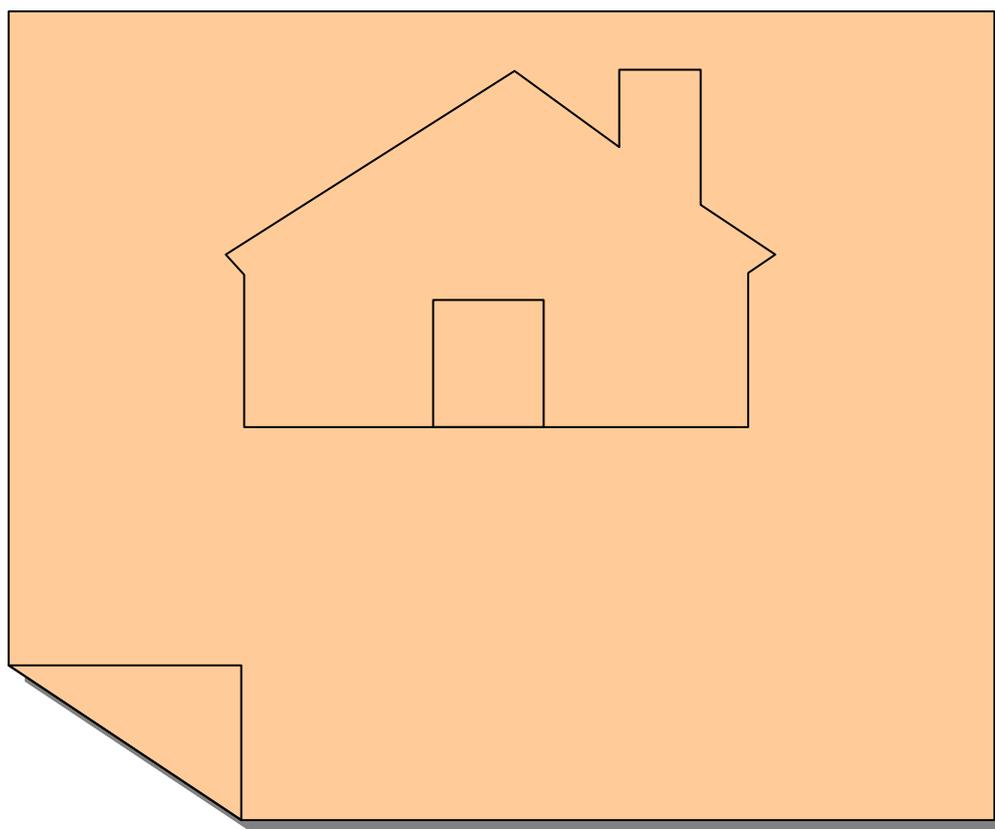


# YOUR HALL Manual



A manual showing how to run your hall according to Public Entertainment Licence regulations and customise the information to meet your needs.

*Supported by:*



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Education, Learning & Leisure



## **YOUR HALL MANUAL - Contents**

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## For Your Notes

# 1 Introduction

Welcome to the user guide to the implications of Public Entertainment Licence which will give you the information you need in order to:

- run your hall effectively and
- ensure that the hall's users are clear on their roles and responsibilities by creating a customised users' Manual for Your Hall.

The guide will cover key topics and use templates, contact details and handy hints to make it relevant to your needs. The manual has been developed following consultation with Hall Groups and Community Planning partners.

As this is intended to be a manual for everyday use, detailed information on each topic will be provided in appendices at the back of each section of the manual for reference. The websites listed will give more detailed information.

It is hoped that each organisation will use this guide to customise a manual that meets their own needs; therefore there will be references to other manuals, websites, organisations and other sources that can provide the necessary information. The information contained in the manual should assist you towards compliance with regulations.

The key topics are as follows

- How to manage the guide to meet your needs (keeping on top of procedures, timelines)
- Insurance
- Health and Safety
- Licences
- Letting
- Emergency numbers
- Customise your local hall information templates
- Reference summary of contacts
- Disabled Access/Equal Opportunities/Working with children/Environmental Policy

Each topic will have one page of key information followed by a list of useful contacts and appendices. Please refer to these appendices for detailed information and user friendly examples and templates.

**How to manage the guide to meet your needs**

It is recommended that you identify the information under each topic that is relevant to your hall and develop your own manual that is available for everyone to read and refer to.

Some suggestions and blank templates are included in this guide for keeping your information up-to-date and your members well informed. Remember that there are many other halls throughout Scotland you could contact for advice as well as other voluntary organisations specialising in providing training on topics covered in this manual. Do make use of their knowledge and experience, as you are unlikely to have a problem that hasn't been encountered before.

Throughout the guide these symbols are used as quick identification of issues

<p>Training Support</p> 		<p>Click web link</p> 	
<p>Checklist</p> 		<p>Inform if changed</p> 	
<p>Who can help?</p> 		<p>Be Aware</p> 	

**Disclaimer**

We have taken reasonable measures to check the accuracy of the information *at the time of issue* and trust that it is useful. Templates and future updates will be available to registered users in due course.

It is the responsibility of each Hall Committee to keep up-to-date with legal requirements, to ensure that their manual is consistently updated and to ensure that any changes to regulations are implemented.

FOR YOUR NOTES

## 2 Insurance

### Introduction

A hall committee should hold an insurance policy, which provides financial protection in the event of difficulty.

### Please take note

Each hall should have its own statement of insurance policy, which reflects its needs, and may include some of the following elements:

- Property
- Liabilities
- Personal Accident
- Fidelity Guarantee
- Trustee Indemnity
- Contents

Please refer to appendix 2a for further details on each of the above elements

### Who can help?

Please refer to useful contacts on next page

### Documents to prepare

Please refer to useful contacts

### Click Links

Please refer to links on next page

### BE AWARE!

Remember to pay your insurance on time (use our reminder timeline template)

Contents insurance – this should be regularly updated

Inform your insurer if your circumstances change.

Include your own insurance document in Section 7

Checklist



Who can help?



Click web link



Inform if changed



Be Aware



## Useful Contacts - Insurance

**AON:** Trinity Court, 2/4 West Street, Fareham, Hants Tel: 0345 697504  
[www.commercialservices.aon.co.uk/commercialservices/microsites/charities/](http://www.commercialservices.aon.co.uk/commercialservices/microsites/charities/)  
Tel: 08457 402003

**Norwich Union:** Clark Thompson Insurance Brokers operate a Norwich Union policy which is tailored to the needs of village halls. Contact:  
24 Whitefriars Street, Perth, PH1 1PP  
Tel: 01738 639777

**Community Matters:** (The National Federation of Community Organisations) work with specialist insurance brokers.  
12-20 Baron Street, London N1 9LL  
Tel: 020 7837 7887

Membership of **Youth Clubs Scotland** gives youth groups access to good value insurance  
Balfour House 19 Bonnington Grove, Edinburgh EH16 4BL  
Tel: 0131 554 2561

**Zurich Municipal**  
[www.zurich.co.uk/home/forpublicsector/Charities/Charities.html](http://www.zurich.co.uk/home/forpublicsector/Charities/Charities.html)  
Tel: 0845 600 3184

**Federation of Village Halls, Marr:**  
John Macpherson  
Broombank Terrace  
Braemar  
Aberdeenshire  
Tel: 013397 41439  
Email [broombank@btconnect.com](mailto:broombank@btconnect.com)

**Aberdeenshire Council**  
Woodhill House  
Westburn Road  
Aberdeen

### Websites:

Aberdeenshire Council: [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)  
Community Planning: [www.ouraberdeenshire.org.uk](http://www.ouraberdeenshire.org.uk)

Who can help?



Click web link



## Appendix 2 a - Insurance

### Elements that may be included in your insurance policy

#### Property

Checklist

It is normal to insure the building itself against loss. The sum insured will normally be the cost of demolition and site-clearance plus complete re-instatement.



It is useful to clarify which causes of damage are included.

These may include:

Fire; Lightning; Explosion; Flood;

Malicious Damage; Accidental Damage; Theft.

It is also advisable to clarify what levels of excess apply, as these can reduce the usefulness of a policy if set too high.

#### **BE AWARE**

As the body responsible for the running of the hall, the committee will wish to protect itself for any loss or damage to others, for which the committee may be held liable. This may happen if it is proven that the hall committee was negligent or failed to take “reasonable care”.

Be Aware



**Liabilities** which may be covered include:

#### **Employer’s Liability**

It is a legal requirement to hold such insurance if staff are employed, for example, a caretaker or cleaner. It is useful to clarify whether your policy includes volunteers as being members of staff.

#### **Public Liability**

This covers members of the public attending activities organised by the hall committee itself and for liabilities arising from the condition of the hall.

#### **Hirer’s Public Liability**

This allows the hall committee to hold public liability cover, which extends to cover the public liability of those who hire the hall.

This is intended to cover occasional activities, and may avoid the need for hirers to arrange separate insurance for occasional activities.

Hall committees will wish to clarify with their insurers how often an “occasional” activity has to happen for it to be regarded as “regular”.

Where activities are not run by the hall committee, but are run regularly in the hall, the hirers would be expected to hold their own public liability cover.

Hall committees should discuss the extent to which separate policies should be held for separate organisations that use the hall. It may be best that, for example the parent and toddler group, the youth club and the drama group all hold their own insurances, or it may be best that these are all regarded as being run by the hall committee and therefore as being covered by the hall committee’s insurance.

### **Product Liability**

Product Liability provides cover in the event that products made or sold by the hall committee are faulty and give rise to a claim, for example mouldy jam.

### **Personal Accident**

This provides cover in the event of personal injury arising from an accident or assault, where the hall committee is not held legally responsible.

### **Fidelity Guarantee**

This provides insurance to cover loss arising from dishonesty by an employee.

### **Trustee Indemnity**

Some hall committees may wish to take out insurance to protect the trustees of their organisation in situations where the trustees are held personally liable.

### **Contents**

This is based on the value of items held.

Include your own insurance document in Section 7

Be Aware



Checklist



### 3 Health and Safety

#### Introduction

The hall committee is responsible for ensuring that the building and its facilities and equipment are safe to use.

#### Please take note

It is advisable to draw up a Health and Safety Policy which will outline responsibilities and procedures for ensuring the health and safety of everyone involved with the organisation. It can be short and simple.

The main focus areas are fire, electrics, asbestos and food hygiene.

Your Health and Safety Policy is a document that states your commitment to health and safety practices. It is based on a **risk assessment** which involves identifying hazards and then assessing the likelihood of harm resulting from them. **See Templates in Section 7 and for specific Fire Safety Risk Assessments, Appendix 7a, b & c.**

#### Who can help?

- Grampian Fire and Rescue Service tel. 01224 696666
- All issues regarding compliance with Environmental Health should contact Joe May Principal Environmental and Health Officer, 013398 87373 e mail [joe.may@aberdeenshire.gov.uk](mailto:joe.may@aberdeenshire.gov.uk)
- Go on a food hygiene training course run by Aberdeenshire Council (contact Gill Hearnden, Food and Safety Officer, tel. 01467 628452 or e-mail: [gill.hearnden@aberdeenshire.gov.uk](mailto:gill.hearnden@aberdeenshire.gov.uk))
- Go on a First aid course run by CVS (tel. 01358 722205 or e-mail [admin@cvstraininginitiative.org.uk](mailto:admin@cvstraininginitiative.org.uk))
- Building Regulations

<http://www.communities.gov.uk/planningandbuilding/buildingregulations>

#### Documents to prepare

For a model Health and Safety policy see Appendix 3b. This policy should be adapted to fit the circumstances and activities of your hall.

For a risk assessment proforma, **see Section 7, pages 8 & 9.**

#### BE AWARE!

Review your assessment and revise it if necessary, test your precautions and keep new members informed.

On completion, the Health and Safety policy should be adopted by the committee and all involved should be made aware of it. It could be displayed on a notice board.

As with other policies, the Health and Safety Policy should be regularly reviewed and items mentioned checked annually.

Checklist



Who can help?



Be Aware



## Useful contacts

For all issues regarding compliance with Environmental Health, you should contact

**Joe May, Principal Environmental and Health Officer,**  
tel.013398 87373 or e mail [joe.may@aberdeenshire.gov.uk](mailto:joe.may@aberdeenshire.gov.uk)

### Health and Safety Executive Information Services

Caerphilly Business Park  
Caerphilly  
CF83 3GG  
Infoline Telephone: 08701 545500  
Website: [www.hse.gov.uk](http://www.hse.gov.uk)

### Health and Safety Law

Introduction to Health and Safety legislation.

Also see: "Charities and Voluntary Workers"- a guide to Health and Safety at Work available from HSE.

Aberdeenshire Council's website has contact details of local environmental health offices.  
[www.aberdeenshire.gov.uk/safety/](http://www.aberdeenshire.gov.uk/safety/)

### ACRE

(Action with Communities in Rural England) has produced the best guidance on this subject and their **Health and Safety Legislation and Village Halls** information sheet is highly recommended.

It explains the main statutory requirements that affect village halls and provides hall committees with the information and documentation needed to address them. It can be purchased for only £4.

Topics covered in the leaflet include:

- The responsibilities of village hall committees
- Health and Safety Legislation and implications for village halls
- Preparing a Health and Safety File
- Preparing a Health and Safety Policy
- Carrying out Risk Assessment
- First Aid
- Recording accidents/incidents
- Hiring procedures
- Insurance
- Various sample policies and forms

Who can help?



Checklist



Training Support



**The Voluntary Arts Network** has produced a very comprehensive guide "**Health and Safety for Community Outdoor Events**" which should cover events you wish to run outside your hall.

**CVS Training Initiative**

Tel. 01358 722205

e-mail: [admin@cvstraininginitiative.org.uk](mailto:admin@cvstraininginitiative.org.uk)

## Appendix 3a Health and Safety Information

### i. Fire Safety

The hall committee should ensure that a fire safety risk assessment has been carried out for the hall. A fire safety risk assessment is an organised and methodical look at the hall and the activities that are carried out within. It will look at potential for a fire to occur and the harm it could cause to people in and around the premises. Other areas to consider are fire fighting equipment, method of raising the alarm, emergency lighting, means of escape and fire routine procedure.

All groups that use the hall must be familiar with the fire risk assessment and carry out regular fire drills so that they are aware of what to do in the event of a fire.

The Scottish Government has produced a fire safety guidance booklet which can be downloaded from [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw) . This gives you guidance on how to carry out a fire safety risk assessment, and what you need to do to comply with fire safety law. Links on the website included completed examples of Fire risk assessments. Also see **Appendix 7a,b & c** in this manual. The Scottish Government has produced a Fire Safety Guidance Booklet which can be downloaded from [www.infoscotland.com/firelaw/files/Summary\\_Guide\\_Full\\_doc.pdf](http://www.infoscotland.com/firelaw/files/Summary_Guide_Full_doc.pdf). Advice is available from the Grampian Fire and Rescue Service Tel: 01224 696666.

### ii. Electrical Safety

The hall committee is responsible for ensuring that the electrical fittings and appliances in the hall are safe.

There is no legal obligation to pay for an annual portable appliance test certificate, but this is a useful way to ensure that the general responsibility is met. A local electrician can carry out these tests.

When 'portable appliance testing' (PAT) is undertaken it is useful to test all equipment normally held in the hall, whether or not it belongs to the hall.

Any group bringing electrical equipment into the hall should be able to show that their equipment has been checked, for example dance bands.

**Electrical safety:** Members of the hall committee are responsible for ensuring that all electrical equipment and fittings in the hall are safe.

There is no legal requirement to have portable appliance testing carried out (PAT testing) if there are no employees but halls may consider this to be good practice.

Checklist



Click web link



Be Aware



The Health and Safety Executive produces a booklet on maintaining portable electrical equipment in offices and other low-risk environments which gives common sense advice and this can be downloaded from [www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

Halls may also wish to make it a condition of hire that any electrical equipment brought into the hall can be shown to have been inspected or tested as appropriate.

### iii. Food Hygiene

The **Food Safety Act 1990** applies to halls where food or drink is supplied – whether or not it is sold for profit.

It is good practice to have several people from different hall user groups attend an elementary food safety course. Training in food safety is available from Aberdeenshire Council. Contact Gill Hearnden, Food and Safety Officer tel. 01467 628452 e-mail: [gill.hearnden@aberdeenshire.gov.uk](mailto:gill.hearnden@aberdeenshire.gov.uk)

CVS Training Initiative offers training in Food Hygiene on regular programmes. Bespoke courses can be requested if groups are large enough. (tel. 01358 722205, e-mail [admin@cvstraininginitiative.org.uk](mailto:admin@cvstraininginitiative.org.uk))

Training Support



### iv. Asbestos

The **Control of Asbestos at Work Regulations 2002** requires that hall committees maintain a register of any asbestos known to be within the building. This register should be made available to contractors who are working on the building.

This register should record the location of any asbestos and ideally show a picture. It may be useful to ask contractors to sign that they have read the register.

The Health and Safety Executive publishes a short guide to Managing Asbestos in Premises which can be downloaded from [www.hse.gov.uk/asbestos](http://www.hse.gov.uk/asbestos) and a copy is enclosed.

Be Aware



Click web link



### v. First-Aid

A first-aid kit should be easily accessible, and should contain the following items, as recommended by the Red Cross:

- 20 adhesive dressings
- 2 crepe bandages

Checklist



- 6 triangular bandages
- 6 medium sterile dressings
- 2 large sterile dressings
- 2 extra-large sterile dressings
- 2 sterile eye pads
- scissors
- tweezers
- cotton wool
- non-alcoholic wound cleansing wipes
- adhesive tape
- 6 safety pins
- plastic face shield or pocket face mask
- disposable gloves

#### **vi. Cleaning Materials**

Certain cleaning materials are best not present in public buildings; it is best to avoid those marked **X** or secure them in a locked cupboard, for example, bleach or products that contain bleach.

## Appendix 3b An example of a Health and Safety Policy

**Introduction** Whilst there is no legal requirement for voluntary organisations to have a written Health and Safety Policy, the Scottish Council for Voluntary Organisations (SCVO) considers it to be good practice to adopt set procedures for the function of village halls.

### **EXAMPLE: Health and Safety Policy Statement**

The **Hall Committee** is aware of and accepts its responsibility to all hall users and employees to ensure, as far as reasonably practicable, their health, safety and welfare.

All reasonable steps will be taken by the Hall Committee to meet this responsibility by:

1. providing a safe place for sport or leisure pursuits.
2. providing information and instructions on appliances and equipment provided by the Hall Committee.
3. providing welfare facilities up to standard to ensure a healthy environment.
4. carrying out regular safety checks on all electrical appliances (PAT) and other equipment provided by the Hall Committee.
5. adopting laid down fire regulations.

Be Aware



### **Detailed statement examples:**

#### **1. Provision of a safe place**

Good housekeeping ensures a safe place for recreation or leisure.

Each all user has a responsibility for themselves and others and should act accordingly, by maintaining a clean and tidy hall at all times. The user group should check the hall after each function.

Keep walkways and fire exits clear at all times.

Report any damage or faults of the building or equipment as soon as possible to the hall secretary or caretaker.

All items in the store must be placed tidily so that they do not encroach on to the fire exit route

#### **2. Manuals and Instructions**

Include manuals and clear instructions for all equipment in Section 7

#### **3. Welfare**

Clean washing, toilet, catering facilities and first aid kit are available for all hall users. Each user has a responsibility when using these facilities to leave them in as clean a manner as they would like to use them

#### 4. Maintenance

The Hall Committee will ensure that annual safety checks are carried out on all hall equipment and appliances and evidence will be enclosed within this file.

PAT checks will be carried out annually on all electrical equipment, including electrical equipment belonging to hall user groups.

All fire extinguishers will be checked annually.

Fire alarm system will be checked annually.

Central heating boiler will be serviced annually.

#### 5. Fire Precautions

All fire exit routes must be kept free from obstruction and exit doors not locked or fastened so that they may be easily and immediately opened by persons leaving the hall.

All equipment installed as a fire precaution will be maintained in efficient working order.

Inflammable material to be stored should be kept to a minimum.

Be Aware



No smoking policy **must be observed** throughout the hall & all facilities.

The caretaker will check fire alarms on the first Monday of each month.

Hall users have a responsibility to make themselves aware of fire alarm points and fire exits so that, in the event of a fire, they can raise the alarm and evacuate the building as quickly as possible and assemble at the north boundary of the car park.

It is the responsibility of the person in charge of the let (appointed by the Hall Committee) to check all persons have evacuated the building i.e. all toilets, kitchen, meeting room, changing rooms and store, unless his or her life would be put in danger by doing so.

Checklist



#### Who can help?

Your local CVS will be a good first point of contact:

K&D VOICE 01330 825027 mail@kdvoice.org.uk

GRA 01466 793676 enquiries@gordonrural.org.uk

Who can help?



## 4 Licences

### Introduction

These are some of the activities that might require a licence.

Activity	Licence	Contact
Public dancing, music or public displays, contests or exhibitions of sports, or similar types of entertainment	Public Entertainment Licence	Local Authority
Public performance of a play, ballet or opera	Theatre Licence	Local Authority
Public Showing of a film or video	Cinematographic Licence	Local Authority
Gaming, including bingo and lotteries	Various Gaming and Lotteries Acts	Local Authority, Gambling Commission
Performing of copyright music and plays	Performing Rights Society Licence	Performing Rights Society
Use of sound recordings for use in public	Phonographic Performance Licence	Phonographic Performance Limited
Sale or supply of alcohol	Liquor Licensing Laws	Local Authority Licensing Board

Checklist



### BE AWARE!

All the licences mentioned are referred to in detail in **Appendix 4a**.

- a Alcohol
  - Occasional licence.
  - Occasional permission.
  - Permanent licence
- b Public Entertainment
- c Market Trading
- d Raffles and Lotteries
  - Small Lotteries
  - Society Lotteries
  - Private lotteries
- e Gaming
- f Charitable Collections
- g TV Licence
- h Performing Rights Society Licence
- i Phonographic Performance Licence

Be Aware



### Who can help?

Contact Aberdeenshire Council ([licensing@aberdeenshire.gov.uk](mailto:licensing@aberdeenshire.gov.uk)) for their requirements.

Who can help?



## Useful Contacts

### Raffles and Small Lotteries

<http://www.gamblingcommission.gov.uk/UploadDocs/publications/Document/Lotteries%20leaflet%20NEW.pdf>

### Performing Rights Society

[www.prs.co.uk](http://www.prs.co.uk)

### Phonographic Performance Limited

Contact 0207 534 1000 or [www.ppluk.com](http://www.ppluk.com)

### The Gambling Commission

[www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

**ACRE** Action with Communities in Rural England produces a useful series of information sheets for village halls

[www.acre.org.uk](http://www.acre.org.uk)

## Further Reading

Bingo in Community Centres and Village Halls - Acre Information Sheet 29

Alcohol in Village Halls - ACRE Information Sheet 10

Phonographic Performance Ltd - Sound Recording for use in Public - ACRE Information Sheet 12

The Performing Rights Society (Music Licence Charges under Tariff CB) - ACRE Information Sheet 13

Who can help?



Checklist



## Appendix 4a      Types of licences

### i. Alcohol

Under the **Licensing (Scotland) Act 1976** which during 2009 will be superseded by the Licensing (Scotland) Act 2005 a licence is required if alcohol is being sold.

There are three types of alcohol licence:

- **Occasional licence S33** – this is granted when a licensee running the bar in a hall applies to Aberdeenshire Council for a licence for a specific date at a cost of £17.
- **Occasional permission** – this is used when a voluntary organisation, for example hall committee or sports club, is running the bar for an event related to or arising from that group's activities. This is limited to four occasions in any 12 month period, at a cost of £10 per event.
- **Permanent licence** – this is granted on application to Aberdeenshire Council for three years at a cost of £172. An additional charge will be made if the bar is open after 11pm.

Checklist



Please note that if the hall committee has a permanent liquor licence, no public entertainment licence is required. (See below)

When the price of a ticket or entry includes a dram or glass of wine, this is classed as selling alcohol and thus requires a licence, for example, wine and cheese evening or fashion show.

### Exceptions

No liquor licence is required for a “bring your own booze” function or where the provision of alcohol is free of charge at a function and there is no charge for any ticket entry.

Most applications require at least 28 days notice (in line with Licensing (Scotland) Act 2005).

### ii. Public Entertainment

**Civic Government (Scotland) Act 1982** – this law refers to a Public Entertainment Licence in relation to your premises where an entry fee is charged for entertainment.

The local authority is entitled to restrict the use of the premises to a specific kind of entertainment or recreation, to limit the number of persons to be admitted and to fix the days and times when the premises may be used for entertainment or recreation.

When renewing the licence, act promptly and follow instructions to the letter.

Most Hall Committees will find that a Public Entertainment Licence is required.

Be Aware



### iii. Market Trading

If the hall is let for antique fayres, second hand markets, car boot sales, etc, these may require market trading licences. The hirer is responsible for applying to Aberdeenshire Council.

### iv. Raffles and Lotteries

Checklist

The Gambling Act 2005 requires that some raffles, but not all, are registered with Aberdeenshire Council.



#### ***Small Lotteries***

Raffles which are sold and drawn as part of a function are known as 'small lotteries'. Tickets can be sold to the general public attending the function. (The value of prizes purchased should not be more than £250, and the value of tickets put on sale should not be worth more than £20,000, The group's aggregate proceeds from lotteries should not exceed £250,000 in a year .

#### ***Society Lotteries***

When raffle tickets are printed and sold in advance of the draw, a licence is required.

Tickets can be sold to the general public. This licence runs for one year from the date it is granted and initially costs £40, then £20 per annum thereafter. Each organisation is required to submit an annual return in connection with this registration. If this licence lapses it will cost another £35 at the next application.

#### ***Private lotteries***

This is where tickets are sold only to members; for example, a '200 club' or an office 'rollerball'.

If you operate with proceeds of less than £20,000 or annual aggregated proceeds of less than £250,000 then **you do not** require an operating licence and should simply register with your local licensing authority.

Click web link



<http://www.gamblingcommission.gov.uk/UploadDocs/publications/Document/Lotteries%20leaflet%20NEW.pdf>

## **v. Gaming**

Games, which involve an element of both skill and chance, normally require a licence; **bingo** would normally fall into this category. However, if the cost of the entrance ticket is less than £3 per person and the value of prizes distributed is less than £300 then a gaming licence is not required. Otherwise, apply once in writing to Aberdeenshire Council at a cost of £ 50.

## **vi. Charitable Collections**

A permit is required for street or 'door to door' charitable collections, without incurring a fee.

Further clarification on the above or any other licensing issue can be obtained through Aberdeenshire Council Licensing:  
[licensing@aberdeenshire.gov.uk](mailto:licensing@aberdeenshire.gov.uk).

## **vii. TV Licence**

Use of a television in a village hall requires a BBC licence, which costs the same as a domestic licence.

No BBC licence fee required for a radio.

## **viii. Performing Rights Society Licence:**

Village Halls require this licence if musical performances take place in the hall i.e "live music by performers in person at concerts, recitals and other events; background music by radio; television; tape, record, disc players; jukeboxes; music at discotheque or karaoke session; film and video shows; aerobics; keep fit and dance classes" (from PRS leaflet). To apply for a licence tel. 0800 068 4828 and for all other enquiries tel 0845 309 3090 or write to: 3 Rothesay Place, Edinburgh EH3 7SL.

## **ix. Phonographic Performance Licence:**

As well as a Performing Rights Society Licence, this licence is also required if a hall is playing sound recordings using CDs, tapes or records at music events or as background music. In some cases the fee can be waived if all the proceeds are going to charity.  
Contact 0207 534 1000 or  
[www.ppluk.com](http://www.ppluk.com).

For Your Notes

## 5 Letting

### Introduction

A clear policy on bookings is required which has been agreed by the management committee. If the hall has charitable status, it is important to ensure that the “public benefit test” can be met. To clarify how to meet this requirement your local CVS will be a good point of contact: K&D VOICE, tel: 01330 825027 or e-mail: [mail@kdvoice.org.uk](mailto:mail@kdvoice.org.uk)  
Gordon Rural Action (GRA), tel: 01466 793676 or e-mail: [enquiries@gordonrural.org.uk](mailto:enquiries@gordonrural.org.uk)

Who can help?



### Please take note

It is very important that a simple, efficient booking procedure is in place to avoid the possibility of double booking and to ensure that letting agreements are signed and returned. One person should be responsible for bookings and this may be a committee member or, if appropriate, the caretaker. A practical system has to be in place for opening and closing the hall.

### BE AWARE !

Anyone booking the hall should be made aware of the **Conditions of Hire** which could include:

- supervision during lets - a “responsible person” should be present throughout the let
- who is responsible for licences
- information on any policies in place
- responsibility for insurance
- responsibility for health and safety including food hygiene and electrical testing
- arrangements for cleaning and tidying
- arrangements for dealing with any damage caused
- how payment is to be made including return of any deposit
- what happens in the event of cancellation
- the maximum number of people who can be in the hall at any time
- the hall committee’s right to refuse a booking.

Be Aware



Checklist



If the let is for an event that falls within the scope of the **Public Entertainment Licence** then it’s important that the booking clerk alerts the hirer to the conditions of the licence, preferably going through them with the hirer.

### Who can help?

#### Council for Voluntary Service in Marr:

K&D VOICE, tel: 01330 825027

GRA, tel: 01466 793676

#### Marr Area Partnership

Tel: 0845 602 8817 or e-mail: [mapslrp@hotmail.com](mailto:mapslrp@hotmail.com)

Who can help?



## Documents to prepare

A hiring agreement or conditions of let is useful even for local organizations, as it informs users about the rules set by the Hall Committee. An agreement provides protection to both parties. Please refer to Appendices 5a and 5b for two example conditions of let.

An example of charges is also provided in Appendix 5d.

### BE AWARE!

In certain circumstances it may be wise to ask for a **returnable deposit** against damages.

It is strongly recommended that hall committees when hiring out any part of its premises have a **written agreement** so that both the management committee and the hirer know their rights and responsibilities. This provides a clear contract between the two parties and could be used in evidence should legal action become necessary.

Be Aware



### Useful Contacts

**ACRE** has a model hiring agreement that could be used as a model, but take care, as some of the conditions may refer to English law.

### Taking Bookings

To make sure the hall is well used, bookings need to be dealt with in an organised manner. Establishment of clear Conditions of Let will help with this.

Who can help?



### Hire Charges

Although it's impossible to suggest any standard scale of charges these pages cover some of the things the committee should consider when setting fees. See also Appendix 5d.

### Food Safety

It is recommended that the following statement is included to ensure that food safety regulations are met:

1. Hirers are required to ensure compliance with the Food Safety Act 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent related regulations.
2. Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended.
3. Hirers will be required to remove all reasonable waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises.

Checklist



## Appendix 5a First Example of Conditions of Let

Checklist

- 1 Subject to the approval of Hall Committee, the hall is available for use by:
  - Local user groups for either` fund-raising or non fund-raising activities.
  - Local residents for private functions e.g. wedding receptions, children's parties.
  - Other interested parties at the discretion of the hall committee.



### 2 The following conditions shall apply:

- i The licence holder (the Hall Committee), or some responsible person (not under 21 years of age) who hires the hall shall be present and in charge during the whole period of time the public are in the hall. He or she will be responsible to ensure that all members of the public have vacated the hall before locking up; to check that heating thermostats have not been tampered with, and all lighting is switched off.
- ii. The Hall Committee accepts no responsibility for the loss or damage to any property brought to the hall or its surrounds.

The Hall Committee wishes to raise awareness of the dangers of the burn (a natural hazard) which runs through the hall ground, and informs parents or persons in loco parentis to ensure that children are adequately supervised at all times.

The Hall Committee accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

Food Hygiene Guidelines are displayed in the kitchen for the benefit of all hall users. Please read these and draw them to the attention of those using the kitchen and ensure they are adhered to.

- iii. In the case of fire, the person in charge will be responsible for checking the hall building, that all persons have evacuated the hall, unless his or her life would be put in danger by doing so. Please ensure all fire doors are kept clear at **all** times.
- iv. Times of entry and departure to be agreed at time of booking and this should be in writing to the booking secretary, Address, Tel: (Booking form overleaf.) Any additional time will incur additional costs.
- v. Regular user groups are expected to do their own housekeeping, leaving the hall in readiness for next user. Check list on arrival and departure to be completed at each let until further notice.

Parties or fund raising events: arrangements for housekeeping and returning keys should be agreed at time of booking.

Please note, when leaving the hall after 11pm, to keep noise to a minimum to avoid creating a nuisance to local residents.

Checklist

- vi. The individual or user group using the hall will be held responsible for any damage to the hall, its furnishings, fittings, accessories or the surrounds.



Any damage must be reported and made good at the expense of the individual or user group to the full satisfaction of Hall Committee.

- vii Alcohol may be sold in the hall by prior agreement with the Hall Committee. A special licence is required and is usually obtained by the licensee providing the bar.

- viii. In line with No smoking legislation the Hall Committee has a no smoking policy throughout the hall buildings.

- ix. Tiered seating, if required, will incur an additional £10 charge.

- x. The Hall Committee has adopted Child Protection Policy Guidelines. Users groups involving children are requested to read and adhere to these guidelines. (e.g. These can be found in the top drawer of the filing cabinet).

Be Aware

- xi. It is the responsibility of hirers to adhere to Disclosure requirements regarding working with children and vulnerable adults, where applicable.



**See Appendix Aiii for Information on Disclosure requirements**

## Appendix 5b      Second Example of Conditions of Let

- i. Lets will not be accepted more than 6 months ahead, with the exception of regular clubs and organisations. The Hall Committee and their representatives have the right to refuse any request.
- ii. There is a No Smoking Policy in all parts of the Hall.
- iii. The maximum number of people allowed in the Hall is e.g.120.
- iv. The hire charge in force at the date of the function will apply.
- v. Hire fees/balance are to be paid before the date of the function.
- vi. Hirers will be responsible for laying out tables and chairs immediately prior to the let and clearing away immediately after as arranged with the caretaker.  
Care must be taken not to drag furniture on the Hall floor. Crockery, cutlery and cooking utensils to be supplied by the hirers. No decorations or other items to be attached to the walls of the Hall.
- vii. Hirers are responsible for security. They will ensure that all parts of the Hall they have used are left clean and in a tidy condition immediately after the event. At the end of the function all windows and doors are to be locked shut, all electrical appliances and lights (including external) to be switched off. Arrangements for entrance and exit to be made with the caretaker.
- viii. A non-returnable deposit of 50% of the current Hire Charge will be required at the time of booking.
- ix. All parties using the Hall do so at their own risk. The Hall Committee will not be responsible for any loss, damage or injury sustained by hirers.
- x. Hirers are responsible for any losses or damage caused to the Hall during the period of hire.
- xi. The sale of alcohol will only be allowed when a licence has been obtained in advance from the Licensing Authority. The licence and list of prices must be displayed at the bar and the users must fulfill all legal requirements for the licence.

Checklist



Be Aware



**Reminder timeline - see example on next page**

**Appendix 5 c An example of a timeline for action by Hall Management**  
*Months*

<i>Theme</i>	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Insurance</b>			Insurance policy	Insurance policy	Insurance policy						
<b>Health and Safety</b>	Health & Safety policy	Health & Safety policy				Risk assessment	Risk assessment				
<b>Food Hygiene Training</b>								Check and undertake training	Update certificates		
<b>Licences</b>			Licence prices	Licence prices							
<b>Letting</b>					Letting policy	Letting policy					
<b>Maintenance</b>	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check	Monthly check

**Key**

	review document
	payment required
	pass to committee for approval

## Appendix 5 d Charges

It is impossible to suggest any standard scale of hiring charges as circumstances vary greatly from hall to hall. Halls are asked to notify their local Federation (see Section 2, Page 2) when changes are made to charges, so that this information can be shared locally to try to ensure some uniformity.

Checklist



A management committee should, ideally, set its charges to cover the annual running costs and rely on special fund raising events only for building-up a fund for larger maintenance items and improvements.

Some committees may prefer a policy of keeping letting charges low but ask for local organisations and others to give full support to big annual activities such as fetes, barbeques and galas to raise funds for running expenses. In some areas all the organisations are asked to hold a special event once a year to raise funds for the hall.

Whatever method is chosen it is essential that a management committee makes out a budget to cover its own annual expenses. Things like caretaking, rates, insurance, heating and lighting and minor repairs need to be taken into account. The total expenditure could then be divided by the number of hours used to arrive at an hourly rate.

You could consider the following:

- Lower rates for long term bookings, rehearsal and preparation time and off-peak use
- Higher rates for those not living in the area and for certain types of activity such as party political meetings, private functions and commercial use
- Reduced charges should be limited strictly to those organisations that are unable to afford the full rates and not because a club has a strong voice on the committee.
- An all-inclusive charge is simpler, but some halls prefer to make a basic charge for specific accommodation such as the main hall with extra payments for heating and lighting, use of the kitchen, microphone, piano etc.
- Winter charges may be higher than summer.

**A Blank Template for Your Hall Charges is in Section 7, page 6.**

Checklist



### Three examples of hall charges:

#### i. Charges for the Hall – new hall accommodates 100 people

Regular hall user groups - £7.50 per hour.

General fund raising, parties etc for regular user groups - £10 per hour.

All other functions - £15 per hour for first two hours and then £10 per hour.

#### ii. Charges for the Hall – new hall accommodates 120 people

Local users £5 per hour; after midnight £10; Weekends/public holidays £7 per hour; Kitchen £10; All day £20

Others £10 per hour; after midnight £20; Weekends/public holidays £15 per hour;

Kitchen £10; All day £40.

#### iii. Charges for the hall - recently refurbished hall accommodates 100 people

Regular hall user groups - £7.00 per hour.

General fund raising, parties, etc, for regular hall users - £7.00 per hour.

All other functions - £10 per hour for first two hours and then £8.00 per hour.

Any additional time will incur additional costs.

Checklist



**6 Organisational chart of support organisations** - As the nature of support organisations will differ by area and specific hall type, you could use this space to map out your own relevant and useful support organisations.



## 7 Customise your hall information - Templates

Your Hall Details

Business or charity number:

Name

Address

Post code

Phone:

### Emergency Numbers

<b>Electricity</b>	<b>Scottish Hydro Electric</b>	<b>0800 300 999</b>
<b>Gas</b>	<b>Transco</b>	<b>0800 111 999</b>
<b>Water</b>	<b>Scottish Water</b>	<b>0845 600 8855</b>

**Include your Own Insurance documentation in this section**

**Include manuals for all your equipment in this section**

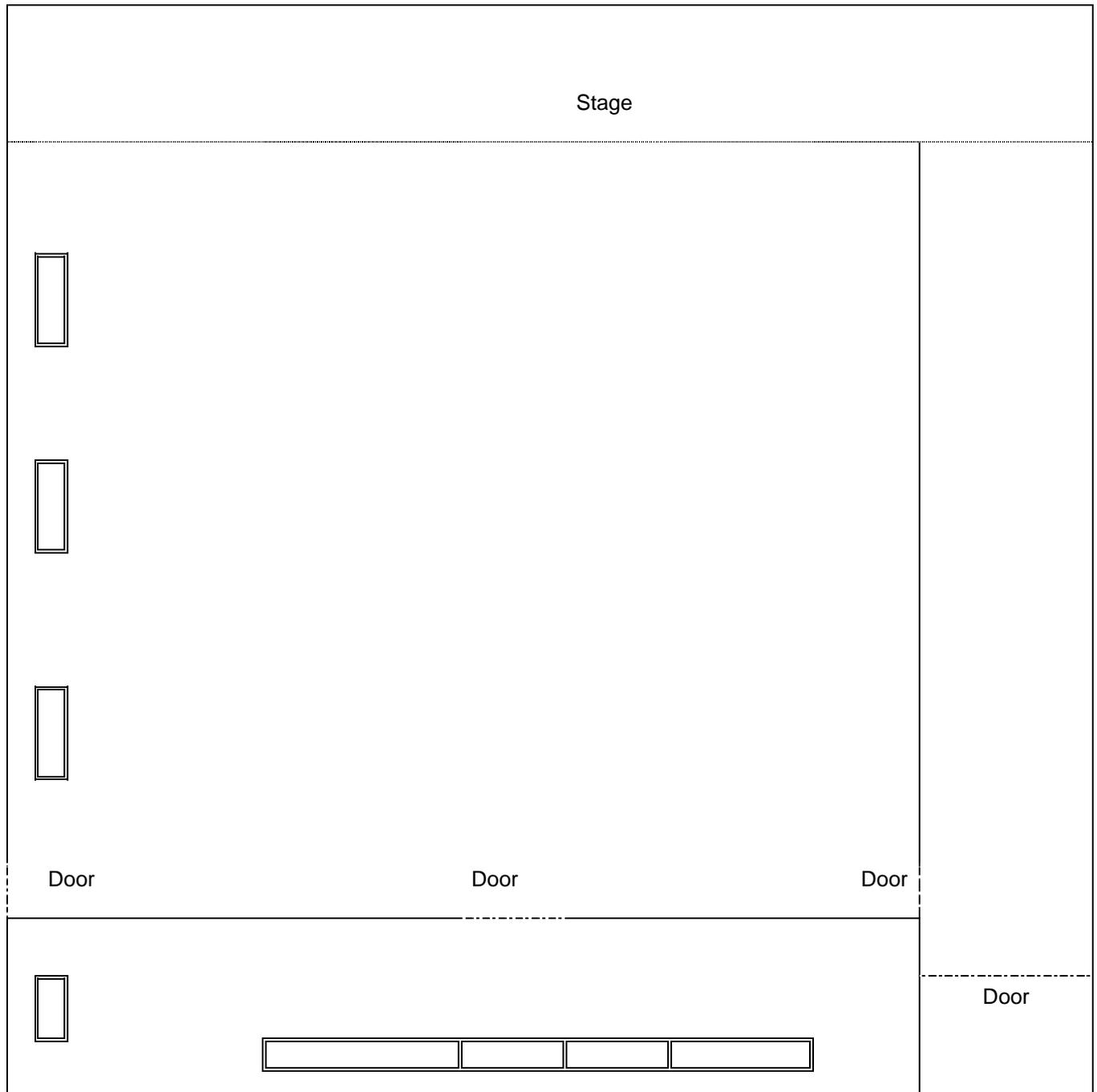
Type of Contact	Role	Name	Telephone	Email
Committee Members				
Chair				
Secretary				
Treasurer				
Hall/Key keeper				
Aberdeenshire Council	Food and Safety Officer	Gill Hearnden	01467 628452	gill.hearnden@aberdeenshire.gov.uk
Aberdeenshire Councillors				
WARD number				
Local Police Officer				
Local Fire Officer				
Licensing Office				
Support				
Local CVS				
Others				





# YOUR HALL PLAN

Make a plan for your hall that includes the information listed below



**Position of items to include in drawing**

Scale of drawing or specific measurements

- Fire extinguishers
- Telephone sockets(IT access)
- Radiators
- Steps
- Toilets
- Kitchen

- Fire doors
- Electric sockets
- Light switches/fuse box
- Disabled access
- Disabled toilets

**Hall**

Seated  
Tables

Standing

**Capacity**

**YOUR HALL CHARGES**

	Hourly Rate	Sunday - Thursday	Friday	Saturday
<b>HALL</b>				
<b>Local Groups</b>				
<b>Other users</b>				
<b>OTHER ITEMS</b>				
<b>Kitchen</b>				

**Agreement of let document**

**Key points covering the let**

.....  
Signed Hall Committee

.....  
Signed Hirer

Date .....

.....

**Booking Confirmation**

Tear off and send completed to secretary to confirm booking.

Hall .....

Name and Address of Secretary

.....  
.....  
.....  
.....

I have read and accept all the conditions of let and

I, .....

will be the responsible person during the let(s)

on.....

.....

Signature .....

Print name and address

.....  
.....  
.....

## YOUR HALL RISK ASSESSMENT FORM

**Circle as appropriate:**

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom	Action when	Done

What sort of risks should be considered: fire, security, stairs, windows, access, electrical equipment, safety (wires, carpet edges, slippery surfaces, and hazardous substances?)

Assessment completed by:

Signed on behalf of Board:

**RISK ASSESSMENT**

**HAZARD ASSESSMENT FORM**

Date of assessment:

Who assessment covers (people):

Date of review:

**Activity covered:** \_\_\_\_\_

Completed by:

<b>Hazard</b>	<b>Hazard Effect</b>	<b>HE</b>	<b>P</b>	<b>R</b>	<b>Minimise Risk Control Measures</b>	<b>RR</b>

**Key: HE = Hazard Effect P = Probability R = Risk level from table RR = Reduced Risk**

**Signed on behalf of Board::** \_\_\_\_\_

## Your Hall Management Checklist

Place colour blocks in relevant months for your tasks and deadlines (see example at Appendix 5c)

	<i>Months</i>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Theme</b>												
<b>Insurance</b>												
<b>Health and Safety</b>												
<b>Licences</b>												
<b>Letting</b>												
<b>Fire Alarm check</b>												
<b>Maintenance</b>												

### Key

-  review document
-  payment required
-  pass to committee for approval

## Appendix 7

In the following pages:

Appendix 7a      Guidance Notes -  
Carrying Out a Fire Safety Risk Assessment  
Pages 1 - 12

Appendix 7b      Record of Fire Safety Risk Assessment -  
Long Version  
Pages 1 - 8

Appendix 7c      Record of Fire Safety Risk Assessment -  
Short Version  
Pages 1 - 4.

# Carrying out and recording a fire safety risk assessment

Adviceline: 0800 019 2211  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)  
[www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)



This document provides information which dutyholders (or those carrying out a fire safety risk assessment on their behalf) may find helpful when completing and recording (where necessary) their risk assessment.

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 replace previous fire safety legislation. The legislation places responsibilities on employers and any other person(s) with control of premises (dutyholders) to assess the risk of harm from fire and to put in place appropriate fire safety measures.

The outcome of each assessment will be different and there may be a variety of equally acceptable solutions depending on the individual premises. It is important to remember that fire safety risk assessment is a process, not just a paper exercise or computer record, aimed at ensuring premises are safe from fire. However, in certain circumstances, dutyholders **must** record the significant findings of their fire safety risk assessment (including fire safety measures that have been, or will be, taken to ensure the safety of persons from fire) and any persons identified as being especially at risk from fire on the premises.

Although a record is not required in all cases, it is a useful aid for dutyholders (it assists with demonstrating that there is compliance with the law) and for enforcers (it gives a useful insight into the thoroughness of the process and the assumptions and decisions made). Consideration should therefore be given to keeping and retaining a record in **all** cases.

When carrying out a risk assessment it may be useful to compare your fire safety measures against established benchmarks. To assist with this, benchmarks are included in the sector-specific fire safety guidance documents published by the Scottish Government (available at [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)). These documents are referred to in the specimen blank risk assessment record sheets (which are also available on the firelaw website).

## KNOWLEDGE AND EXPERIENCE REQUIRED

Each dutyholder must consider his or her own circumstances and capabilities in respect of the risk assessment process. Nobody knows as much about the business/activities as the dutyholder but if the dutyholder is not confident in his or her own ability to complete their fire safety risk assessment then they can arrange for a suitably qualified or experienced person to complete the assessment on their behalf.

## HAZARDS AND RISKS

For the purpose of fire safety risk assessment, a **hazard** is a situation that can give rise to a fire. **Risk** has two components: the likelihood that a fire may occur; and the potential for a fire to cause death or injury i.e. consequence. Both of these components should be considered in any fire risk assessment.

### The aims of a fire safety risk assessment are:

- to identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable; and
- to determine what fire safety measures and management policies are necessary to ensure the safety of people in the building should fire occur.

### There are five steps in the assessment process

**Step 1** Identify people at risk.

**Step 2** Identify fire hazards.

**Step 3** Evaluate the risk and decide if existing fire safety measures are adequate.

**Step 4** Record fire safety risk assessment information.

**Step 5** Review of fire safety risk assessment.

## RECORDING

The amount of information recorded is likely to be influenced by the life risk in the premises; the complexity of the premises; the activities undertaken; and the existing fire safety measures. For example, the records required for premises such as a Care Home providing sleeping accommodation for vulnerable persons should be much greater than that required for a small office.

Specimen blank risk assessment record sheets and examples of completed fire safety risk assessment records designed to assist dutyholders are also available on the firelaw and healthyworkinglives websites. They are not intended to be models of best practice: they are intended to show examples of the level of detail that may be recorded. Additional guidance on risk assessments, particularly for small and medium sized businesses, can be found on the website of the Scottish Centre for Healthy Working Lives at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

## GETTING STARTED

Walk around your premises. Look at them from a fire risk point of view.

### Step 1

Who could be harmed? Consider the risk to people, particularly any vulnerable groups such as young persons, the elderly or visitors unfamiliar with the premises.

### Step 2

Identify hazards and how people could be harmed e.g. by being overcome or trapped by fire or smoke, burned, unable to escape due to locked fire exit doors etc.

### Step 3

What existing fire safety measures are provided? Compare existing fire safety measures against recognised benchmarks contained in guidance documents, such as those published by the Scottish Government, and decide whether your existing fire safety measures for the premises are adequate or are additional measures necessary?

### Step 4

Record the significant findings of your fire safety risk assessment. Prepare an action plan, prioritise actions, and allocate deadlines and responsibilities for implementation.

### Step 5

Make arrangements for regular review of the risk assessment.

The following information may assist you in the completion and recording of your fire safety risk assessment and action plan.

**STEP 1 Identify people at risk**

For each hazard you identify, you must consider who might be harmed; it will help you identify the best way of managing the risk. The type of persons at risk can vary greatly from premises to premises. In some premises, such as a factory, the workforce may be predominantly physically fit. In other premises such as in a shop or public office there may be a very different range of people at risk such as infants, other young children, elderly or disabled people.

The following questions may be helpful in identifying people at risk in your premises but it should be noted that the list is not intended to be exhaustive.

Identification of people at risk	YES	NO
Is sleeping accommodation provided on the premises?		
Are childminding or crèche type facilities provided in the premises?		
Are people employed on the premises?		
Can members of the public access the premises e.g. customers in shops?		
Do disabled people work in, or visit the premises?		
Do employees from other organisations visit the premises e.g. maintenance contractors?		
Are the premises multi-occupied?		
Do any persons under the age of 18 work in, or regularly frequent, the premises?		
Are people who visit the premises likely to be unfamiliar with escape routes?		
Does anyone including employees and contractors work alone in remote areas within the premises/building or work 'out of hours'?		
Does anyone work in a high fire risk area?		
Is there any other category of person not listed above who should be considered?		

If you have answered **yes** to any of the above and people are at risk, **record details at STEP 1 on your Fire Safety Risk Assessment Form.**

**STEP 2**

**Identification of fire hazards**

Look carefully at how people could be harmed. When you work in a place every day it is easy to overlook some hazards. The following are typical examples of fire hazards you may identify. Remember **ignition sources** are sources of heat that can become hot enough to ignite material found in the premises. Anything that burns is a **source of fuel** for a fire. This applies to contents, fixtures and fittings, building structure and to wall and ceiling linings. How **ignition sources, sources of fuel and sources of oxygen** (usually present in the air around us) contribute to the spread of fire should be identified.

The following questions may be helpful in identifying fire hazards in your premises but it should be noted that the list is not intended to be exhaustive.

<b>Sources of ignition</b>	<b>YES</b>	<b>NO</b>
Do any work activities involve hot work such as incinerators, welding, flame cutting, cooking, the use of industrial ovens, heating appliances?		
Are radiant bar or open flame fires/heaters used?		
Are other heat sources such as light bulbs or lamps situated close to combustible materials?		
Are multi-point adaptors or trailing socket extension leads used in conjunction with electrical sockets and appliances?		
Are there any known faults in electrical circuits, fittings or appliances?		
Is there any evidence of smoking in the premises?		
Are candles or other naked flame sources used in the premises?		
Is there any evidence of 'near misses' such as burn/discolouration/scorch marks on walls or fittings such as electrical sockets/plugs?		
Is fire raising a potential problem?		
Are there any other potential ignition sources other than those identified above?		

If you have answered **yes** to any of the above and any **sources of ignition** have been identified, decide what measures are necessary to reduce or eliminate the fire risk and **record details at STEP 2 on your Fire Safety Risk Assessment Form.**

## Points for consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

Eliminate or replace hot work processes with processes that do not use heat/flame.

If hot work processes cannot be changed consider a hot work permit system.

Use replacement forms of heating, not reliant on naked flames etc.

Ensure no heat source comes into direct contact with stored goods, curtains etc.

Consider the effect of radiated heat and proximity of heat sources to combustible materials.

Install additional electrical sockets and protective devices such as residual circuit devices.

Investigate electrical faults and initiate repair works.

Prevent smoking on the premises.

Provide suitable external facilities for use by smokers.

Prohibit naked flame sources, e.g. candles.

Investigate 'near misses' and implement suitable preventative measures.

Fire raising - consider issues such as access to premises/site for all persons, positioning of waste skips, other external storage and proximity of vehicle parking to buildings.

Ensure that any electrical and mechanical equipment installed is used, maintained and protected in accordance with manufacturer's instructions.

If any additional sources of ignition are identified implement adequate measures to control or eliminate them.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

The following questions may be helpful in identifying sources of fuel and oxygen in your premises but it should be noted that the list is not intended to be exhaustive.

<b>Sources of fuel and oxygen</b>	<b>YES</b>	<b>NO</b>
Are combustible materials such as clothing, paper, plastics, textiles, foam materials, upholstered furniture or other soft furnishing materials stored or used in the premises?		
Does upholstered furniture within the premises comply with the Furniture and Furnishing (Fire Safety) Regulations 1988?		
Is any upholstered furniture damaged with internal filling exposed?		
Are there excessive amounts of loose papers or similar materials on notice boards or walls of escape routes?		
Are combustible materials stored in escape routes?		
With the exception of normal decorative wallpapers are walls or ceilings, particularly on escape routes, covered with combustible materials such as carpet or polystyrene tiles, hardboard, chipboard, plastic sheet materials?		
Are any flammables such as white spirit, turpentine, methylated spirit, paraffin, petrol, adhesives, disposable cigarette lighters, cooking oils, chemical cleaners, plastics, video/film tape etc. stored or used on the premises?		
Are compressed gas cylinders e.g. oxygen, air, acetylene, stored or used in the premises?		
Are liquefied petroleum gas (LPG) cylinders e.g. butane, propane, stored or used in the premises?		
Are there excessive quantities of waste materials from work processes particularly when finely divided such as shredded paper, wood shavings, off cuts and dust?		
Do the premises have any form of air conditioning, air handling or ventilation system that could provide additional air/oxygen to a fire?		
Other than normal openings are there other means to allow air/oxygen to enter the building such as holes in walls creating draughts?		
Are there any other potential ignition sources other than those identified above?		
<p>If you have answered <b>yes</b> to any of the above and <b>sources of fuel and oxygen</b> have been identified, decide what measures are necessary to reduce or eliminate the fire risk and <b>record details at STEP 2 on your Fire Safety Risk Assessment Form.</b></p>		

## Points for consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

If possible use non-combustible materials for work processes.

Store combustible materials well away from ignition sources or in fire resisting stores.

Ensure good housekeeping measures are maintained.

Replace non-compliant furniture with compliant furniture.

Repair or replace damaged furniture.

Remove notice boards with excessive quantities of paper or other similar materials from escape routes.

Prohibit storage in escape routes.

Remove and replace combustible wall linings and replace with non-combustible alternatives e.g. plasterboard or hard plaster finish.

Where possible replace flammable liquids with non-flammable alternatives.

Use and dispose of flammable liquids and gases in accordance with manufacturer's and Health and Safety Executive guidance.

Minimum quantities of flammable materials required for work in hand to be used at any time.

Infill all potential sources of air/oxygen e.g. holes/openings in walls.

Ensure that air conditioning, ventilation, and air-handling systems are shut down following discovery of a fire.

Provide efficient waste disposal arrangements.

If other sources of fuel and oxygen, other than those identified, exist implement relevant precautionary measures.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

**STEP 3****Evaluation of risk and assessment of adequacy of existing fire safety measures**

The chances of fire starting will be low if there are few ignition sources and if combustible materials are kept away from them. In general fire is likely to start in one of three ways:

- **Accidentally**, such as when smoking materials are not properly extinguished.
- **By act or omission**, such as when electrical equipment is not properly maintained or when waste is allowed to accumulate near to a heat source.
- **Deliberately**, such as intentional setting fire to external storage or rubbish bins.

Premises should be critically examined to identify any potential accidents, any acts or omissions that might allow a fire to start and to **evaluate risk**. This should include situations that may present an opportunity for deliberate ignition. Having also considered the people likely to be at risk and the likelihood of fire occurring, it is important to make an **assessment of the adequacy of existing fire safety measures** and the need for additional measures.

The following questions may be helpful in evaluating risk in your premises but it should be noted that the list is not intended to be exhaustive.

<b>Evaluation of risk</b>	<b>YES</b>	<b>NO</b>
Could employees or others cause a fire due to a lack of fire safety knowledge?		
Could combustible materials be knocked or fall over or be pushed against an ignition source?		
Could any vehicle on fire, parked too close to buildings, cause a fire to spread to the building?		
Could a fire start due to lack of maintenance of electrical equipment, or because poor housekeeping allows a build up of waste near to an ignition/heat source?		
Could a fire start because of a failure to extinguish smoking materials?		
Could a fire be started deliberately in rubbish lying against an external wall or in a waste skip placed too close to any building?		
In a multi-occupied or multi-owned building could the actions of other occupants or owners jeopardise the fire safety of persons?		
Could persons be unaware of the outbreak of any fire?		
Could a fire on a lower floor affect people on upper floors?		
Could fires develop in unoccupied areas?		
Could fire and smoke spread into escape routes due to poor building design or construction?		
Could fire and smoke spread due to a lack of self-closing devices on doors or by self-closing doors being wedged open?		

If you have answered yes to any of the above, decide what measures are necessary to reduce or eliminate the fire risk and **record details at STEP 3 on your Fire Safety Risk Assessment Form.**

## Points for consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

Ensure employees and others such as external contractors and visitors are fully aware of management's fire safety policy, work processes and procedures.

Enforce a no smoking policy in the premises.

Provide smoking facilities and disposal facilities external to the building for employees etc.

Prohibit vehicles parking close to any building or externally stored combustible materials.

Prohibit the storage of waste materials or combustible stored goods directly against buildings.

Prohibit the positioning of waste skips within three metres of buildings.

Implement a maintenance programme for all machinery and electrical equipment used on the premises.

Make sure no combustible materials can accidentally come into contact with ignition sources.

Ensure good housekeeping and storage arrangements.

Implement a cleaning programme for all areas and also an efficient waste removal and disposal system.

Provide relevant safety information/training to employees and any other relevant persons such as external contractors involved in hot work.

Do not allow unrestricted access to the premises.

Consider security issues and the ease with which someone could deliberately start a fire.

Liaise with all other occupants/owners/dutyholders in the building to ensure co-operation and co-ordination of activities in relation to fire safety.

Provide automatic fire detectors in unoccupied areas.

Prohibit the use of wedges in fire doors.

Enclose staircases with fire resisting materials.

Provide self-closing devices on fire doors.

Infill any openings that would allow the spread of fire into escape routes.

Provide a means of giving warning of fire.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

The following questions may be helpful in assessing the adequacy of fire safety measures in your premises but it should be noted that the list is not intended to be exhaustive.

<b>Assessment of adequacy of existing fire safety measures</b>	<b>YES</b>	<b>NO</b>
Could a fire on a lower floor affect the escape routes for people on upper floors especially where only one escape route is provided?		
Are there any doors across escape routes that cannot be easily opened without the use of a key or similar device?		
Could fire/smoke generally spread easily through holes, ventilators, service ducts, vertical shafts or other openings in the building as a whole?		
Could fire/smoke spread into escape routes such as enclosed fire escape staircases via doors not fitted with self-closing devices, damaged doors, self-closing fire doors wedged in the open position or sticking on floor coverings etc?		
Do any exits lead to an enclosed yard with no means of exit from the yard?		
Are fire exit routes used for or blocked by storage materials?		
Are any fire exit doors kept locked?		
Does any room or storey capable of holding 60 persons or more have only one fire exit?		
Do any doors from a room or storey capable of holding 60 persons or more open inwards against the direction of escape?		
Are some persons unable to reach a safe place in the open air outside the building or a door to a protected route, such as an enclosed fire escape staircase, within their travel distance limits?		
Do any escape routes require illumination if mains power to normal lighting failed and insufficient borrowed light from other sources (such as streetlights) is unavailable?		
Is there a need to provide escape route signs, including some with directional arrows, to clearly identify escape routes and final exit doors?		
Could a fire develop unnoticed in any part of the premises with the possibility that any category of person sleeping, working or visiting the premises would be unaware of such a fire?		
Are persons within the premises expected to tackle a small fire if it is safe to do so? If so, have they still to be trained?		
Have you still to prepare an emergency fire action plan to ensure the safe evacuation of persons from the premises?		
Have you still to arrange tests of fire safety related equipment/systems such as fire alarm, emergency lighting, fire extinguishers, fire drills staff training at suitable intervals?		
Is the building within which the premises are located multi-occupied or multi-owned?		
Have evacuation procedures for 'out of hour' workers or those in isolated areas e.g. cleaners and external contractors, still to be considered?		
If you have answered yes to any of the above, decide what measures are necessary to reduce or eliminate the fire risk and <b>record details at STEP 3 on your Fire Safety Risk Assessment Form.</b>		

## Points for consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

Enclose fire escape routes including staircases with fire resisting construction including self-closing fire resisting doors.

Ensure all doors across escape routes can be easily opened without the need for the use of a key or similar device.

Implement appropriate measures to reduce fire spread.

Ensure escape routes and their structural protection are adequately maintained e.g. self-closing fire doors should not be wedged open.

Make sure no escape routes lead into enclosed yards unless there is a suitable exit from the yard.

Don't allow storage in escape routes.

Ensure fire exit doors are capable of being immediately opened at any time during an emergency. They must not be obstructed or locked at any time people are on the premises.

Provide a second escape route from rooms with more than 60 persons; alternatively limit numbers to less than 60.

Doors across escape routes from any room or storey with a capacity of 60 persons or more should open in the direction of escape.

Provide additional escape routes or other means to reduce travel distance to appropriate levels.

Provide emergency lighting on escape routes, including externally e.g. an external unlit passageway or yard area through which persons have to pass to make their escape.

Provide sufficient escape route signs, including some with directional arrows if required, to clearly identify the route along which persons at every level in the building must travel to make their way to a final exit.

Unless premises comprise a single room in open view to all, when a shouted warning of fire might be sufficient, consideration must be given to the provision of a suitable fire alarm system. The system might incorporate automatic smoke/fire detection and warning suitable for the type of risk present e.g. there is a greater risk present in premises providing sleeping accommodation. It may be necessary to interlink the fire alarm with those of other occupants in a multi-occupied/owned building.

Provide and site suitable fire extinguishers throughout the premises. Fire extinguishers should generally be grouped together at fire points located adjacent to storey exits.

Provide suitable training for all persons expected to use fire extinguishers.

Prepare a suitable emergency fire action plan for the premises.

Carry out periodic fire drills appropriate to prevailing circumstances and provide regular training on fire safety issues for employees.

Provide suitable fire action notices in sleeping accommodation, on notice boards and other areas where employees and others may congregate.

Ensure that records of the testing and maintenance of relevant equipment and of fire drills and training are maintained. Records should be kept available on the premises for inspection by any authorised persons.

Liaise with all other occupants/owners to ensure that fire safety compliance issues, such as interlinking individual fire warning systems, protection of common escape routes etc. are adequately dealt with.

For employees under the age of 18, ensure that the fire safety risk assessment specifically takes account of any additional risks due to their immaturity and potential lack of awareness of danger.

Ensure arrangements are in place to make employees of other organisations such as maintenance personnel aware of fire dangers and safety procedures.

If employees need to implement an emergency procedure, ensure it is provided in writing and they are aware of their responsibilities and have been trained.

Ensure a sufficient number of people are available to implement any emergency procedure.

Ensure evacuation arrangements are made for un-staffed overnight periods e.g. provide occupants with verbal and/or written information about fire warning and evacuation arrangements.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

## STEP 4 Record Fire Safety Risk Assessment Information

Having carried out a fire safety risk assessment for the premises, the findings **must**, in some circumstances be recorded, including any action taken or action still to be taken. The assessment record should be retained and made available, on request, to the enforcing authority. Fire safety law requires information to be recorded where five or more employees are employed (whether they are on site or not) or the premises are subject to licensing or registration or an 'Alterations Notice' has been issued requiring this. Further information regarding recording is available in the sector specific, practical fire safety guides available at [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw).

## STEP 5 Review of Fire Safety Risk Assessment

Your fire safety risk assessment should be reviewed regularly. If the findings of the assessment are considered to be no longer valid or there has been a significant change to the premises, or the organisation of the work undertaken has affected the fire risk or the fire safety measures, the assessment should be reviewed. Situations which might prompt a review include:

a change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability

changes to work procedures, including the introduction of new equipment

alterations to the building, including the internal layout

significant changes to furniture and fixings

significant changes to displays or quantities of stock

the introduction or increase in the storage of hazardous substances; or

becoming aware of shortcomings in fire safety measures or potential improvements.

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

**The Scottish Centre for Healthy Working Lives is endorsed by:** the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).



# Record of fire safety risk assessment

Adviceline: 0800 019 2211  
www.healthyworkinglives.com  
www.infoscotland.com/firelaw



Print Form

Building use and address

Postcode

Name of person(s) with fire safety duties

Name and contact details of Assessor

Assessor signature

Date of assessment

## STEP 1 Identify people at risk

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.  
List all persons potentially at risk from fire, including employees, tenants, visitors and contractors.

## STEP 2 Identify fire hazards

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.  
Note: Action Points should be recorded at STEP 4

Sources of ignition e.g. electrical fittings, smoking, heating, open flames

Action required (Please tick)  
If you answered yes, record action at STEP 4

YES

NO

Sources of fuel e.g. furniture, textiles and fabrics			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Sources of oxygen e.g. ventilation			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

**STEP 3 Evaluate the risk and adequacy of existing fire safety measures**

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide  
 Note: Action Points should be recorded at STEP 4

Likelihood of a fire starting			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Consequences to people from a fire starting in the building			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Managing fire safety See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire safety policy			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Emergency fire action plan			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Fire safety information and training			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Fire drills			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Maintenance of fire safety measures			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Recording information and keeping records			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Reducing the likelihood of fire  
See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide

Housekeeping and storage

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Restricting the spread of fire and smoke  
See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide

Fire separation

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Cavities

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Internal linings

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

From external

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Means of escape See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape routes			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Ensuring that means of escape can be used See Chapter 9 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape route lighting			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Signs and notices			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Means for detecting fire and giving warning See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide			
System type			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>



Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

**STEP 5**                      **Assessment review**

**Review date**

**Reviewed by**

**Reason for review**

**Outcomes of review**

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at **[www.healthyworkinglives.com](http://www.healthyworkinglives.com)**

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# Record of fire safety risk assessment

Adviceline: 0800 019 2211  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)  
[www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)



Print

Building use and address			
Postcode			
Name of person(s) with fire safety duties			
Name and contact details of Assessor			
Assessor signature		Date of assessment	

**STEP 1 Identify people at risk**

List all persons potentially at risk from fire, including employees, residents, visitors and contractors

**STEP 2 Identify fire hazards**

Note: Action Points should be recorded at STEP 4

Fire hazards	Comments		
Sources of ignition			
Sources of fuel			
Source of oxygen			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

**STEP 3 Evaluate risk and adequacy of existing fire safety measures**

Note: Action Points should be recorded at STEP 4

<b>a) Likelihood and consequences of a fire starting</b>	<b>Comments</b>		
Accidentally			
By act or omission			
Deliberately			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
<b>b) Adequacy of existing fire safety measures</b>	<b>Comments</b>		
Provision and protection of escape route			
Lighting and signage			
Fire detection and fire warning			
Fire fighting equipment			
Staff training and fire drills			
Management and fire safety policy			
Co-operation and co-ordination with other building owners/occupiers.			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>



Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

**STEP 5**                      **Assessment review**

<b>Review date</b>		<b>Reviewed by</b>	
--------------------	--	--------------------	--

**Reason for review**

**Outcomes of review**

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

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## **8 Increasing activities for halls**

**Aberdeenshire Arts Officer** a useful contact for ideas and booking events

[www.aberdeenshire.gov.uk/arts/index.asp](http://www.aberdeenshire.gov.uk/arts/index.asp)

**Marie Shaw**

**Arts Development Officer (South)**

Education, Learning & Leisure

Tel. 01569 768353 / 07825 721419

Email: [marie.shaw@aberdeenshire.gov.uk](mailto:marie.shaw@aberdeenshire.gov.uk)

**Aberdeenshire Council LeisureLend**

Equipment Hire

[www.aberdeenshire.gov.uk/recreation/equipment/index.asp](http://www.aberdeenshire.gov.uk/recreation/equipment/index.asp)

01467 625088

**North East Arts Touring**

Brings touring Arts performances to venues over the north East of Scotland

[www.neatshows.org.uk](http://www.neatshows.org.uk)

**Aberdeenshire Council Leisure and Recreation**

They aim to improve the quality of life for everyone in Aberdeenshire by working together with partners for the benefit of the Sporting Community.

<http://www.aberdeenshire.gov.uk/recreation/development/index.asp>

**Scottish Council for Voluntary Organisations**

<http://www.scvo.org.uk/>

**Specific to Village Halls**

<http://www.scvo.org.uk/VillageHalls/NewsAndEvents/ViewNews.aspx?NewsID=891&al=t&from=Home>

**Toolkit:**

- Based on information from research a toolkit will be created to support potential Cultural Partners to identify how they and the groups/venues can become cultural venues.

For your notes

## 9 Reference summary list



### Training Support

#### **Grampian Fire and Rescue Service**

Tel. 01224 696666

#### **Aberdeenshire Council Food and Safety Office**

contact Gill Hearnden, Food and Safety Officer Tel. 01467 628452 e-mail: [gill.hearnden@aberdeenshire.gov.uk](mailto:gill.hearnden@aberdeenshire.gov.uk)

#### **CVS Training**

Tel. 01358 722205, e-mail  
[admin@cvstraininginitiative.org.uk](mailto:admin@cvstraininginitiative.org.uk)

A range of courses available for issues involved in undertaking requirements of Public Entertainment License

Customised courses also made for individual organisations

**See the Who can help? section for general support** - on following pages (Section 9, pages 3-6)



## Checklist

Appendix 2a	Insurance (Elements to include in your policy) (Section 2, Page 3-4)
Appendix 3a	Health and Safety Information (Section 3, Pages 5-7)
Appendix 3b	An example of a Health and Safety Policy (Section 3, Pages 8-9)
Appendix 4a	Types of licences (Section 4, Page 3)
Appendix 5a	First Example of Conditions of Let (Appendix 5, Pages 1-2)
Appendix 5b	Second Example of Conditions of Let (Appendix 5, Page 3)
Appendix 5d	Hire Charges (Appendix 5, Pages 5-6)
Appendix A	Specific policies Ai - Aiv (Appendix A, Pages 1-7)



## Who can help?

## Click web link

### GENERAL INFORMATION

#### Area Manager's Office

Leslie Allan, Marr Area Manager

[leslie.allan@aberdeenshire.gov.uk](mailto:leslie.allan@aberdeenshire.gov.uk)

019755 64801

#### Council for Voluntary Services

K&D VOICE 01330 825027

GRA 01466 793676

#### Area Partnerships

Marr Area Partnership 0845 602 8817

[mapslrp@hotmail.com](mailto:mapslrp@hotmail.com)

#### Aberdeenshire Arts Officer - a useful contact for ideas and booking events

[www.aberdeenshire.gov.uk/arts](http://www.aberdeenshire.gov.uk/arts)

#### Marie Shaw

##### Arts Development Officer (South)

Education, Learning & Leisure

Tel. 01569 768353 / 07825 721419

Email. [marie.shaw@aberdeenshire.gov.uk](mailto:marie.shaw@aberdeenshire.gov.uk)

#### Scottish Council for Voluntary Organisations

<http://www.scvo.org.uk/>

#### Specific to Village Halls

<http://www.scvo.org.uk/VillageHalls/NewsAndEvents/ViewNews.aspx?NewsID=891&al=t&from=Home>



## Who can help?



## Click web link

### INSURANCE

#### **AON:**

Trinity Court, 2/4 West Street, Fareham, Hants Tel: 0345 697504

[www.commercialservices.aon.co.uk/commercialservices/microsites/charities/](http://www.commercialservices.aon.co.uk/commercialservices/microsites/charities/)

Tel: 08457 402003

#### **Norwich Union:**

24 Whitefriars Street, Perth, PH1 1PP Tel: 01738 639777

#### **Community Matters**

(The National Federation of Community Organisations)

12-20 Baron Street, London N1 9LL

Tel: 020 7837 7887

#### **Youth Clubs Scotland**

Balfour House 19 Bonnington Grove, Edinburgh EH16 4BL. Tel: 0131 554 2561

#### **Zurich Municipal**

[www.zurich.co.uk/home/forpublicsector/Charities/Charities.html](http://www.zurich.co.uk/home/forpublicsector/Charities/Charities.html)

Tel: 0845 600 3184



## Who can help?

## Click web link

### HEALTH AND SAFETY

All issues regarding compliance with Environmental Health should contact Joe May Principal Environmental and Health Officer, 013398 87373 e mail [joe.may@aberdeenshire.gov.uk](mailto:joe.may@aberdeenshire.gov.uk)

**Aberdeenshire Council** [www.aberdeenshire.gov.uk/safety](http://www.aberdeenshire.gov.uk/safety)

Your local CVS will be a good point of contact regarding policies on Health and Safety:

K&D VOICE 01330 825027 [mail@kdvoice.org.uk](mailto:mail@kdvoice.org.uk)

GRA 01466 793676 [enquiries@gordonrural.org.uk](mailto:enquiries@gordonrural.org.uk)

### Health and Safety Executive Information Services

Caerphilly Business Park

Caerphilly

CF83 3GG

Infoline Telephone: 08701 545500

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

### Building Regulations

<http://www.communities.gov.uk/planningandbuilding/buildingregulations/>

**ACRE** Action with Communities in Rural England produces a useful series of information sheets for village halls  
[www.acre.org.uk](http://www.acre.org.uk)



## Who can help?

## Click web link

### LICENCES

#### **Aberdeenshire Council**

[licensing@aberdeenshire.gov.uk](mailto:licensing@aberdeenshire.gov.uk)

#### **Raffles and Small Lotteries**

[www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

#### **Performing Rights Society**

[www.prs.co.uk](http://www.prs.co.uk)

#### **Phonographic Performance Limited**

[www.ppluk.com](http://www.ppluk.com)

**ACRE** Action with Communities in Rural England produces a useful series of information sheets for village halls

[www.acre.org.uk](http://www.acre.org.uk)

### LETTING

**ACRE** Action with Communities in Rural England produces a useful series of information sheets for village halls

[www.acre.org.uk](http://www.acre.org.uk)

## **Inform if changed**



### **Insurance**

Inform your insurer and your committee

### **Health and Safety**

Amend your health and safety policy if circumstances and activities change and notify your committee

### **Letting**

Inform hirers if circumstances change

## Be Aware



Boxed text appears on point of particular importance

<b>Insurance</b>	<b>Section 2, Page 1</b>
<b>Liability</b>	<b>Section 2, Pages 3 - 4</b>
<b>Health and Safety</b>	<b>Section 3, Pages 1 - 2</b>
<b>Electrical safety</b>	<b>Section 3, Page 5</b>
<b>Asbestos</b>	<b>Section 3, Page 6</b>
<b>Policy Statement</b>	<b>Appendix 3b, Page 1</b>
<b>Maintenance</b>	<b>Appendix 3b, Page 2</b>
<b>Types of licence</b>	<b>Section 4, Page 1</b>
<b>PEL</b>	<b>Section 4, Page 3</b>
<b>Requirement for hirer</b>	<b>Section 5, Page 1</b>
<b>Written agreement</b>	<b>Section 5, Page 2</b>

## Appendix A Specific policies

### Appendix Ai Access for Disabled

Be Aware

The **Disabilities Discrimination Act 2004** states that all service providers (this includes village halls) are required to do what is reasonable to allow access and facilities for the visually impaired, hard of hearing and ambulant disabled.



Things to consider –

- entrance to hall e.g. ramp
- width and weight of doors
- outside path or route from road to entrance should be smooth and have a hard surface – easier for wheelchair users, prams and the elderly.
- disabled parking – smooth and hard surface to entrance
- disabled toilet – for example dark blue for handrails, ensure large flushing handle and grab rail on toilet door
- colour in toilets – if toilet is light, paint background dark
- lever taps – easier for arthritic hands
- lift or ramp to gain access to stage (alternatively, no stage and use tiered seating, which has more than one use)
- induction loop for hard of hearing
- bright lighting fitted with selective dimming
- signs – place where a wheelchair user can see them; consider size; use capital only at first letter followed by small letters; on light background choose dark lettering; on dark background use light lettering. The recommended font is Arial or Tahoma. Avoid fonts with seraph such as Times

Checklist



#### Deeside Access panel

Telephone No. 0845 3644309

Email address: [DeesideAccessPanel@ecosse.net](mailto:DeesideAccessPanel@ecosse.net)

Who can help?



## **Appendix Aii Equal Opportunities Policy**

The purpose of an Equal Opportunities Policy is to ensure that all members of the community, who wish to do so, are able to participate in the activities that take place within the hall and to be involved in the management of the hall. As well as being good practice, many major funders will have the requirement for such a policy to be in place as a condition of funding.

A policy should include:

### **1. Statement of Intent**

Your statement should demonstrate that your organisation recognises that certain people are discriminated against, is opposed to this and will take steps to eliminate discriminatory practices. This can be general or can list the kind of discrimination you wish to avoid e.g.

*Any Parish Community Association recognises that in society certain groups and individuals are oppressed and disadvantaged. Any Parish Community Association is committed to actively opposing oppression and discrimination.*

### **2. Objectives**

Set out your objectives (what you want to achieve) e.g.

*Any Parish Community Association will ensure that meetings, events, and opportunities for volunteering, are available to all sections of the community and seek to respond to particular needs of any individuals or groups who would otherwise be excluded.*

### **3. Implementation**

This section is an outline of the specific steps that you are going to take to put your objectives into action e.g.

*Any Parish Community Association will endeavour*

- ◆ *To make our building more accessible to those with disabilities*
- ◆ *To make sure our committee runs in a way that includes everyone*
- ◆ *Provide publicity for events in a format accessible to all*

It may help to make a detailed list of all the activities you are engaged in e.g. committee duties, events of all kinds, clubs, trips, employing anyone and identify if and where, discrimination exists and in what way.

### **4. Monitoring and Reviewing**

Show that once your plan is up and running you will check your progress including who will be responsible for this and how often progress checks will be made e.g.

*A Committee member will be designated the task of monitoring performance and will report back to the committee on a twice yearly basis and as and when it is necessary. Objectives will be reviewed and drawn up accordingly.*

## Appendix Aiii Child Protection Policy

Although not presently a legal requirement it is generally considered to be good practice for voluntary groups, such as hall committees, to adopt and follow an appropriate Child Protection or Vulnerable Adult Policy. This is in the best interests of all concerned, including the supervising adults, coaches and leaders of organisations or groups working with children or vulnerable adults.

For a model policy and guidelines on how to set one up check: [www.crbs.org.uk](http://www.crbs.org.uk) and/or [www.voluntaryarts.org.uk](http://www.voluntaryarts.org.uk)

The **Protection of Children (Scotland) Act 2003** includes the creation of the **Disqualified from Working with Children List (DWCL)**. This list, held by the Scottish Government, contains the names of individuals who are deemed to be unsuitable to work with children, even though they may not have been found guilty of any offence. (The Protection of Vulnerable Adults Bill has also been tabled on the provision of similar legislation to that of the Protection of Children.)

This **Act makes it an offence for any voluntary organisation**, covered by the meaning of body corporate or incorporate, to offer work (including unpaid voluntary work) in a child care position to anyone who is disqualified from working with children.

The Scottish Government publication 'Protection of Children (Scotland) Act 2003;

Guidance to the Voluntary Sector on Who Needs to be Checked Against the Disqualified from Working with Children List' is helpful in giving general guidance to groups wishing to establish whether their organisation is covered under the terms of the Act, as well as guidance on who should be checked.

'**Disclosure**' is the term given to describe the arrangements to confirm a person's identity, to ask the police to check any criminal record he or she has which relates to children and to check the Disqualified from Working with Children List.

There are three levels of disclosure: basic, standard and enhanced. The Enhanced Disclosure is required to give the level of information needed.

The Disclosure check is applied for by the individual concerned but must be countersigned by a registered body. A voluntary group can become a registered body via the **Central Registered Body for Scotland (CRBS)**. Tel. 01786 849777, [www.crbs.org.uk](http://www.crbs.org.uk)

Hall committees are not themselves covered within the terms of the Act. However, they may have regular and/or occasional hall user groups who are.

Hall committees will wish to do all they can to contribute to child protection if a group with staff or volunteers in child care positions wishes to hire the hall.

The hall committee does not have either the right or the responsibility either to see or to ask to see Enhanced Disclosure information on the staff or volunteers of any user group. Neither does it have the responsibility to ask user groups for evidence that the appropriate Disclosures have been carried out.

The hall committee's responsibility is simply to make it a condition of hire for the hall that the hirer acknowledges that they have been advised by the hall committee that whenever the hall is used for any activity involving children, then each individual staff member or volunteer engaged in a child care position should all have been subjected to an Enhanced Disclosure check, and that the results in each case were satisfactory and gave no cause for concern.

## Appendix Aiv Environmental Policy

Funders are increasingly asking for organisations to show that they are considering the effect on the environment in the running of their organisations. Aberdeenshire Council requires halls to show that they have given consideration to this in the reporting back on the spending of the local authority grant.

Checklist



Points to consider when drawing up a policy are:

- energy consumption
- waste minimisation
- water usage
- recycling
- purchasing.

As with the equal opportunities policy, this could be divided into the same four sections.

ENDS