



THELNETHAM VILLAGE HALL HEALTH AND SAFETY POLICY

Part 1 General Statement of Policy

This document is the Health and Safety Policy of Thelnetham Village Hall. Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, volunteers, hirers, users and other visitors.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Management Committee members, volunteers, hirers, users and other visitors.

It is the intention of Thelnetham Village Hall Management Committee to comply with all relevant health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Thelnetham Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage its members, volunteers, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Volunteers, hirers, users and other visitors will be expected to recognize that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in any hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: Karen Warren Date 6/3/23 Policy to be reviewed annually

Chairperson on behalf of the Thelnetham Village Hall Management Committee

Part 2: Organisation of Health and Safety

The Thelnetham Village Hall Management Committee has overall responsibility for health and safety at Thelnetham Village Hall .and takes day to day responsibility for the implementation of this policy.

It is the responsibility of hirers to ensure that adequate safety measures are in place to protect the well-being of all attendees. The grounds of the village hall are not fully enclosed and care must be taken regarding the supervision of children.

It is the duty of all volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds. Everyone using the hall is responsible for its care and prevention of damage to all fixtures and fittings

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Bookings Secretary as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and the Booking Secretary informed as soon as possible.

The following persons have day to day responsibility for specific items:

First Aid box: Health and Safety Officer

Recording and reporting of accidents: Health and Safety Officer

Fire precautions and checks: Health and Safety Officer

Risk Assessment and Inspections: Health and Safety Officer

Information to contractors: Chairperson (may delegate appropriately)

Information to hirers: Booking Secretary

Insurance: Treasurer

Information to Heritage Activity Leaders: Heritage Activity Secretary

A plan of the hall is attached showing the location of safety notices, fuse box, stop cock, boiler electricity switch, hot water switch, thermostat, heating controls, cooker switch, emergency exits, fire extinguishers and fire assembly point. (Appendix A)

Care must also be taken when using the car park so as to avoid obstruction of the entrance area and that emergency vehicles would be able to access the main door.

Part 3: Arrangements and Procedures

3.1 Licence

The hall is not licensed for entertainment and a Temporary Event Notice must be obtained for public events including the sale of alcohol and playing of music.

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. (Appendix C)

A plan of the village hall showing the fire procedures notice, fire exits and firefighting equipment and assembly point is attached. (Appendix A)

All electrical equipment will be checked and serviced annually.

Person with responsibility for testing equipment and keeping log book: Chairperson

Location of service record and log book: Filing cabinet

3.3 Procedure in case of accidents, injuries or dangerous occurrences

The location of the nearest hospital Accident and Emergency/Casualty Dept. is:
West Suffolk Hospital Hardwick Lane, Bury St Edmunds IP33 2QZ
Tel: 01284 713000

The location and telephone number for the nearest doctor's surgery is Botesdale Health Centre, Back Hills, Botesdale, Diss, Norfolk IP22 1DW
Tel: 01379 890477

A defibrillator is located outside Hopton shop, Bury Road Hopton IP22 2QY

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is: Health and Safety Officer.

The Accident Book is kept with the First Aid Box in the kitchen. This must be completed whenever an accident occurs even if no injury occurred. Any accident or injury must be reported to the Health and Safety Officer and major incidents to the Chairperson of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 is: Health and Safety Officer.

Safeguarding issues must be reported to the Chairperson asap (see Risk Assessment for General Use Appendix B)

3.4 Safety Rules and Recommendations

All hirers will be expected to read the whole of the hiring agreement and should sign the booking form as evidence that they agree to the hiring conditions. A copy of the Terms and Conditions of Hire is attached, with a copy of the booking form.

(Appendices ,)

A General Use Risk Assessment is carried out yearly as far as possible and any risks reported to the Management Committee. (Appendix B)

Checking of Equipment, Fittings and Services:

Regular checks will be made on the following: door mats and stops, ramps, toilets, water heaters, electrical items, outside lights, emergency lighting and exits, all lights, water boilers, locks, electrical sockets and switches, first aid box and accident book.

Full annual checks will be made on fire extinguishers, emergency lighting, electrical certificate, portable appliances by the Management Committee

Lone working at the hall is not recommended however the Management Committee recognise that there will times when this is unavoidable. At such times all precautions for personal safety should be taken e.g. have mobile phone to hand, do not undertake dangerous activities e.g. ladder work etc.

The Management Committee is aware of Food Standards Agency guidance for providing food for community and charity events and take all precautions necessary in line with this.

An asbestos report was completed on 3rd March 2019 by East Coast Insulations Ltd. as part of the renovation work carried out at that time. No high risk areas were found and appropriate action was taken where needed to minimise any risk areas.

3.5 Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Committee,
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience),
- Contractors have adequate public liability insurance cover,
- Contractors are aware of any hazards which might arise (e.g. electricity cables or gas pipes),

- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present),
- Contractors have their own health and safety policy for their staff,
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and completed to a satisfactory standard,
- Any alterations or additions to the electrical installations or equipment must conform to the current electrical regulations.

3.6 Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover: Hiscox Insurance

Policyholder: Thelnetham Village Hall

Period of Cover Start Date: 01/04/2023 End date: 31/03/2024

(certificate displayed in village hall).

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually at the first meeting of the year.

The next review is due by March 2024.

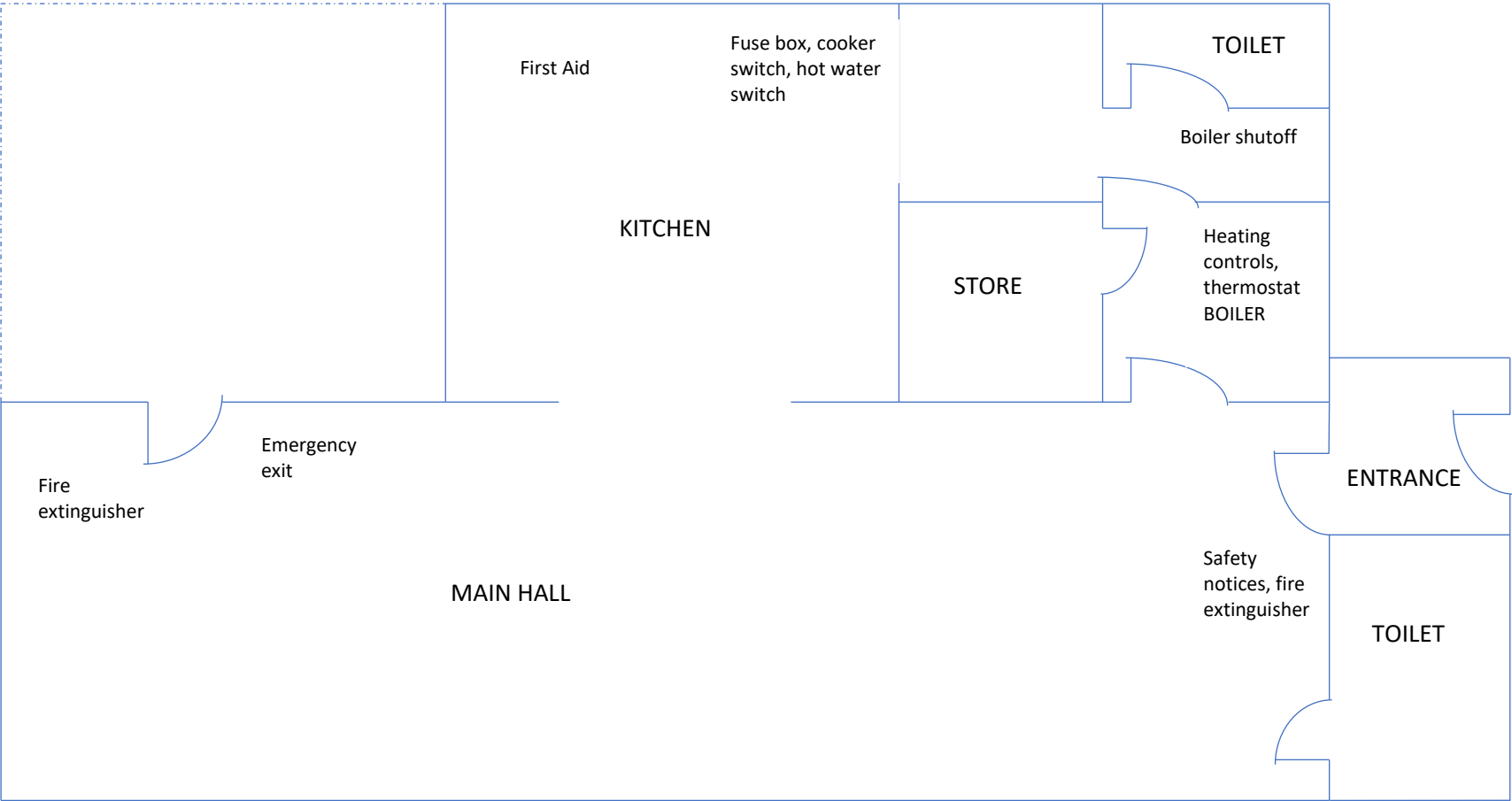
Appendix A

Thelnetham Village Hall. Plan with fire exits etc



FIRE ASSEMBLY POINT-
CAR PARK

STOPCOCK (in bank
under man hole cover)



Appendix B Thelnetham Village Hall Risk Assessment for General Use

Hazards	Who may be affected	Level of Risk	Controls	Responsibility
PARKING/ACCESS TO THE HALL	All	L/M	<p>Mud cleared from car park and walkway from car park to main door to provide an area as clean and flat as possible for safe parking and walking. Surface needs to be kept as even as possible to reduce the risk of trips and falls.</p> <p>Vehicles may be driven to the main door for disabled drop off before parking in the car park. Ramped access available at main door.</p> <p>Owners of cars parked where they might block emergency vehicle access will be asked to move them</p> <p>Adequate lighting in place when passing from car park to the hall or on foot from the road. Possible risk of slipping in wet weather. Need to consider improving pathways to the front door when possible.</p>	Village Hall Management Committee (VHMC)
FIRE SAFETY/ FIRE EMERGENCIES (also see separate Fire Risk Assessment)	All	L	<p>Outside lighting to light walkway from car park to main door and side door and interior emergency lighting in case internal lights go out</p> <p>Two fire extinguishers suitable for Class A, B and C fires in the hall sited next to each door. Fire blanket in kitchen. Blind must not be down when cooker in use. Candles, lanterns and fireworks may not be used on the premises without the express permission of the VHMC.</p> <p>Main entrance door unlocked at all times during use. Side door retains key in the lock and has flat access from the hall to outside. These two doors are the emergency exits.</p> <p>Tables and chairs laid out in the hall to allow access to both doors.</p> <p>In case of fire the Fire Action procedures as detailed on the wall inside the main door will be applied. Leader of hall activity to man main door to supervise fast and orderly evacuation of the building and to deputise another, if necessary, to man side door. Attendees to assemble at far side of car park.</p> <p>Activity leader to check all toilets to ensure no one left inside the building, close doors, and leave the building last. Activity leader to ensure orderly evacuation/check that all are accounted for. Activity leader to have fully charged mobile phone so that emergency services can be called.</p>	<p>VHMC</p> <p>VHMC</p> <p>VHMC</p> <p>Activity leader</p> <p>Activity leader</p>

Hazard	Who may be affected	Level of Risk	Controls	Responsibility
MEDICAL EMERGENCIES	All	L	<p>First Aid Box compliant with BS8599-1 and Accident Book in village hall kitchen. Assessment of all known activities in the hall indicates the hall has a low risk of injury occurrence and the equipment in the kit should cover most eventualities – contents of book and first aid box monitored by VHMC</p> <p>All accidents, injuries and near miss incidents to be recorded in Accident recording book by Activity leader</p> <p>Kitchen with sliding doors closed for privacy to serve as first aid room if required. Try to move casualty from other area of the hall to the kitchen if safe to do so. Contact emergency services if deemed necessary Dial 999.</p> <p>Village Hall Address: School Lane, Thelnetham, Suffolk, IP22 1LD Grid Reference: TM0178 Village Hall First Aider – Carol Evatt Tel 01379 898729 (Renew training 11/10/24) Local First Responder: Stuart Bailey, Hopton. Tel. 01953 681876 Nearest Defibrillator: Outside Hopton Shop IP22 2QY 1 mile See Village Hall Health and Safety Policy for nearest hospital/doctors' surgery</p>	<p>VHMC</p> <p>Activity leader</p> <p>Activity leader</p>
PERSONAL SAFETY Crowding in the hall	All	L	<p>Tables/chairs to be laid out with due regard for safety and ease of movement around them. See conditions of hire for maximum numbers in hall. Hall users need to be familiar with the hall layout and be aware of the hall plan showing positions of fire exits, extinguishers, main fuse box etc. To minimise risk of accidents from chairs being over stacked chairs should only be stacked six high -. Tables should be stored appropriately Food service area and bar area have a 1 metre space around them to prevent overcrowding and to minimise risk of injuries from hot food/glass breakages. See further details below</p>	<p>Activity leader</p> <p>VHMC/ Activity leader</p>
Conduct of Attendees	All	L	<p>Any persons using the hall are expected to behave in a responsible manner. Under 18-year olds present remain the responsibility of their accompanying parent/carer/responsible adult at all times whilst on the village hall premises, whether inside or outside the hall. Anyone whose conduct is felt to put themselves or others at risk will be asked to leave the premises. This could involve escorting off premises/calling police if necessary.</p>	<p>Accompanying adult</p> <p>VHMC</p>

Hazard	Who may be affected	Level of Risk	Controls	Responsibility
Electrical Safety (also see separate Fire Risk Assessment)	All	M	Electrical installation report 1.3.2019 during building work . Currently visual check of electrical equipment carried out whenever used and any faults reported to VHMC .Stereo system and any electronic equipment used (e.g. laptop, projector, screen) to be situated at one end of hall to minimise walking around them and connecting wires kept to a minimum Any wires from equipment to plug sockets to be highlighted with safety tape. Stereo system to be operated only by permission of VHMC or VH volunteers.	VHMC/ Activity leader
FOOD HYGIENE/SAFETY Food hygiene/food safety/burns arising from hot food Spillages/Slips/Trips arising from spilt/dropped food.	All All All	L M M L	Kitchen cleaned immediately prior to the event. Catering to have been discussed and agreed at time of booking Cutlery/china dishwashed prior to the event and kept covered until use. Food Safety record (kept in kitchen- Appendix H) to be completed for food served at village hall run activities Food prepared at home and/or in the hall by persons deemed to use hygienic and safe practices. Hot food serving pots are kept to the back of the serving table. The electrical appliances in the kitchen are of standard domestic design and therefore should not be considered other than a low risk if used sensibly and only by adults. The kitchen blind must not be lowered when the cooker is operational. Sufficient serving and walking space must be allowed to minimise risks of people bumping each other that could result in hot spills. Spillages must be cleared up straightaway.	VHMC Activity leader Activity leader Activity leader
DRINKS HYGIENE/SAFETY Spillages and breakages Slips/Trips associated with broken glass/spilt drinks	All	L	Activity leader to ensure hygiene/clean glasses/glasses supervised to minimise risk of breakage. Need for clean glasses and uncontaminated drinks. Glasses have been dish washed prior to the event and kept covered to keep clean up to point of use. Glasses in use will be on tables and visible to minimise risk of overturning/breaking/spills. The hall and kitchen floor needs to be monitored for condensation before use. All spills to be cleaned up at once. Kitchen /bar area cleaned just prior to the event and kept clean throughout the event. Drinks kept sealed until use.	Activity leader VHMC Activity leader Booking Secretary/VHMC Activity leader

Hazard	Who may be affected	Level of Risk	Controls	Responsibility
Equality of Access inside the hall	All	L	Priority seating positioning available for disabled/vulnerable people in discussion with them or their carers in order to best meet their needs and wishes.	Activity leader
	All	L	The hall has a disabled toilet facility and women and mens toilet facility. These are in good order, cleaned and serviced just prior to an event. They will be checked at intervals during the event and corrective action taken as necessary, or corrective action will be taken straightaway should any attendee report that this is necessary.	VHMC Activity leader
	All	M	Keep under review the need to consider placing warning signs by water heaters to help prevent potential scalding (currently do not get that hot).	VHMC
Safeguarding	Attendees	L	Everyone has a right to feel safe and be safe. VHMC takes its responsibilities to keep everyone safe by having identified the above hazards and having set the above controls in place. All matters of a safeguarding nature reported during the event will be recorded and appropriate action taken by Chairperson, who has relevant and up to date safeguarding training. All VHMC and VH users are asked to be vigilant and to report any matters of concern to Chairperson asap without intervening themselves.	Activity leader /VHMC VHMC/VH users/Chairperson
			It is anticipated and hoped that everyone using the village hall will have a very enjoyable visit All VHMC will do whatever they can to ensure this and to deal with any matters of concern as detailed in this risk assessment.	VHMC
Asbestos	All	L	Asbestos survey carried out 13/3/ 2019 during building work. Possible asbestos reported at that time dealt with. No further action needed currently .	VHCM

Agreed by VHMC on 6/3/23

Signed C . Evatt

Health and Safety Officer

To be reviewed by VHMC on 6/3/24

Appendix C - THELNETHAM VILLAGE HALL FIRE RISK ASSESSMENT

Also see Thelnetham Village Hall Risk Assessment – General use

Reviewed by J McMillan and A Sayers Date 6/3/23 Review date 6/3/24

1. Identification of fire hazards - The potential fire hazards noted were:

a) Electrical Appliances and fixed Electrical Installations

Only qualified electricians undertake work in the hall and all Appliances and Installations are inspected on a regular basis.

Users of the hall are made aware, through the Hall Hire Agreement, that they are responsible for their use of equipment used on site and for reporting to the caretaker any dangerous or potentially dangerous occurrences.

The electric cooker in the kitchen is a typical domestic type, and which therefore only presents a very low risk of causing a fire. Fire blanket available in kitchen.

The kitchen blind must not be lowered when the cooker is operational.

Stereo system and any electronic equipment used (e.g. laptop, projector, screen) to be situated at one end of hall to minimise walking around them and connecting wires kept to a minimum. Stereo system to be operated only by permission of Management Committee.

Two fire extinguishers sited next to each door, with powder fire extinguisher available near entrance .

Any wires from equipment to plug sockets to be highlighted with safety tape.

b) Christmas Tree Lights

For a period of around 3 weeks when the Village Hall Christmas tree is in situ it needs to be monitored to ensure its stability and electrical safety. The tree will be sited in the hall and mounted in a purpose made stand.; the lights are low voltage DC. Also, outside lights supply cable will be protected by a cable ramp and an RCD plug. All connections to be housed in a proprietary "Dry Box".

c) Flammable liquids /combustible materials

All loose rubbish from the kitchen and all other areas of the hall is removed at the end of the hire period. High risk combustible materials are not kept in the hall. Paperwork is kept in filing cabinet in separate cupboard

d) Oil tank

External and some distance from the hall

e) Naked flames

Candles, lanterns and fireworks may not be used on the premises without the express permission of the Management Committee.

Should permission be given (e.g. for candles on birthday cake) appropriate care and attention must be taken and flame quickly and safely extinguished

2. Identification of people especially at risk from fire

New users to the hall who may not be familiar with the Hall layout.

Disabled/wheelchair/pushchair users may need help in exiting hall and must exit by front door.

3. Evacuation

Main entrance door unlocked at all times during use. Side door retains key in the lock and has flat access from the hall to outside. These two doors are the emergency exits and signed as such..

Tables and chairs must be laid out in the hall to allow access to both doors.

In case of fire the Fire Action procedures as detailed on the wall inside the main door will be applied. Leader of hall activity to man main door to supervise fast and orderly evacuation of the building and to deputise another if necessary, to man side door.

Attendees to assemble at far side of car park Activity leader to check all toilets to ensure no one left inside the building, close doors, and leave the building last.

Activity leader to ensure orderly evacuation/check that all are accounted for. Activity leader to have fully charged mobile phone so that emergency services can be called

Outside lighting to light walkway from car park to main door and side door and interior emergency lighting in case internal lights go out.

4. Evaluation

The Hall is a non-smoking area and notices are in place to that effect. The risk of a fire starting is considered to be low. The Hall is well served with fire extinguishers and fire exits and, at the time of the assessment, were all inspected and tested (where appropriate) and all found to be satisfactory. A plan of the Hall, showing positions of fire exits, fire extinguishers and fire assembly point, is on display in the Hall together with instructions as to action to be taken in the event of a fire.

5. Recording and Reviewing

This Fire Risk Assessment to be reviewed every year at the first meeting of the Village Hall Management Committee each year and amended if necessary

Signed - J McMillan and A Sayers Date - 6/3/23 Review date –6/3/24

On behalf of the Thelnetham Village Hall Management Committee

FIRE ACTION PROCEDURES

Any Person Discovering a Fire:

- 1: Raise the Alarm
- 2: Dial 999 to call Fire Brigade
- 3: Attack the fire if possible using the appliances provided.

Extinguishers are suitable use on solid materials (paper, wood, textiles), flammable liquids and powder extinguisher in entrance area for electrical fires.

On Hearing the Alarm Raised

4: Leave the building by the nearest exit : main door or side door

5: Last person out close the doors behind you

6: Report to the Fire Assembly Point:

Far side of car park

NO SMOKING

DO NOT STOP TO COLLECT BELONGINGS

PROCEED IN A QUIET AND ORDERLY MANNER

DO NOT RETURN INTO THE BUILDING UNTIL TOLD THAT IT IS SAFE TO DO SO

LOCATION DETAILS:

Thelnetham Village Hall, Church Lane, Thelnetham, Suffolk, IP22 1LD

Grid Reference: TM0178

Local First Responder: Stuart Bailey (Hopton 1 mile) Tel. 01953 681876

Nearest Defibrillator: Outside Hopton Shop (1 mile) IP22 2QY

Appendix E THELNETHAM VILLAGE HALL Terms and Conditions of Hire Part 1

Cost of hire	Thelnetham residents	£10 an hour
	Non residents	£12 an hour
	Businesses	£15 an hour
	Deposit - £30 to be returned after booking	
	Separate rates may be available for regular hirers	
Minimum booking time- 2 hours unless a special circumstances as agreed by VHMC		

The deposit must be paid at time of booking and is refundable after full inspection of the premises for breakages/damage etc. Cancellations made by the hirer will forfeit the deposit unless made within 48 hours of the event.

The Village Hall Management Committee reserves the right to right to cancel your booking in extenuating circumstances such as elections and funerals but we will give you as much notice as possible should this occur. They also reserve the right to refuse hire, right of entry to the hall is reserved to the Management Committee.

Hirers must not sub-let the hall or any part thereof. **The hirer is at all times responsible for the maintenance of good order during functions** and for injury to persons or animals caused by or in consequence of any act or omission on the part of the hirer and its agents. Accidents, injuries or near miss events must be recorded in the accident book (found in first aid box)

Hirers who wish to sell alcohol or play music at a public event need to apply for a Temporary Event Notice from Suffolk Local Authority and indicate this on the booking form.

Hirers must show due consideration to neighbouring residential properties. Music must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function.

Fire and health and safety regulations must be adhered to at all times. Hirers please note that there are plans displayed in the hall showing the fire exits and the positioning of fire extinguishers together with notices of actions to be taken in the event of discovering a fire.

Maximum permitted number of persons	Seated at tables	60
	Closely seated audience	100

Under no circumstances will the Committee accept any responsibility for the loss of , or damage to, any car or vehicle which in connection with a function may be brought to or left within the precinct of the building..

Candles, lanterns and fireworks may not be used on the premises without the express permission of the Management Committee.

Appendix F THELNETHAM VILLAGE HALL Terms and Conditions of Hire Part 2

AT THE END OF THE HIRE PERIOD IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT:

1 The main hall floor is swept and wiped over where necessary but only with a damp cloth/mop (please note that the use of excessive water on the wooden floor will damage the surface).

2 The chairs are stacked at the far end of the hall. **Chairs must not be stacked more than six high.**

3 The tables are wiped clean and the large tables are stacked in the area in the gents toilet and the smaller tables are stacked against the wall in the hall.

4 The kitchen floor is swept and wiped over as necessary and the sink, cooker, microwave and all working surfaces are also wiped over and left completely clean. All glasses, chinaware and cutlery etc to be washed-up, dried, and put away. (May be left in dishwasher if necessary) The electrical appliances in the kitchen are of standard domestic design and can, with care, be safely used by adults. **The kitchen blind must not be lowered when the cooker is operational.** Only children who are supervised are allowed in the kitchen.

5 The gents, ladies and disabled toilets are left in a clean and fit state.

6 All lights are switched off and windows closed.

7 All rubbish is cleared away both inside and outside the building and the rubbish placed in the appropriate rubbish bins outside the hall. All empty bottles to be taken to the bottle bank in Hopton Village Hall car park.

8 Upon leaving the building ensure the heating thermostat is set on 10 degrees.

9 On completion of the hire period the hall key is returned to the Booking Secretary as agreed at time of booking no later than one hour after the end of the hiring period . It is the responsibility of the hirer to ensure the keys are held securely at all times

10 ANY DAMAGE CAUSED BY THE HIRER TO THE HALL OR ITS CONTENTS IS REPORTED IMMEDIATELY TO THE BOOKING SECRETARY. **THE HIRER WILL BE RESPONSIBLE FOR RE-IMBURSING THE HALL FOR THAT DAMAGE.**

Appendix G Thelnetham Village Hall General Booking Form

Thank you for choosing Thelnetham Village Hall for your event. Before completing this form please read our conditions of hire and discuss any particular needs you may have with the Booking Secretary, then please complete the following:

The hirer	Name Organisation (if applicable) Address Telephone Number Email
-----------	---

Purpose of hire including number of expected people	Please give as much detail as possible e.g. birthday party, charity function
---	--

Date and time of event	Date From _____ to _____
------------------------	---------------------------------

Access time	What time do you require access to the hall to prepare for your event ? What time will you be vacating the premises following the event ? One hour after event for cleaning up is provided free of charge, any further time will be at full cost. Key must be returned promptly to Booking Secretary when hall is vacated.
-------------	--

<p>Additional requirements</p> <p>The hall does not have a licence for the sale of alcohol or for music – a temporary events licence must be obtained by the hirer</p>	<p>Will the event require access to the hall's Stereo system ? Yes/No</p> <p>Kitchen facilities ? Yes /No</p> <p>Please indicate what kitchen facilities will be used –</p> <p>Have you obtained a temporary events licence? Yes/No</p>
--	---

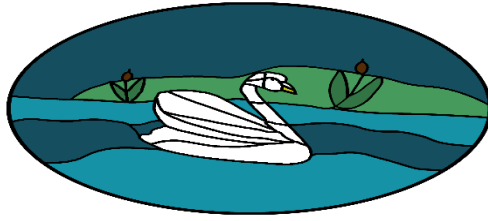
<p>Fee payable in cash or cheque to Thelnetham Village Hall</p>	<p>Deposit _____</p> <p>Cost of event hire _____</p> <p>Preparation/clearing up _____</p> <p style="text-align: right;">Total cost = _____</p>
---	--

All hirers are asked to make themselves familiar with the Thelnetham Village Hall Health and Safety Policy, General Use Risk Assessment and Fire Risk Assessment. A copy is kept in the lobby area along with a plan of the hall showing relevant safety features.

I am over 18 years of age and have read the terms and conditions of hire and confirm that I agree to abide by its contents. I agree to be present during the period of hire. I understand that Thelnetham Village Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided

Signature _____ Date _____

Please return both pages and the deposit to the Booking Secretary
 Sue Coe: Sierra, School Lane IP22 1JL (opposite hall) Tel: 01379 898551
 Email: book@thelnethamvillagehall.co.uk



Appendix H Food Safety Record – to be completed for all Village Hall led activities

Food Safety Record

Please complete the food safety diary below whenever food is consumed on the premises that has not been purchased readymade i.e. has made at home or made at the hall.

Date Event
Name
Type of food

Possible allergens that you are aware of – please warn consumers

Prepared at home or at hall ?

Served hot or cold? If hot, please give temperature cooked at

If stored in refridgerator please give temperature

If stored in freezer please give temperature

Please sign to confirm that food was prepared in a hygienic manner and with full regard to food safety

Notes