

Hallmark 2 - Health, safety, security, licences Checklist for village hall management committee

Name of Hall _____

Note: All items in bold must be achieved and 70% of the remainder excluding those that are not applicable to your hall

Check	
1	Check bold items in Hallmark 1 and action points from report
2	There is a written policy on the practices and procedures for hiring the hall i.e. key collection, hirings to under 18s, commercial, deposits/bonds used for all bookings
3	Hirers are made aware of their responsibilities with regard to children and other vulnerable users
4	Contract of employment issued (<i>where applicable</i>)

HEALTH & SAFETY	
5	There is a Health & Safety policy
6	Risk Assessment undertaken
7	Health and Safety poster on display (or evidence that employee has been given HSE leaflet) where appropriate
8	Food handlers notice on display
9	First aid kit is well stocked, easy to find and accessible
10	Someone is responsible for keeping the first aid kit well stocked
11	Accident Record kept
12	Fire Risk Assessment has been undertaken
	Fire extinguishers are:
13	Checked annually by authorised person
14	Stored in allocated position
15	Correct emergency exit signs indicated by 'Running Man' sign
16	Instructions in case of fire
17	Evacuation procedure in place
18	There are instructions on how to use the lift in the event of a fire. (<i>if applicable</i>)
19	Evidence that emergency lighting/doors checked as working
20	No emergency exit blocked by equipment or rubbish
21	Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.

MAINTENANCE and SECURITY	
22	There is a building maintenance record which is kept up to date
23	Location of services is indicated e.g. electric/water/gas
24	An access audit has been carried out on the hall
25	Advice regarding energy efficiency has been sought or given to users

26	There is procedure for hirers to report damage/broken equipment.
27	Someone is appointed to take necessary action
28	Inventory of equipment (kept up to date)
29	There is a policy on money left on the premises
30	End of session check list is on view
31	Doors to rooms/stores are marked with their use
32	Items kept in the building are stored safely and tidily
33	There is a policy for hirers storing equipment at the hall e.g. must have committees permission, no inflammable substances
34	General hall equipment and items available to hirers are accessible, clean, safe and in good condition e.g. Chairs and tables
35	The kitchen is maintained as follows: Clean and sound work surfaces
36	Clean impervious floor covering
37	Wall decoration sound
38	Hot water to sinks
39	Hand washing basin with soap and hand drying facility (where applicable)
40	Cleaning supplies and equipment are: in good condition
41	stored safely
42	accessible for use by hirers
43	Toilets are maintained as follows: Toilets clean / toilet paper provided
44	Hand drying facilities
45	Hot water and soap to the basins
46	Appropriate waste bin/s provided
47	Floor surface in good condition and clean

LICENCES

	Halls that hold a Premises Licence should have:
48	Premises Licence Summary (or a copy) on display
49	Evidence conditions are kept e.g. electrical, gas etc. checks done at a frequency required by licence conditions or set out in operating schedule
50	List of activities licensed and relevant conditions of the licence to pass to hirers (through hiring agreement or additional information)
51	Temporary Event Notices (TENs) are used for all/some licensable activities
52	The committee have a record of the number of TENs that have been used by the hall
53	The hall complies with alcohol licensing regulations
54	Hirers including regular users are advised about the licence requirements for the sale of alcohol
55	If there is a permanent bar - the appropriate legal arrangements are in place
56	The hall has a Performing Right Society Licence (PRS)
57	The hall has a Phonographic Performance Licence (PPL). (Or has made alternative arrangements - If appropriate, demonstrate that the PPL is not needed)
58	If relevant the hall is registered as a food business

For more information on any of the above see ACRE village hall information sheets or publications:

- VHIS 9: The village hall and its Premises License
- VHIS 10: Alcohol in Village halls
- VHIS 13: Copyright Music Licensing
- VHIS 15: Health & safety legislation and village halls
- VHIS 20: Health and hygiene in village halls
- VHIS 22: Managing employees as volunteers
- VHIS 37: Fire safety in village halls

- Model Hiring Agreement
- Maintaining your hall
- Village Hall Good management Toolkit