**RUDFORD AND HIGHLEADON VILLAGE HALL**

**ENVIRONMENTAL POLICY**

**1. The objectives of our policy are:**

* To ensure the most efficient use of materials by using renewable, recycled and recyclable products.
* To use environmentally friendly products.
* To minimise waste, especially hazardous waste, and wherever possible recycle or reuse materials.
* To use energy responsibly by conserving energy, improving energy efficiency, and giving preference to renewable resources.

**2. The implementation of our policy:**

We will ensure that our environmental objectives are integrated into the decisions we take on all our services and will seek to:

2.1 Make the most efficient use of energy.  We will endeavour to use the minimum quantities of energy possible in accordance with the safe and efficient operation of heating, lighting, plant and machinery.  We will monitor consumption and eliminate excessive or unnecessary use, and will communicate to hirers and users the means by which energy may be conserved.

2.2 Encourage those using the hall to walk, cycle and use public or communal transport as alternatives to the private car.  We will seek to provide safe cycle storage and information about public transport on publicity materials.

2.3 Minimize and where possible eliminate all forms of pollution, using biodegradable chemicals where possible, and minimizing use of solvents and lead-based paints. Users will be encouraged to avoid creating noise pollution, especially at night.

2.4 Use the minimum quantities of water possible in accordance with our activities and ensure that the water we use is both supplied and disposed of, in the purest condition possible, meeting statutory requirements.  We will reduce leakage and eliminate excessive or unnecessary use, e.g. through avoiding unnecessary flushing of urinals when the hall is not in use.

2.5 Avoid waste and encourage the appropriate conservation, re-use and recycling of resources.  We will re-use and recycle materials as far as possible and, if this is impractical, disposal by a means which will have the least impact on the environment and conforms to statutory requirements.  We will encourage users and staff to minimize waste, including the provision of separate disposal facilities for recycling glass, tins and paper.

2.6 Promote a sense of responsibility and understanding for the environment and participation in environmental issues, by raising user awareness, by information provision and open consultation with the local community.

2.7 Purchase from local or regional suppliers, in order to maximize input to the local community and minimize carbon emissions from transport.

2.8 Protect the health and well-being of all staff and visitors.

2.9 Monitor, review and where possible improve performance each year with positive action on any areas of non-compliance.

**RUDFORD AND HIGHLEADON VILLAGE HALL**

**1. Equal Opportunities Policy**

1.1 Legislation: the laws relating to Equal Opportunities are the Equal Pay Act 1970 [amended 1984], Sex Discrimination Act 1975 & 1988, Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995, Human Rights Act 1998, Equality Act 2006

These acts make it unlawful to discriminate on the grounds of sex, marital status, ethnic or national origin, colour, race age, or disability. The Management Committee will use these as a framework to support their Equal Opportunities Policy & Procedures.

1.2 The Management Committee of Rudford and Highleadon Village Hall is committed to equal opportunities, which we believe involves:

* creating an environment where everyone has fair and equal access to all opportunities and enjoy fair and unbiased treatment
* keeping everyone informed of changes and consulting on issues that directly affect them
* increasing involvement and commitment by encouraging participation regardless of gender, marital status, ethnic origin, religious belief, age and disability.

It is equally important that this commitment is visible to the community we serve.

1.3 We are committed to providing equality of opportunity to all. Our aim is to treat all those involved in the Hall with integrity, respect and consideration. It is important that all users of our hall, whether an individual or group adopt and comply with this policy. We are committed to maintaining Rudford and Highleadon Village Hall to ensure it provides safe and equal access for all sectors of the community. We are also committed to ensuring that those groups within our community who are disadvantaged through health, age, infirmity or disability are positively encouraged to access the facility through a range of programmes.

1.4 Overall responsibility for the effective implementation of all Equal Opportunities Policy & Procedures rests with the Hall’s Management Committee. They will ensure that all members are up to date with equality issues and legislation. All members of the Committee are responsible for the regular review and updating of policies, practices and procedures. With the assistance of feedback from community groups and individual users of the Hall the Committee will monitor the effectiveness of its equality policy and procedures, and ensure all local people are fully supported in their access to the Hall and its services.

1.5 The Committee does however recognize that there will be occasions and or groups to whom they will be unable to let the Hall because of the potential adverse effects of so doing on other users or groups.

1.6 The Committee will give full and serious consideration to any individual or group that may have been discriminated against and have a grievance or complaint.

**2**. **Disability Discrimination Act**

2.1 Compliance with the requirements of the Disability Discrimination Act [Part III] form part of the Hall’s Equal Opportunities Policy. We will treat all our users with dignity and respect and will provide an environment free from unlawful discrimination, victimisation or harassment on the grounds of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin. We will not tolerate acts which breach this policy and all instances of such behaviour, or alleged behaviour, will be taken seriously and be fully investigated. We will inform all those involved in running of hall and events within the hall that it is unlawful to discriminate against customers.

**3. Facilities**

3.1 Within the design of the new building the following specific facilities for the disabled have been included;

• 2 dedicated car parking spaces and entrance ramp to building

• internal doors and fittings all compatible with wheelchair use

• floor coverings in different areas vary in colour & texture to assist partially sighted users

• specific disabled access toilet

• hearing loop

**RUDFORD AND HIGHLEADON VILLAGE HALL**

**VULNERABLE PERSONS POLICY**

**1. Introduction**

All Rudford and Highleadon Village Hall committee members have a duty to safeguard vulnerable users of the hall and those who may come into contact with vulnerable users. Vulnerable users could include:

* children,
* young people,
* adults with learning difficulties or physical disability,
* frail, elderly people,
* carers

Members should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

**2. Principles**

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

**3. Policy Statement**

3.1 All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.

3.2 All members and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training.

3.3 There will be a nominated and named Vulnerable Users representative to whom your suspicions or concerns should be reported. This person is Mrs Penny Wolfson (01452 790831)

3.4 The management committee will make every effort to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where use is made by small children and those who cannot read safety notices and physically disabled adults.

3.5   Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.

3.6 The committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold or provided to those under the age of 18. The committee will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

3.7 These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

3.8 Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences.  Individuals hiring the hall for activities for children will be made aware of this policy.

3.9. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.

**Further advice and support**

If you have a concern about a child please contact Children and Families Helpdesk on **01452 426565** (during office hours), but if you are concerned about the immediate safety of a child please contact the Police on **101** at any time. If you prefer you can send an email to [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)

If you think someone else is being abused, you must tell someone:

### Call the Police

* Telephone 101
* In an emergency telephone 999

### Otherwise you can contact the Adult Help Desk

* Telephone 01452 426868
* 8.00am to 5pm Monday to Friday
* Or when out of hours call the Emergency Duty Team on 01452 614758
* You can also email: [socialcare.enq@gloucestershire.gov.uk](mailto:socialcare.enq@gloucestershire.gov.uk)

**RUDFORD AND HIGHLEADON VILLAGE HALL**

**Finance Policy November 2011**

1. **Overview:** the Committee will manage the assets of the Hall in accordance with the Village Hall Trust Deed and the constitution in force at the time.
2. **Insurance:** the Committee will insure 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 the Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law. The treasurer shall present a financial report to every meeting of the Committee. The financial year will end on 31st March and accounts for each financial year will be drawn up and approved by the Committee prior to being presented to the Annual General Meeting held in May. The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM
4. **Bank accounts:** all funds will be held in accounts in the name of Rudford and Highleadon Village Hall.
5. **Cheques:** all cheques and transfer documents shall require the signatures of two of three trustees authorised by minute of a Committee Meeting. Only one signatory shall be allowed at any one address. When signing cheques, signatories will also initial the counterfoil which must be fully completed. No cheques should be signed without original documentation explaining the expenditure and blank cheques will NEVER be signed. No cheque signatory will sign for the payment of expenses to themselves.
6. **Managing income:** all income shall be paid into the bank without delay. Cash is to be counted on the day it is taken, preferably by the Treasurer and in the presence of another Committee member who should check the amounts counted.
7. **Hire charges** will be reviewed annually in March, and published in the Hall and on the website. Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be signed by the hirer on booking. An invoice will be given to the hirer and the Booking Secretary will collect the outstanding balance and pay it into the bank account.
8. **Expenses/allowances:** the Committee will reimburse expenditure paid for personally by Committee members or others providing the expenditure is evidenced by original receipts and, as necessary, a claim form. These will be paid by cheque except that event expenses may be paid on the day from takings received.
9. **Petty cash:** insofar as possible, the Committee will not retain petty cash. When it is used, that use will be recorded electronically in the accounts under petty cash.

***This policy was adopted by the Committee at its meeting on 7 November 2011.***

**RUDFORD AND HIGHLEADON VILLAGE HALL**

**HEALTH & SAFETY POLICY**

# 1. Policy Objectives

1.1 The Rudford & Highleadon Village Hall (R&HVH) Health and Safety policy is designed to promote and encourage the highest standards of health and safety for those who use the Village Hall facilities. It is the responsibility of the voluntary management committee under the Health and Safety at Work Act 1974 and its associated Codes of Practice to ensure the health and safety of committee members, volunteers and hirers while engaging in Hall activities. To this end, the R&HVH makes efforts to identify any areas of risk and take steps to eliminate them by providing safe operating equipment and methods of working; by training; by co-operating with Hall users and assisting them in meeting their responsibilities for health and safety and legal obligations.

1.2 The arrangements outlined in this policy and the various other safety provisions made by the Management Committee cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Management Committee will take all reasonable steps to identify and reduce hazards to a minimum **and it is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.**

1.3 The R&HVH Management Committee will appoint a Health and Safety Officer to champion our health and safety arrangements and our implementation of this policy. The Health and Safety Officer will monitor the health and safety policy as it operates and, when necessary, meetings with the R&HVH Committee will be held to assess how effectively or otherwise the policy is operating.

1.4 The Bookings Manager is responsible for making all hirers aware of the Health & Safety Policy for the hall and the fire evacuation procedures.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(On behalf of the Management Committee)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation of Health and Safety**

The R&HVH Management Committee has overall responsibility for health and safety at the Rudford and Highleadon Village Hall, GL2 8DY.

The person delegated by the management committee to have day-to-day responsibility for the implementation of this policy is:

Name: Stephen Lester

Telephone No: 01452790268 / Mobile 07840982039

Address: Roadside Barn, Whitehall Lane, Rudford

# Policy Implementation

## Accident Reporting, Investigation and Recording

All accidents occurring within the R&HVH premises shall be reported to the Health and Safety Officer and they shall be recorded in the Accident Register. The R&HVH will investigate all accidents. The Health and Safety Officer will have principal responsibility for such investigations.

* Hygiene is a basic part of health and safety and washing and toilet facilities will be provided and maintained. We ask that you report any problems to the Health & Safety Officer.
* Hygiene is especially important if you prepare or provide food or drink for consumption by the public and you must be sure that you satisfy the relevant regulations. Advice is available from the Food Standards Agency (see link below)

## First Aid

A First Aid box can be found in the kitchen. The Health & Safety Officer is responsible for ensuring that the First Aid box contents are maintained. Any first aid administered to an individual must be recorded in the First Aid Treatment Book which is held with the first aid box.

## Fire

Copies of the building's fire warning and evacuation procedures are displayed around the building. Users should acquaint themselves with all exits (normal and emergency) and these must be kept clear (internal and external) at all times such as not to impede emergency evacuation. All fire doors are marked as such and under no circumstances are to be wedged open. For any major events the hirer must check that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.

Fire drills are not regularly practiced. Fire equipment in the Village Hall is fully maintained by the R&HVH Management Committee.

If you see a fire, however small, you should immediately activate the fire alarm and evacuate the building. Provided you are able to do so without endangering yourself you should close the door of the room in which the fire is burning in order to delay its progress through the building. Fire extinguishers are provided at all exits to assist in clearing a path for emergency exit. The meeting point is the grass area over the road from the Hall – take care crossing the road. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should then be called on 999.

## Use of Equipment

The R&HVH carries out regular testing and maintenance of all the equipment and machinery within its premises. Any equipment brought onto the premises for use by outside groups should also have been tested: if in doubt, please contact the Health and Safety Officer.

Please ensure that you report any faulty equipment or furniture to the Health & Safety Officer or the Bookings Manager immediately. Contact details can be found below.

## Use of the Kitchen

Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) should, as necessary, consult the Forest of Dean District Council Food Safety Team on 01594 812418 or email  [environmental.health@fdean.gov.uk](mailto:environmental.health@fdean.gov.uk) and follow their guidance before proceeding. Please also take note of our basic Health & Safety in Food Handling Guidelines.

The cooker, chiller and fridge are normally kept switched off – arrangements for their operation are made via the Bookings Manager who will give appropriate guidance in their use.

Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.

Users must remove all food and rubbish at the end of their booking.

A handwash facility is provided opposite the kitchen door. The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided – generally stored in the cupboard. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Bookings Manager. The Hall does not arrange cleaning between each booking and the Management Committee cannot be held responsible for the condition of the kitchen from the previous booking.

## Hazardous Substances

Ensure that you bring you own disinfectants and detergents. Under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas.

No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances are to be used. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall. No highly flammable substances shall be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the permission of the Health & Safety Officer.

## Safe System of Work

All areas of the Village Hall must be kept in a clean state. Dirt and refuse must not be allowed to accumulate. All floor space within the Village Hall premises must be kept free from obstruction, trailing cables and leads and any substance likely to cause persons to trip or slip.

## Smoking

Smoking including the use of e-cigarettes is not permitted in any area of the Village Hall.

## Contractors and Casual Labour

All sub-contractors and casual labour should contact the Health & Safety Officer before undertaking any work onsite. The Contractor is responsible to ensure that their staff familiarise themselves with the Sub-Contractor Guidelines. In addition they should also familiarise themselves with the policy covering the Use of Personal Electrical Appliances and familiarise themselves with the fire safety procedures and location of fire exits. These can be obtained from the Health & Safety Officer whose details can be found at the end of this document.

## Training

Health and Safety meetings will be called when necessary by the Health and Safety Officer to assess the need for training of Committee Members and Volunteers in Health and Safety.

## Insurance

The Insurance policy covering the Rudford & Highleadon Village Hall covers Employer’s Liability and Public Liability insurance cover. This is provided by:

Ecclesiastical Insurance – in the first instance the contact is:

Emma Gordon

Ecclesiastical insurance

Brunswick Road

Gloucester,

GL1 1JZ

Telephone No: 01452 08457773322 Direct Number 01452875694;

Policy No: 06/cbp/9104280

## General

The R&HVH Management Committee will review this policy annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of volunteers and hirers.

**CONTACT DETAILS:**

|  |  |  |
| --- | --- | --- |
| Stephen Lester | Health & Safety Officer | 01452790268 |
| Penny Wolfson | Chair and Bookings Secretary | 01452790831 |