

Food safety in Catering CIEH Level 2 Award- North

This course is an introduction to basic food safety. The course runs as a one-day, 6-hour course. It is relevant to anyone involved with food handling in their village hall/community building. The course offers guidance on all aspects of food safety and covers issues such as, premises and equipment, prevention of contamination, bacteriology, food poisoning, personal hygiene, pest control, cleaning and disinfection and legislation.

Training is recommended, but the examination is not mandatory. Delegates can choose to take the exam at the end of the course, which is a multiple-choice test. Delegates will receive either a 'certificate of attendance', or if they choose to take the exam, they will receive a certificate if they pass the exam

Venue: Breamish Hall | Powburn | NE66 4HT |

Thursday, 1 November 2018 from 09:00 to 16:00 (GMT)

<https://www.eventbrite.co.uk/e/food-safety-in-catering-cieh-level-2-award-north-tickets-50072366797>

Looking after the money

Looking after the Money session offers a policy framework for looking after Charitable funds, a template for 'doing it right' and the tools for 'doing the job well'. The purpose of this Workshop is to safeguard trustees from financial risk by sharing the decision making in a simple but orderly framework.

The Workshop aims to give committee members;

Confidence in handling money

Transparency in the accounts

Reduction of financial risk

The tools to do the job efficiently

Venue: Community Action Northumberland | Uniun Enterprise Building | Front Street | NE61 6UF Pegswood | United Kingdom

Wednesday, 7 November 2018 from 18:00 to 20:30 (GMT)

<https://www.eventbrite.co.uk/e/looking-after-the-money-tickets-50073908408>

An Introduction to the Hallmark Quality Standard

Hallmark is a national scheme for the management of charitable community buildings

This session will explain what the Hallmark Scheme is. It will cover elements of Hallmark 1, 2 and 3 and will outline the benefits of your hall achieving Hallmark and adopting 'good practice'

Venue: Community Action Northumberland | Uniun Enterprise Building | Front Street | Pegswood NE61 6UF

Tuesday, 13 November 2018 from 18:00 to 20:30 (GMT)

<https://www.eventbrite.co.uk/e/an-introduction-to-the-hallmark-quality-standard-tickets-50074073903>

Risk Assessment and Insurance

This information session will guide trustees on all types of insurance and the importance of undertaking Risk assessments.

Trustees have a duty under Charitable Law, to insure the charity's assets and liabilities. The session will help trustees understand what must be insured and to make the right choices about the correct policy for your hall.

This session will guide trustees in undertaking risk assessments - for both the regular activities within the hall and for less regular or one-off activities, such as 'fairs/fetes'. The session will also give guidance on the annual fire risk assessment.

Venue: Community Action Northumberland | Uniun Enterprise Building | Front Street | Pegswood | NE61 6UF

Monday, 12 November 2018 from 18:00 to 20:30 (GMT)

<https://www.eventbrite.co.uk/e/risk-assessment-and-insurance-tickets-50074135086>

Trustee Responsibility (and liability)- North

Charity trustees are the people who serve on the governing body of a charity and are responsible for the general control and management of the administration of a charity.

This session will help trustees to understand their roles, responsibilities and duties in line with charitable law with an explanation of some of the technical terms. It will assist the officers (Chairpersons, Treasurers, Secretaries) and all Trustees in their role as Management Committee members – and demonstrate the best ways of working together as a team.

Venue: Breamish Hall | Powburn | NE66 4HT |

Wednesday, 21 November 2018 from 18:00 to 20:30 (GMT)

<https://www.eventbrite.co.uk/e/trustee-responsibility-and-liability-north-tickets-50074338695>

Health and Safety in Community Buildings- North

Management Committees have a duty of care under common law and a statutory duty under the Health and Safety at Work Act, towards individuals and organisations, to avoid carelessly causing personal injury or damage to property. They must take 'reasonable practical' steps to ensure the health and safety of employees and others who use the hall ie.

volunteers/public/contractors. The duty of care should apply to everyone that uses the building and its grounds.

This session will guide trustees on their responsibilities and how to fulfil them

Venue: Breamish Hall | Powburn | NE66 4HT |

Tuesday, 27 November 2018 from 18:00 to 20:30 (GMT)

<https://www.eventbrite.co.uk/e/health-and-safety-in-community-buildings-north-tickets-50074463067>