

## Sandleheath Village Hall

St. Aldhelm's, Main Road, Sandleheath, FORDINGBRIDGE, Hampshire SP6 1TD  
Phone: 07887 763707 Email: bookings@sandleheathvillageHall.com

### **SANDLEHEATH VILLAGE HALL - STANDARD CONDITIONS OF HIRE**

*This document should be read and complied with by any person or organisation hiring Sandleheath Village Hall (SVH). If you are in any doubt as to the meaning of any of these conditions, you must seek clarification from the SVH Management Committee. The Committee is usually represented by the SVH Hall Manager, whose contact details are as above.*

#### **COVID-19**

1. The Government has removed remaining domestic Covid restrictions in England, but caution is recommended. Hirers are advised to let fresh air into the hall for ventilation, consider asking their users to wear a face covering in the hall if crowded, and advise users to get tested if they have Covid symptoms and stay at home if positive. Using the hand sanitisers provided in the hall and social distancing will also help to keep you and others safe.

#### **BACKGROUND**

2. The SVH premises consist of the St. Aldhelm's building; 'the Hall', its Car Park and an area of open ground surrounding it; 'the Garden'. The rear boundary follows the line of the hedge behind, to the North of, the Hall. The area beyond is the property of Sandleheath Tennis Club. A map illustrating this is enclosed.

3. SVH and its Garden may be hired by completing a Hiring Agreement and paying an appropriate fee. A Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

#### **ACCOUNTABILITY**

4. **Hirer.** The person hiring the Hall is the 'Hirer'; a person not being under 18 years of age. The Hirer must accept responsibility for being in charge of, and being on the premises at all times, when the public are present, and for ensuring that all the Standard Condition of Hire ('the Conditions') under this agreement relating to management and supervision of the premises are met (but see Paragraph 6 below).

5. **Standard Conditions of Hire and Hiring Agreement.** The Hirer is to read and comply with these Conditions and read, sign and comply with the SVH Hiring Agreement.

6. **Person in Charge.** The Hirer may appoint a 'Person in Charge' to act on the Hirer's behalf during the event, who is to conform with all the rules and responsibilities contained in these Conditions. His/her name must be declared in the Hiring Agreement.

7. **Overall Responsibilities.** During the period of the hiring, the Hirer or Person in Charge is responsible for:

- a. Supervision of the premises, the fabric and the contents.
- b. Care of the premises, safety from damage, however slight, or change of any sort.
- c. Ensuring that the hall is left clean and tidy after use, including sweeping the floor when necessary.
- d. The behaviour of all persons using the premises whatever their capacity:

(1) **Young Persons.** Young persons (aged under 18) in the Hall, the Garden and the Car Park shall be properly supervised by adults at all times.

(2) **Sandleheath Tennis Club.** The Hirer or Person In Charge should ensure that the grounds and property of the Sandleheath Tennis Club are not entered by those using SVH and that the two paths leading to the Tennis Club on the west boundary of the Garden and east boundary of the Carpark are not impaired<sup>1</sup>. See enclosed map.

b. **Car Parking.** The Hirer or Person In Charge should also supervise Car Parking arrangements. Individuals or groups using SVH may use the SVH Car Park, but it cannot be booked. Care should be taken not to obstruct the entrance/exit. Overflow parking is the responsibility of the Hirer or Person in Charge. There are currently no parking restrictions on Main Road adjacent to SVH, but SVH accepts no responsibility for parking there. It is advised that care is taken to avoid the traffic using this busy thoroughfare. The Parish Council has asked us to remind those using Main Road that parking on, or partially on, the pavement is illegal and that cars should be parked wholly on the road.

a. **Use of Premises.** The Hirer must not use the premises for any purpose other than that described in the Hiring Agreement, must neither sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way, nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises, nor allow the consumption of alcohol without our written permission.

b. **Damage.** The Hirer must take steps to ensure that the Hall is not damaged during the hiring period. Nothing is to be nailed, screwed or stapled to the building, and all decorations and notices are to be fixed by temporary means that do not leave a mark or stain. To avoid damage to the wooden Hall floor, stiletto heels are not permitted.

## INSURANCE AND INDEMNITY

8. **Insurance.** It is essential that activities taking place in the SVH premises are insured appropriately:

a. **SVH Insurance.** The SVH Trustees have effected an insurance policy that covers their employers' and public liabilities, property and activities. We are insured against any claims arising out of our own negligence. The SVH policy also covers Hirers' Liability, but only under certain circumstances. In order to benefit from this cover, the Hirer will need to comply with the following conditions<sup>2</sup>:

(1) They are a charity or non-commercial organisation<sup>3</sup>.

(2) They do not carry out any activities at venues other than SVH<sup>4</sup>.

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<sup>1</sup> There are two designated routes from Main Road to the tennis grounds within the SVH premises that follow the west and east boundaries. These are not to be obstructed at any time. Normally, tennis club members are free to cross any other area of the SVH Garden and Car Park, unless an activity is taking place in the Garden that makes such transit unsafe. In that case, the SVH Committee will give advance notice to the Tennis Club.

<sup>2</sup> A full description of Hirers' Liability is contained on the Trustees' insurance company's website at: [www.villagehallinsurance.co.uk/hirers-1](http://www.villagehallinsurance.co.uk/hirers-1).

<sup>3</sup> Any private events such as parties or weddings which are held at SVH are automatically covered, as well as individuals fundraising on behalf of a Charity. This extends to the activities of clubs or sports teams. However, if such clubs are involved in a league and play fixtures away from SVH, they need to arrange separate public liability insurance to cover these activities.

<sup>4</sup> This may preclude the Sandleheath Community Association and the Fordingbridge Parochial Church Council. If so, these organisations must arrange their own Public Liability insurance.

- (3) They do not make any profit from their meetings other than that reinvested back into their club or for charitable purposes.
- (4) They do not have any paid employees.
- (5) They do not carry out certain excluded activities that are not covered by the Trustees' insurance. Hirers will be advised appropriately when they apply for a booking.

b. **Commercial Organisations.** Commercial organisations require separate insurance cover for their business activities<sup>5</sup>.

c. **National Organisations.** If any national organisations, such as the Scouts, hire the premises, they should hold their own liability cover.

d. **Confirmation.** Where we do not insure the liabilities described above, the Hirer must take out adequate insurance to insure such liability and on demand, must produce the policy and current receipt or other evidence of cover to us. If the Hirer fail to produce such policy and evidence of cover, we will cancel any hiring agreement and may re-hire the premises to another Hirer.

9. **Insurance Indemnity.** We will claim on our insurance for any liability the Hirer incurs but the Hirer must indemnify us against:

- a. Any insurance excess incurred.
- b. The difference between the amount of the liability and the monies we receive under the insurance policy.

10. **Damage Liability.** During the Hiring Period<sup>6</sup>, the Hirer must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. The Trustees accept no responsibility for any criminal damage to the property of those using SVH, whether within the Hall, in the Car Park, or in the Garden. In the event of SVH or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever. During the Hiring Period, the Hirer is liable for:

- a. Costs arising from accidental and malicious loss or damage and for loss or damage arising out of the Hirer's negligence to any part of the premises including its curtilage or its contents.
- b. Costs arising from accidental and malicious loss or damage and for loss or damage arising out of the Hirer's negligence done to our WiFi service.
- c. All claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the Hirer's use of the premises, including the storage of equipment, and the Hirer's use of our WiFi service.
- d. All claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of the Hirer's use of the premises and/or the use of our WiFi service, and the Hirer must indemnify us against such liabilities.

## **PUBLIC SAFETY COMPLIANCE**

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<sup>5</sup> This will also apply to events such as furniture sales.

<sup>6</sup> The period in which the Hirer occupies the premises.

11. **Local Authority Regulations.** The Hirer must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children (persons under 18).

12. **Emergency and Fire Safety.** The Hirer and the Person in Charge, if appointed, must read, understand and comply with the Emergency and Fire Safety Procedure, which is enclosed and also posted on the SVH notice board, and should an emergency arise, take charge of emergency procedures accordingly. The Hirer should note:

- a. Fire escape doors should never be blocked and be fully accessible at all times. The fire door located in the kitchen can be opened by using the push bar.
- b. The Hirer must call the Fire Service to any outbreak of fire, however slight, and give details to the SVH Hall Manager.
- c. The maximum number of persons that may be in the hall at any time is 80.
- d. The Hirer acknowledges that he/she has received instruction in the following matters:
  - (1) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
  - (2) The location and use of fire equipment. A diagram is enclosed and posted on the SVH noticeboard.
  - (3) Escape routes and the need to keep them clear.
  - (4) Method of operation of escape door fastenings.
  - (5) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - (6) Location of the first aid box.

13. **Smoking.** The Hirer must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. The Hirer must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in the receptacle provided, so as not to cause a fire.

14. **Fire Pits.** Fire pits are not permitted.

15. **Checks.** In advance of any activity whether regulated entertainment or not the Hirer must check the following items.

- a. That all fire exits are unlocked, and panic bolts are in good working order.
- b. That all escape routes are free of obstruction and can be safely used for instant free public exit.
- c. That any fire doors are not wedged open.
- d. That exit signs are illuminated.
- e. That there are no fire-hazards on the premises.

- f. That all lighting signs that illuminate emergency exits are switched on during the whole of the time the premises are occupied.

## WIFI SERVICES

16. **Equipment.** The hall is equipped with Mobile Broadband on the Airband network. A router (white box) is located in the cupboard to the left of the entrance inside the hall (as you enter). The WiFi name and password are displayed on a notice in the hall and printed on the base of the router. Instructions for use are also on the WiFi notice.

17. **Provisions.** When using the WiFi service you agree at all times to be bound by the following provisions:

- a. Not to use the WiFi service for any for the following purposes:
- (1) Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws.
  - (2) Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice.
  - (3) Interfering with any other persons use or enjoyment of the WiFi service.
  - (4) Making, transmitting or storing electronic copies of material protected by copyright without permission of the owner.
- b. To keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

18. **Termination of the WiFi Service.** We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Conditions including without limitation if:

- a. You use any equipment which is defective or illegal.
- b. You cause any technical or other problems to our WiFi service.
- c. In our opinion, you are involved in fraudulent or unauthorised use of our WiFi service.
- d. You resell access to our WiFi service.
- e. You use our WiFi service in contravention of the terms of these Conditions.

19. **Availability of WiFi Services.**

- a. Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- b. It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your

device. Our WiFi service is only available to your device when it is within the operating range of the main hall.

c. We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

## OTHER CONDITIONS

20. **Gaming, Betting and Lotteries.** The Hirer must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

21. **Licences.** This paragraph comprises guidance only. Hirers are responsible for ensuring that the appropriate licences are in place for their events in accordance with UK law.

a. **Music.** SVH does not have a Public Performance Licensing (PPL) Music Licence. Private events, such as parties, weddings and birthdays, do not usually require one. Commercial events do. If the Hirer believes that a Music Licence is required, it should be obtained and evidence shown to the SVH Committee if requested. The Hirer must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. A signed Agreement confers that permission.

b. **Film.** SVH does not have a Premises Licence. The Hirer may not show films for a fee. The Hirer may show films, such as DVDs, if there is no charge, but is responsible for gaining permission from the copyright holder that allows this. The Hirer is responsible for ensuring that screenings of film abide by British Board of Film Classification age classification ratings. The Deregulation Act 2015 also requires the Hirer to have our written permission to show a film. Our signed Agreement confers that permission.

c. **Temporary Events Notice.** If you intend to conduct a licensable activity, you should contact the New Forest District Council for a Temporary Event Notice (TEN). Licensable activity includes selling alcohol, supplying alcohol by or on behalf of a club to, or to the order of, a member of a club, the provision of regulated entertainment (unless incidental or covered by the provisions of the Live Music Act 2012), the provision of late-night refreshment (i.e. the provision of hot food or drink for consumption on or off premises between 11 p.m. and 5 a.m.)<sup>7</sup>.

22. **Safeguarding Children, Young People, and Adults at Risk.** SVH will require all hirers who wish to use the hall for activities which include children, young people and adults at risk, other than for hire for private parties arranged for invited friends and family, to confirm they have their own Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).<sup>8</sup> This confirmation must be indicated on the Booking Form and SVH reserves the right to see this Policy if it so requires.

23. **Noise.** The Hirer must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. On occasions when the playing of

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<sup>7</sup> Further information can be obtained here: <https://www.newforest.gov.uk/article/1611/Temporary-Event-Notices>.

<sup>8</sup> Activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

amplified music or film is allowed, it is to be kept at a low volume and not audible outside of the Hall or Garden. The playing of all music and the showing of film is to cease by 10.30 p.m.

24. **Drunk and Disorderly Behaviour and Supply of Illegal Drugs.** The Hirer must ensure that in order to avoid disturbing neighbours of the Hall and avoid violent or criminal behaviour, no one attending the event consumes excessive amounts of alcohol and no illegal drugs are brought onto the premises. Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. The Hirer is to ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises.

25. **Food, Health and Hygiene.**

a. The Hall has a small kitchen which contains a kettle and microwave. An 8-litre water boiler can be made available if requested. The Hirer must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. SVH has no food storage facilities, so Hirers must make their own arrangements to conform to Food Temperature Regulations.

b. SVH accepts no responsibility for any illness or death resulting from the consumption of food prepared on the premises or from food brought onto the premises for consumption therein.

26. **Electrical Appliance Safety.** The Hirer must ensure that any electrical appliances brought by the Hirer to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety<sup>9</sup>.

27. **Hall Equipment.** The hall contains a variety of equipment, including 10 tables, 60 upholstered chairs and a lectern. A full inventory is available on [our website](#) and in the hall. These items should be deployed and used carefully, and replaced in the storage area once finished in the same layout in which they were found. Catering equipment is to be washed up and replaced in the cupboard where found.

28. **Audio Visual Equipment.** The hall contains an Audio-Visual System (AVS), which comprises high-quality amplification, wall-mounted speakers and a large, electronically operated screen (viewing 2.5 x 1.5 metres). There are both stand and clip-on radio microphones. The system uses our free 4g WiFi, can utilise your own computer device and most forms of modern media. It will support the showing of films, illustrated presentations and recorded music. Hirers may use the AVS by prior consent. The Hall Manager will instruct hirers on its use and will supply access.

29. **Hirer's Equipment.** Equipment provisions are:

a. We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property, other than stored equipment, must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

b. We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge the Hirer any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

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<sup>9</sup> SVH does not contain a residual circuit breaker currently.

(1) The Hirer's failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended.

(2) The Hirer's failure to dispose of any property brought on to the premises for the purposes of the hiring.

30. **Accidents and Dangerous Occurrences.** The Hirer must report to us as soon as possible any failure of our equipment. The Hirer must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our Accident Book, which is available in the Hall. If any entry is made in the book, the Hall Manager or SVH Committee must be informed immediately as certain types of accident or injury must be reported to the Health and Safety Executive on a special form. Our Hall Manager will give assistance in completing and submitting this form<sup>10</sup>.

31. **Explosives and Flammable Substances.** The Hirer must ensure that:

a. Highly flammable substances are not brought into or used in any part of the premises.

b. No internal decorations of a combustible nature, e.g. polystyrene or cotton wool, are erected without our consent.

32. **Heating.**

a. The Hall uses gas-powered central heating via a boiler located in the Hall kitchen. If heating is required, you may switch it on there, but you must not alter the thermostat settings in the main hall. If using heating, you should also use the three Hall ceiling fans, which preserve the heat in the body of the hall. These are switched in by three labelled switches in the cupboard to the left of the front door (as you enter). Heating and fans are to be switched off before you leave the hall.

b. The Hirer must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. The Hirer must not use portable Liquefied Propane Gas (LPG) heating appliances.

33. **Animals.** The Hirer must ensure that guide dogs, hearing dogs and assistance dog owners are allowed on the premises.

34. **Fly Posting.** The Hirer must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this condition. If the Hirer fail to observe this condition the Hirer may be prosecuted by the local authority.

35. **Alterations.** The Hirer must not make any alterations or additions to the premises or install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior, written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless the Hirer removes them, and the Hirer must make good to our satisfaction any damage the Hirer causes to the premises by such removal.

36. **Sale of Goods.** The Hirer must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. The Hirer must ensure that the total prices of all goods and services are prominently displayed, as must be the

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<sup>10</sup> This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).



organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## PERSONAL INFORMATION

37. SVH needs to retain certain information about those hiring the premises, such as contact details, in order to manage the hiring agreement, to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations. In summary:

- a. Trustees comply with The Data Protection Act 2018 (DPA)<sup>11</sup> and UK General Data Protection Regulations (UK-GDPR)<sup>12</sup>. A copy of the SVH Data Protection Policy can be viewed on the SVH website at: [sandleheathvillagehall.com/about-us](https://sandleheathvillagehall.com/about-us). A paper copy can be provided to the Hirer and/or Person in Charge if requested.
- b. The Trustees will retain Personal Data supplied by those booking SVH as a DPA Legitimate Interest. Hirers can apply to have their Personal Data removed from SVH files at any time.
- c. Personal Data will be collected lawfully and used fairly, stored safely and not disclosed to any other person unlawfully. It will not be held longer than necessary.
- d. Personal Data will not be sold to companies or given to public organisations. Personal Data, such as names, addresses, emails and phone numbers, will only be passed on to a third party with written consent.

## CANCELLATION

38. If the Hirer wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

39. We reserve the right to cancel this Agreement by giving the Hirer written notice in the event of:

- a. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b. Our reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- c. The premises becoming unfit for the Hirer's intended use.
- d. An emergency that requires use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- e. In any such case the Hirer will be entitled to a refund of any deposit already paid, but we will not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## COMMENCEMENT OF HIRE

40. **Key Safe.** The Hirer may collect the Hall key from the key safe located in the Hall porch, using a combination provided by the SVH Committee. The key is not to be taken away

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<sup>11</sup> Amended 31 Jan 20.

<sup>12</sup> Effective 31 Dec 20.

from the Hall. If the Hirer requires a temporary absence from the premises, the key should be secured in the key safe and collected again on the Hirer's return. The Hirer agrees that:

- a. The code for the key safe will not be shared with any third party other than any nominated Person In Charge.
- b. The key will not be duplicated or passed on to any third party.
- c. The key is returned securely to the key safe at the end of the hire period.
- d. They will inform the Hall Manager or other nominated SVH Committee Member immediately if the key is lost or misplaced, and to bear the cost of replacement locks and keys for all existing key holders.

41. **Layout.** The Hirer, or nominated Person in Charge, may rearrange the Hall furniture and may leave it thus during and between any agreed set up period and the event.

### **END OF HIRE**

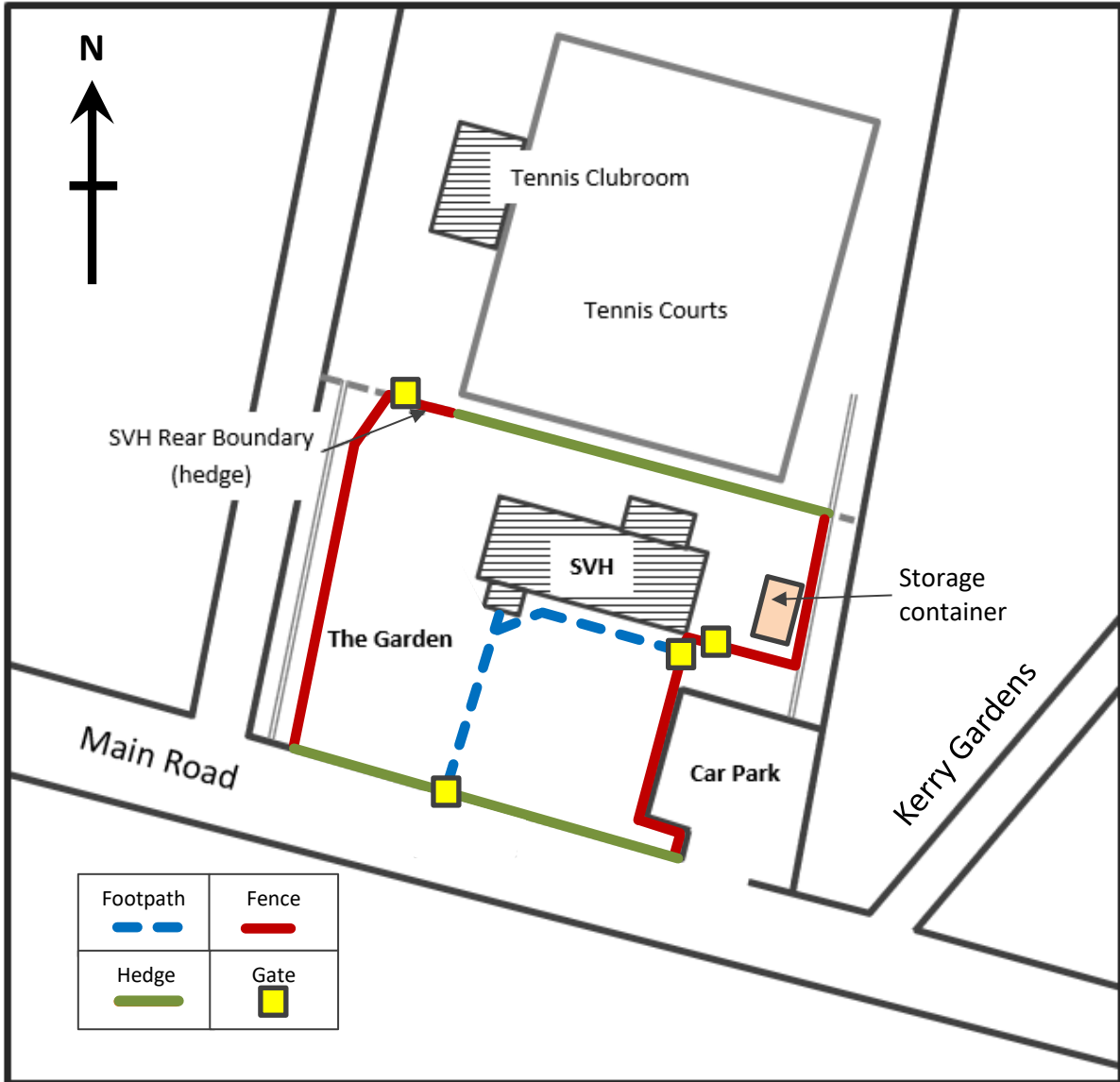
42. The Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. Otherwise we may make an additional charge. On the conclusion of the hiring:

- a. The Hirer or Person in Charge shall vacate the premises at the time stipulated in the Hiring Agreement.
- b. The heating, all lights and AVS (if used) are to be turned off before the hall is vacated.
- c. All function-related refuse is taken away from SVH premises, including that created by caterers or other contractors, and not left on site. Otherwise SVH may make an additional charge for late vacation or for otherwise not meeting these conditions.
- d. The Hirer or Person in Charge must ensure that their patrons or guests leave the premises at the end of the function in a quiet and orderly manner and to keep noise outside the Hall to a minimum during the event, particularly when patrons or guests are smoking outside, due the close proximity of local residents' dwellings.
- e. The premises are to be left clean and tidy, the floor swept thoroughly, if necessary, the doors and windows locked, and the key is to be returned securely to the key safe. A dustpan and brush are located in the kitchen cupboard.
- f. Any failure to meet these conditions will be taken into account when considering any future application by the Hirer for the hire of the Hall.

Enclosures:

- (1) SVH - Map.
- (2) SVH - Health and Safety Requirements.
- (3) SVH - Fire and Emergency Evacuation Plan and Site Diagram.

**SANDLEHEATH VILLAGE HALL – MAP**



**SANDLEHEATH VILLAGE HALL - HEALTH AND SAFETY REQUIREMENTS**

43. Sandleheath Village Hall CIO recognises and accepts its health and safety duties and responsibilities for providing a safe and healthy working environment (as far as reasonably practicable) for all its workers (paid or volunteer) and other visitors to the Village Hall under the Health and Safety at work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

44. It is the policy of the SVH CIO to promote the health and safety of the Trustees, volunteers, staff and all visitors to the Village Hall and to that intent to:

- a. Take reasonable practical steps to safeguard the health, safety and welfare of all people on the premises.
- b. Provide adequate working conditions with proper facilities to safeguard the health and safety of people and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- c. Encourage people to co-operate with the SVH CIO in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- d. Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- e. Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- f. Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their health and safety.
- g. Provide specific information, instruction, training and supervision to people who have particular health and safety responsibilities.
- h. Make safe arrangements, as reasonably practicable, for the protection against any risk to health and safety of the general public or other persons that may arise from the SVH CIO's activities.
- i. Make suitable and sufficient assessment of risks to the health and safety of workers (paid or volunteers) arising out of or in connection with the SVH CIO's activities.
- j. Encourage hirer groups to make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen, or of adults with support and care needs.
- k. Provide information to other employers of any risks to which those employer's workers may be exposed whilst on the SVH CIO's premises.

45. This policy statement and the procedures for its implementation may be altered at any time by the SVH CIO's Trustees. The statement and procedures are to be reviewed by the Trustees in the autumn of each year.

**SANDLEHEATH VILLAGE HALL - FIRE AND EMERGENCY EVACUATION PLAN  
AND SITE DIAGRAM**

*It is a condition of hire that hirers must familiarise themselves with these procedures at the start of each hire period*

**PREMISES ADDRESS**

Sandleheath Village Hall, St. Aldhelm's, Main Road, Sandleheath, FORDINGBRIDGE,  
Hampshire SP6 1TD

**EMERGENCY CONTACT NUMBERS**

Landline: 01425 655331. Mobile: 07835 844457.

**APPOINTED PERSON**

1. At the beginning of each hire period someone must be appointed to take charge in the event of an emergency. This person should be aware of the number of occupants of the building.

**RAISING THE ALARM**

2. In the event of a fire, or other reason to evacuate the building (gas escape, flood etc), the person discovering the incident should immediately raise the alarm by shouting repeatedly '**Fire, Fire, Fire**' or '**Evacuate the Building Immediately**'.

**ACTION TO TAKE ON HEARING THE ALARM**

3. The appointed person must dial 999 requesting assistance giving the details contained in the 'premises address' above together with the details of the incident and, if requested, a contact telephone number.

4. Everyone leaves the building by one of two emergency exits and heads for the muster point which is situated in the car park indicated on the site diagram. Do not stop to collect personal belongings. At the muster point the appointed person should undertake a head count.

5. One person may be delegated to search the building to ensure everyone has left – but only if they can do so safely.

6. If safe to do so turn off any appliances and lights.

7. Collect the 'Emergency Grab Bag' located in the cupboard by the front/exit door which contains a copy of these instructions and other useful items. If it is not collected on the way out no-one should return to retrieve it;

8. If necessary to facilitate escape, and someone is capable, use the fire extinguishers located adjacent to the entrance door;

9. Close all doors on exit.

10. The appointed person should make themselves known immediately to the emergency services when they arrive and advise of any known hazards or missing persons.

11. No-one should re-enter the building until the emergency services advise it is safe to do so.

## **EMERGENCY EXITS**

12. The two exit points are clearly indicated on the site diagram (below) and are:
  - a. The main entrance door.
  - b. The door leading from the Kitchen.

## **EMERGENCY ASSEMBLY/MUSTER POINT**

13. This is indicated by a sign located to the far-right hand side of the car park as you face the building as shown on the site diagram (below). If this location is considered too dangerous there is a safe space by the old metal entrance gates to Forres Sandle Manor School situated on the far side of Kerry Gardens in the direction of Fordingbridge.

## **FIREFIGHTING EQUIPMENT**

14. The firefighting equipment should only be used by a person confident to do so and then only to facilitate escape. The extinguishers are located as indicated on the site diagram and as follows:
  - a. Foam – to the right of the main entrance door - **FE**.
  - b. CO2 – to the right of the main entrance door and in the Kitchen - **FE**.

## **LOCATION OF KEY SERVICES TERMINATION POINTS**

15. Gas supply and shut off – in the cupboard situated in the middle of the West wall – **G**.
16. Electricity consumer unit – in the cupboard to the right of the main entrance – **E**.
17. Building water stop cock – to the right of the rear exit.
18. Mains water stop cock – left rear corner of the male toilet.
19. Heating controls – on or adjacent to the boiler – **B**.

## **EQUIPMENT REQUIRED TO IMPLEMENT THE EMERGENCY PLAN**

20. Hirers must ensure they have a mobile phone available as the Hall has no telephone facilities.

## **RESPONSIBILITIES**

21. The Trustees of Sandleheath Village Hall (CIO) are responsible for undertaking risk assessments of the building on a regular basis and to amend this plan accordingly.
22. The Hirer is responsible for ensuring that they have familiarised themselves with the details in this document to enable the requirements of a safe evacuation to be implemented.

**SITE DIAGRAM**

