

# **BROADWOODKELLY VILLAGE HALL**

## **General Information and Policies**

**Charity number: 280029**

### **General:**

- The grid reference of the hall is SS 617 059
- The post code for the hall is EX19 8ED
- Children are to be supervised at all times.
- Hirers are responsible the safe operation of their own equipment.
- Designated parking for disabled use is available at the front of the building.
- All hirers are requested to keep noise levels to a minimum.
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### **Equal Opportunities Policy**

- We ensure that all people have equal access to the hall in an environment that is free from prejudice and discrimination.
- We value and aim to support and help individuals to develop their full potential. Where selection processes are used they are reviewed regularly to check that the process remains relevant and free from bias either in content or scoring.
- We promote a positive attitude to all individuals with disabilities as well as those who are different in gender, race, ethnic origin, colour, sexuality, religion, marital status, age or social class.

### **Health and Safety Policy**

- A First Aid Kit is available in the kitchen.
- There is an accident record book in the kitchen.
- A regular maintenance schedule is adhered to. This includes checks to the safety lighting system and emergency exits.
- We ask hirers to report any incidents of damage or areas of concern. Should any occur, remedial action is taken immediately by the committee.
- The entire building is a non-smoking area.
- No activities are allowed which involve danger to the public.
- No unauthorised heating appliances are to be used in the premises.
- No hazardous substances are to be stored in the premises.
- No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the hall committee.
- The hall's electrical facilities are regularly inspected by authorised personnel and a certificate issued.

**In case of fire:**

- All emergency fire exits are marked and lit.
- Where feasible and safe to do so, all doors and windows should be closed to reduce the spread of the fire.
- In the event of fire, the building must be evacuated immediately. The Fire Service should then be called on 999.
- Fire extinguishers are provided in the hall. A fire blanket is provided in the kitchen.
- The fire alarm system sounds a long continuous siren in the event of fire.
- Assembly is in the parking area in front of the hall.

**Use of the Kitchen**

- Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged food) must ensure there is a person present who is responsible for food preparation and safety according to current legislation.
- Children are only allowed in the kitchen area under the supervision of a responsible adult.
- Hirers must remove all food and other waste at the end of their booking.
- A hand-wash facility is provided in the kitchen.
- Cleaning products are provided.
- Hirers must leave the kitchen clean and tidy.

**Financial Policy**

- No money is kept in the premises overnight.
- Accounts are subject to external scrutiny annually, as required by the Charity Commission.
- The Treasurer presents a financial report at each committee meeting and the adopted accounts are presented at the AGM.
- All cheques are signed by two authorised committee members.
- Spending, other than for general cleaning and maintenance materials, requires authorisation from the full committee.

**Hire and Use Policy**

- The Terms and Conditions of hire policy forms part of the hiring agreement document.
- The management committee reserves the right to refuse a booking of hire without explanation.
- No one under the age of 18 years can hire the hall.
- All areas of the hall are available for hire, as a whole or as individual rooms.
- Some hall equipment is available for hire – at the discretion of the hall committee.

