicles must not be parked on pavements or grass verges surrounding the hall.
25. 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 hall car park.

HEATING & VENTILATION

26. Instruction on how to use the heating in the hall will be given to new Hirers as part of their induction.

PORTABLE EQUIPMENT

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

WI-FI

29. The Hirer is responsible for ensuring that any WiFi enabled device is compatible with our WiFi service

30. 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.
31. 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 hall.
32. 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.
33. Please note that the hall does not hold a TV licence and therefore the viewing of live television broadcasts or recorded TV content is strictly prohibited.

TABLES & CHAIRS

34. Tables and chairs are available to use by all Hirers of the hall. However they may not be used outside.

NOISE

35. 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.
36. Music volumes should be kept at a reasonable level, keeping doors and windows closed at all times.
37. A sound limiter is in place in the Main Hall. Where live amplified music is to be played, it is the Hirer's responsibility to ensure that all amplification equipment is plugged into the designated power socket that links to the sound limiter. 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.

ANIMALS

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

SMOKING

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

KITCHEN & FOOD SAFETY

40. The use of the kitchen and its facilities is included in the hire charge.
41. All food products and other items must be removed from all cupboards and the fridge freezer at the end of hire.
42. 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.
43. Children under 18 years old must not enter the kitchen unless properly supervised.

CLEANING & WASTE REMOVAL

44. The Hall Management will be responsible for preparing the hall and ensuring that the hall is clean and tidy before the hire period begins.
45. It is expected that the Hirer leaves the 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. Hirers can use items in the cleaning cupboard located in the kitchen.
46. Black rubbish bags will be supplied for the Hirer 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.
47. All gas canisters must be removed by the Hirer at the end of the session. A charge of £10 per cannister will be deducted from the deposit for any cannisters left behind by the Hirer to cover its correct disposal.

48. In the circumstances that the Hirer is catering for a large event where 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.
49. Should the hall not be left in an acceptable clean state after any booking, then the Hirer will be invoiced for cleaning costs at a cost of £20 per hour of cleaning required, at the discretion of the Hall Management.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

50. The Hirer is responsible for the supervision and general safety of all children (under the age of 18 years) while they are at the hall. The Hirer must be present throughout the period of hire.
51. The Hirer shall ensure that any activities at the hall for children or vulnerable adults comply with the provisions of the Children Act of 1989 and 2004 and that the relevant checks (e.g. DBS) have been carried out on people with unsupervised access to the children and vulnerable adults. Where appropriate and required by law, the Hirer shall provide the Parish Council with a copy of their DBS check and Child Protection Policy on request.
52. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and where applicable, the Hirer must always adhere to the correct adult/child ratios applicable to their activity.
53. The Hirer must take all reasonable steps to keep children out of those parts of the hall that might present a potential danger to them (e.g. kitchen and Store Room).
54. The Hirer should not allow children to move the tables and chairs under any circumstances.

CCTV

55. CCTV is installed at Stanton under Bardon Hall to provide a safe, secure environment for visitors, Hirers, and residents while maintaining the security of the premises. The Parish Council owns and manages the system in compliance with the Data Protection Act 2018, the GDPR, and ICO guidelines.
56. The system comprises nine fixed cameras. Recorded images are stored securely for 30 days before being automatically overwritten, with access strictly limited to law enforcement agencies such as the Police, or authorised personnel only. Individuals can request access to footage through a formal application process, subject to privacy safeguarding.

INDEMNITY

57. The Hirer shall indemnify and keep indemnified each member of the Hall Management committee and the Parish Council's employees and volunteers against:
 - a. The cost of repair of any damage done to any part of the hall including the curtilage thereof or the contents of the hall.
 - b. 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 hall by the Hirer.
 - c. 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 hall by the Hirer.
58. 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 hall and will be charged the cost of repair, or replacement as determined by the Hall Management.
59. 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.
60. 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 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 hall.

61. 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 hall.
62. The Hall Management is insured against any claims arising out of its own negligence.
63. Regular Hirers shall obtain a policy of insurance against third party risks or public liability. A copy of the policy must be received by the Hall Management not less than 28 days prior to the date of the first hire session, except in circumstances previously approved in writing by the Hall Management. Regular Hirers shall provide a copy of the policy if insurance cover is renewed after the initial booking is confirmed.

FIRE SAFETY

64. The Hirer shall ensure that all occupants of the hall abide by the fire safety notices and are familiar with evacuation procedures and locations of fire exits.
65. The Hall Management ask the Hirer to read through and familiarise themselves with the fire safety policy, emergency procedure and fire evacuation plan for the hall found in Appendix 1.
66. No naked flames, fireworks, explosives or highly combustible materials are permitted in or near the hall.
67. 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

68. 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.
69. 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 located in the kitchen. The Village Hall Committee will investigate the cause of all accidents and implement measures to prevent recurrence.
70. Any failure of equipment belonging to the 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 if you have 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@stantonunderbardonparishcouncil.gov.uk

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

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.

BEFORE YOUR EVENT STARTS:

- Check that the 'Fire Exit' lights are working
- Check that all escape routes are not blocked, e.g. 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 are being used within the Village Hall are in good working order and used appropriately
- 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 objects
- 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
- Secure all external doors and windows
- Check cookers, heaters and electrical appliances are turned off where necessary
- Turn off lights not required for security purposes and close all internal doors

FIRE EMERGENCY PLAN

FIRE NOTICE

In the event of a fire

DIAL 999

1. The responsible person in charge of the hall will give loud and clear instructions and tell all persons to:

- Evacuate the building using the nearest available exit
- Meet at the **EMERGENCY ASSEMBLY POINT – Rear Car Park**

2. Start the fire alarm if it is not already sounding, by using a ‘**Break Glass Point**’

3. NO MATTER HOW SMALL THE FIRE, **CALL THE FIRE BRIGADE**

There is no public telephone nearby so **USE A MOBILE TO CALL 999**

GIVE THIS ADDRESS:

**Stanton under Bardon Village Hall
2 St John Cole Crescent
Stanton under Bardon
Leicestershire
LE67 9AE**

WHAT3WORDS LOCATION - [///arts.kitten.tadpoles](#)

Check every room that is safe to enter, to ensure everyone has left

Use firefighting equipment to clear a safe passage to a fire exit

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances

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

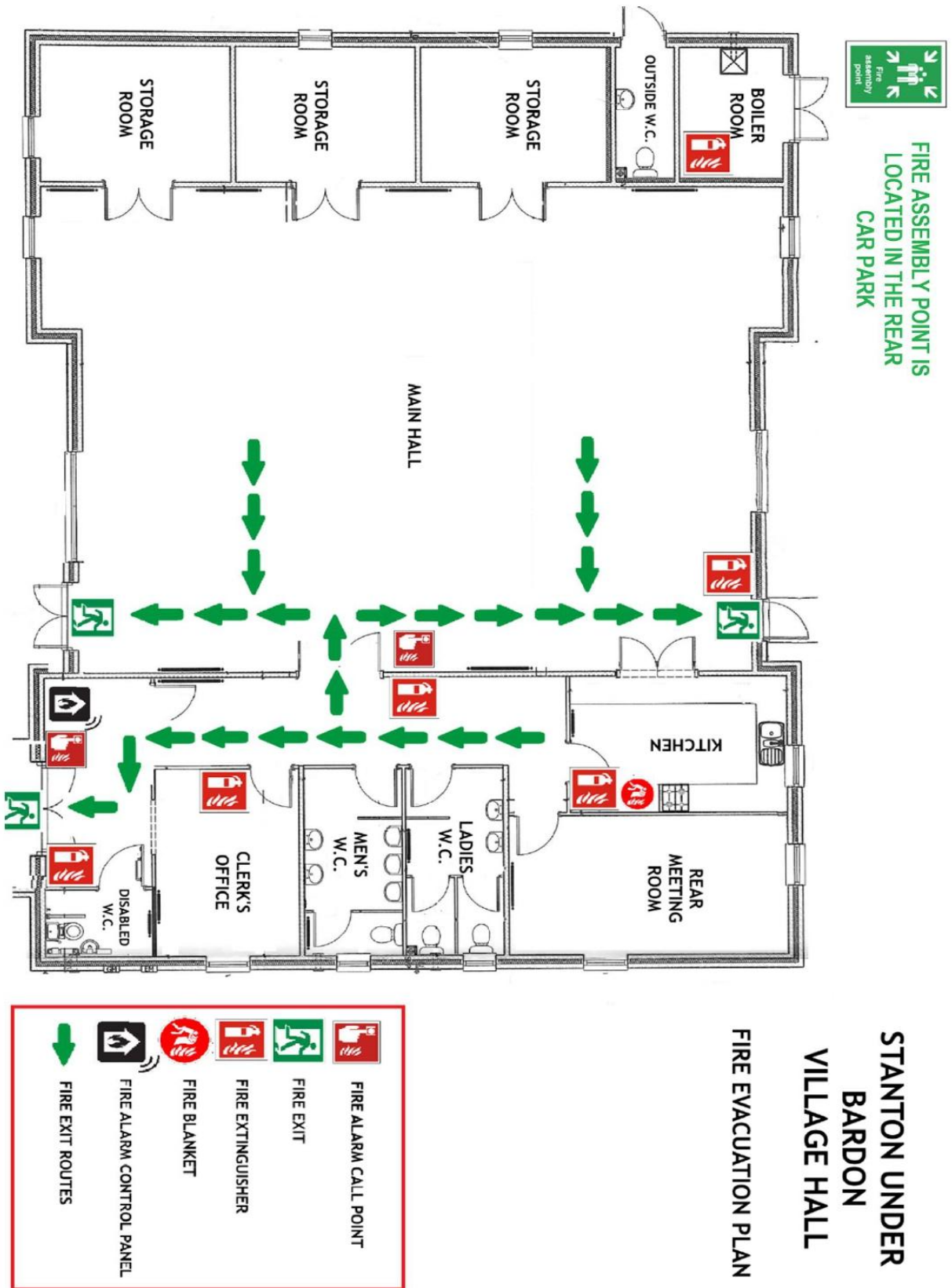
All incidents, no matter how small, must be reported

EMERGENCY CONTACT DETAILS:

Caretaker – 07367 479624 Parish Clerk – 07311 922147

STANTON UNDER BARDON VILLAGE HALL

FIRE ESCAPE ROUTES AND EQUIPMENT LOCATIONS





Fire Safety Policy

1. INTRODUCTION

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 issue of Fire Safety is taken extremely seriously and Stanton under Bardon Parish Council strive to ensure that all groups, responsible persons and members comply with the Regulatory Reform (Fire Safety) Order 2005.

Stanton under Bardon Parish Council also strive to ensure the safety of all persons who have a legitimate right to be on the premises or in the vicinity of Stanton under Bardon Village Hall from fire and its effects.

All members should be aware it is a criminal offence not to consider theirs and others fire safety in or around the premises and breaches will be dealt with in a robust manner by the Parish Council.

2. STATUTORY RESPONSIBILITIES

Under the Regulatory Reform (Fire Safety) Order 2005, Part 1, Article 3, the designated 'Responsible Person' includes the Parish Clerk and Group Hirers. The responsibilities of Group Hirers are outlined in a user-friendly poster found in Appendix A. The Parish Council, through delegation to the Parish Clerk, is responsible for ensuring the fire safety of all Village Hall users and the building. These responsibilities include:

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.

2. FIRE ALARM SYSTEM

A fire alarm test will be carried out by the Parish Clerk on a weekly basis, with the test alternating between the two fire zones in the building. The results will be recorded in the fire logbook. The fire alarm system will be serviced yearly by a qualified 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. These will be checked weekly by the Caretaker and upon arrival by group Hirers.

4. SIGNAGE & ASSEMBLY POINT

Details of emergency escape routes, the emergency evacuation plan and assembly points are clearly displayed throughout the building and on the main noticeboards. The Emergency evacuation plan is displayed at every call point in the building.

5. EMERGENCY LIGHTING

Flicker tests will be carried out by the Parish Clerk on a monthly basis using a suitable test key and the system will be serviced and maintained once a year by a competent and accredited contractor to BS5266. Records of the tests and service will be logged in the Fire Logbook.

6. FIREFIGHTING EQUIPMENT

The level and location of portable firefighting equipment will be set by the Fire Risk Assessment and serviced in accordance with the relevant British Standard (BS5306). Their locations are shown on the Emergency Evacuation Plan. All firefighting equipment will be visually checked on a monthly basis by the Parish Clerk to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position with checks documented in the fire Logbook as well as on the inspection tags on each extinguisher. Extinguishers and the fire blanket will be serviced and maintained once a year by a competent and accredited company to BS5306, with the results recorded in the fire Logbook. Anti-tamper devices are fitted on all extinguishers but if any extinguisher is noticed to have been discharged or damaged it will be replaced immediately.

7. ELECTRICAL SYSTEMS & APPLIANCES

The Village Hall's electrical wiring installation will be inspected every five years by a qualified contractor, and the results recorded. The portable electrical equipment within the Village Hall will be tested annually to ensure it is fit for purpose and in a safe condition. Records of tests will be held to be able to show due diligence. The air source heat control system will be serviced annually by a qualified contractor, with the results recorded.

8. FIRE & EMERGENCY EVACUATION

All users of the Village Hall are required to familiarise themselves with the Emergency Evacuation Plan and Fire Emergency Plan, which is attached to the Terms and Conditions of hire sent to all Hirers prior to their hire of the hall. A copy of these documents can also be found on the hallway notice board. An emergency fire drill also take place annually.

9. FIRE DRILLS

A fire drill will be undertaken annually to ensure that all members understand what to do in the case of an emergency evacuation and documented in the Fire Logbook. Any issues raised from the fire drill are to be passed onto the VHMC to see where and what can be improved.

10. FIRE SAFETY INSPECTIONS

Weekly inspections of the Village Hall and all its fire safety equipment will be conducted by the Caretaker and 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 are displaying the green operational light.
- All fire-fighting equipment is present 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.

11. FIRE RISK ASSESSMENTS

A Fire Risk Assessment is a comprehensive assessment of the building, the processes taking place and that users are not at an unacceptable risk from fire or its effects. A Fire Risk Assessment will be undertaken on an annual basis and the results approved by the VHMC. 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. A hard copy of the Fire Risk Assessment will be held on site in a safe place by the Parish Council.

12 ACCIDENTS AND NEAR MISSES

All accidents and incidents will be reported to the Parish Clerk in accordance to RIDDOR – Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013. Once the person has been appropriately tended to this should be marked down in the accident report book. Depending on the accident or incident an investigation is to be carried out and a report completed. At least once a year the accident book is to be reviewed to see if there are any trends occurring, if so why and how this can be prevented.