



HANDBOOK



for hall committees

Introduction

This handbook has drawn on the wealth of knowledge and experience of people who help run Village and Community Halls in Angus.

Whilst every effort has been made to ensure the accuracy of the information in this handbook, it must be emphasised that the handbook is intended for use as a starting point for committees to examine and plan the best arrangements for their own particular situation.

It is hoped that this sharing of experience will ease the work of hall committees, and help ensure that village halls continue their important work in initiating, hosting and running the wide range of activities which enrich community life.

The information given is understood to be correct at the time of printing.

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1 Angus Federation of Village and Community Halls

a Aims as stated in the Constitution of Angus Federation of Village and Community Halls

“The aims of the Federation shall be to further the interests of Community Hall Committees and Community Associations in Angus District, by assisting them in their work, co-ordinating activities and representing them in their relations with local authorities, Statutory Bodies and other organisations.”

b Benefits of membership

- A hall committee is not alone – backup or support is available.
- The Angus Federation of Village and Community Halls (AFVCH) provides a forum to discuss problems and hopefully meet with helpful responses.
- Hall committee members have access to expertise of specialists in different fields, often through the Angus Council Community Learning and Development Service.
- The AFVCH is a continuing resource for changing committees.
- The AFVCH can organise training sessions, for example food hygiene courses.
- The AFVCH helps individual halls keep up to date with changes in the law.

c Constitution

See appendix A (see page 39) for the Constitution of AFVCH.
A constitution sets out the purpose of an organisation.

d Subscription

Membership is currently £5 per annum.

2 Hall Committees

Constitutions or Trust Deeds should be read and adhered to, to ensure compliance with the aims and stated procedures.

The **role of the hall committee** is to maintain the hall in good repair and to keep the premises insured for its full replacement value against fire and loss or damage from whatever cause arising, and in so doing provide social, educational or recreational facilities for the benefit of the local community.

Be aware of laws that affect your hall:

1) Licensing (Scotland) Act 1976	page 12
2) Lotteries and Amusements Act 1976	page 13
3) Civic Government (Scotland) Act 1982	page 12
4) Civic Government Public Processions (Scotland) Act 1982	page 32
5) Copyright, Designs and Patents Act 1988	page 15
6) Food Safety Act 1990	page 30
7) Data Protection Act 1998	page 17
8) Control of Asbestos at Work Regulations 2002	page 25
9) Control of Substances Hazardous to Health Regulations 2002	page 26
10) Protection of Children (Scotland) Act 2003	page 19
11) Disabilities Discrimination Act 2004	page 18
12) Charities and Trustee Investments (Scotland) Act 2005	page 7
13) Fire Safety (Scotland) Act 2005	page 28
14) Smoking, Health and Social Care (Scotland) Act 2005	page 31
15) The Protection of Vulnerable Groups (Scotland) Act 2007	page 20

The Roles of Office Bearers

Chairperson: to chair committee meetings where hall business will be debated and decided.

Secretary: to keep accurate minutes of all committee meetings and deal with any business that arises from these meetings and with correspondence.

Treasurer: to keep an accurate record of all hall finances and produce an annual financial statement and have it independently checked.

Other committee members: to give support to these officials and help to decide policy for the running of the hall.

The hall committee should liaise with the local community to ensure that the use of the hall reflects local wishes, and to ensure that everyone in the community feels welcome.

3 Charitable Status

a How to apply

Application is made to the Office of the Scottish Charity Regulator (OSCR) under the **Charities and Trustee Investments (Scotland) Act 2005**. (For contact see page 38)

An organisation's existing or proposed constitution will describe and identify the purpose for which it has been set up and OSCR will decide if charitable status can be granted. If the constitution requires amending OSCR will give advice on the wording. When the application is accepted a number will be issued and this can be used in correspondence.

Information/advice can be obtained from OSCR on Tel: 01382 220446/220314 or on their website www.oscr.org.uk

Existing charities are obliged to seek OSCR's consent before undertaking a number of actions such as the following:

- Change of name
- Amending the constitution
- Amalgamating with another body
- Dissolution or winding up
- Applying to the court in relation to any of the above.

Monitoring by OSCR is in place: all charities are required to complete a basic Annual Return form and submit their annual accounts; charities with an income over £25,000 will also be required to complete a Monitoring Return form.

Please note that charities with an annual income of less than £25,000 (most halls) only require an independent examiner (not necessarily an auditor) to verify the accounts.

Most halls will only complete the Annual Return. Advice is available by telephoning or using the website. (Details above) All of these forms are issued by OSCR annually.

b Benefits

Charitable status is beneficial when applying for grants big or small. For example, the National Lottery do not consider applicants who do not have charitable status.

This status entitles a hall

- to 80% relief on non-domestic rates. (see on page 34)
- to a reduced fee when applying for a Public Entertainment Licence. (see on page 12)

4 Letting of a Hall

A “Conditions of Let” form is very useful as this document informs users of rules set by the hall committee. These rules can be easily amended if the need arises, whereas hall rules contained within the Constitution are less easy to alter than those in a separate document.

Hall Committees should require that a “responsible person” is present and in charge during the whole period of time the public are in the hall.

In the instance of a Public Entertainment Licence (see on page 12) there is a legal requirement that a responsible person (not under 21 years of age) is present and in charge during the whole period of time the public is in the hall.

Examples of Conditions of Let - see appendices B1 & B2 on pages 40-42

Ideally, hall committees should set letting charges to cover all annual running costs and set aside a sum of money for ongoing maintenance.

It might be worth displaying on the hall notice board details of the hall’s annual expenditure.

Examples of hourly charges – see appendix B3 on page 43.

5 Insurance

A hall committee should hold an insurance policy which provides financial protection in the event of difficulty. Each hall will have a particular policy which reflects its needs and may include some of the following elements:

a Property

It is normal to insure the building itself against loss. The sum insured will normally be the cost of demolition and site-clearance plus complete re-instatement.

It is useful to clarify which causes of damage are included.

These may include:

Fire; Lightning; Explosion; Flood; Malicious Damage; Accidental Damage; Theft.

It is also useful to clarify what levels of excess apply, as these can reduce the usefulness of a policy if set too high.

b Liabilities

As the body responsible for the running of the hall, the committee will wish to protect itself for any loss or damage to others, for which the committee may be held liable. This may happen if it is proven that the hall committee was negligent or failed to take “reasonable care”.

Liabilities which may be covered include:

Employer’s Liability

It is a legal requirement to hold such insurance if staff are employed, for example, caretaker or cleaner. It is useful to clarify if your policy includes volunteers as being members of staff.

Public Liability

This covers members of the public attending activities organised by the hall committee itself and for liabilities arising from the condition of the hall.

Hirer’s Public Liability

This allows the hall committee to hold public liability cover, which extends to cover the public liability of those who hire the hall.

This is intended to cover occasional activities and is useful as it avoids the need for hirers to arrange separate insurance for occasional activities.

Hall committees will wish to clarify how often an “occasional” activity has to happen for it to be regarded as “regular”.

Where activities are not run by the hall committee, but are run regularly in the hall, the hirers would be expected to hold their own public liability cover.

Hall committees may wish to discuss the extent to which separate policies should be held for separate organisations that use the hall. It may be that, for example the parent and toddler group, the youth club and the drama group all hold their own insurances, or it may be that these are all regarded as being run by the hall committee and therefore as being covered by the hall committee's insurance.

Product Liability

Product Liability provides cover in the event that products made or sold by the hall committee are faulty and give rise to a claim, for example mouldy jam.

c Personal Accident

This provides cover in the event of personal injury arising from an accident or assault, where the hall committee is not held legally responsible.

d Fidelity Guarantee

This provides insurance to cover loss arising from dishonesty by an employee.

e Trustee Indemnity

Some hall committees may wish to take out insurance to protect the trustees of their organisation in situations where the trustees are held personally liable.

f Contents

This is based on the value of items held.

Insurance companies which offer hall insurance

There are a number of **Insurance Companies** who are familiar with the needs of village halls. These include:

Cornhill: Contact via your insurance broker.

AON: Trinity Court, 2/4 West Street, Fareham, Hants Tel: 0345 697504

Norwich Union: Clark Thompson Insurance Brokers operate a Norwich Union policy which is tailored to the needs of village halls. Contact:
24 Whitefriars Street, Perth, PH1 1PP Tel: 01738 639777

Community Matters (The National Federation of Community Organisations) work with specialist insurance brokers.
12-20 Baron Street, London N1 9LL Tel: 020 7837 7887

Keegan and Pennykid (Insurance Brokers Ltd) operate 'Encompass', an insurance scheme developed for voluntary groups
50 Queen Street, Edinburgh EH2 3NS Tel: 0131 225 6005 (ask for Liz Drysdale)
continued overleaf/

Membership of Youth Clubs Scotland gives youth groups access to good value insurance
Balfour House, 19 Bonnington Grove, Edinburgh EH6 4BL
Tel: 0131 554 2561

6 Licences

a Alcohol

Under the **Licensing (Scotland) Act 1976** a **licence** is required if alcohol is being sold.

There are three types of alcohol licence.

- **Occasional licence** – this is when a publican running the bar in a hall applies to Angus Council for a licence for a specific date at a cost of £17.
- **Occasional permission** – this is used when a voluntary organisation, for example hall committee or sports club, is running the bar. Apply on a blue form to Angus Council. This is limited to four occasions per year, at a cost of £10 per event.
- **Permanent licence** – this is granted on application to Angus Council for three years at a cost of £172. An additional charge will be made if the bar is open after 11pm.

Please note that if the hall committee has a permanent liquor licence, no public entertainment licence is required. (See below)

When tickets are printed stating that the price includes a dram or glass of wine, this is classed as selling alcohol and thus requires an alcohol licence, for example, wine and cheese evening.

Exceptions

No licence is required for a “bring your own booze” function or the provision of alcohol free of charge at a function.

Most applications require at least 15 days notice. Contact Angus Council Licensing Office for further advice. Tel: 01307 476252

b Public Entertainment

Civic Government (Scotland) Act 1982 – this law refers to a Public Entertainment Licence in relation to your premises where an entry fee is charged for entertainment.

“A place of public entertainment” is explained in an extract from the Act (see appendix C on page 44).

Under this Act if an entry fee is charged for entertainment at the hall, the hall committee is legally required to apply annually for a Public Entertainment Licence from Angus Council. The current cost of the first licence is £120, and renewal thereafter is £99.

If a hall committee has charitable status (see on page 7) this cost is reduced to £27 for the first licence and renewal thereafter is £22.

Before applying for a Public Entertainment Licence the hall committee should request a form that allows the hall committee with charitable status to be charged at the reduced rate. When renewing the licence, act promptly and follow instructions to the letter.

Most hall committees will find that a Public Entertainment Licence is required and that the fire service may request to see a fire risk assessment in relation to this. (see page 28)

c Market Trading

If the hall is let for antique fayres, second hand markets, car boot sales, etc, these may require market trading licences. The hirer is responsible for applying to Angus Council.

d Raffles and Lotteries

The **Lotteries and Amusements Act 1976** requires that some raffles, but not all, are registered with Angus Council.

Small Lotteries

Raffles which are sold and drawn as part of a function are known as ‘small lotteries’ and do not require a licence. Tickets can be sold to the general public attending the function. (The value of prizes purchased should not be more than £250, but there is no limit to the value of donated prizes)

Society Lotteries

When raffle tickets are printed and sold in advance of the draw, a licence is required. Tickets can be sold to the general public. This licence runs from 1 January to 31 December and initially costs £40, then £20 per annum thereafter.

Each organisation is required to submit an annual return in connection with this registration. If this licence lapses it will cost another £40 at next application.

Private lotteries

Private lotteries do not require registration. This is where tickets are sold only to members; for example, a ‘200 club’ or an office ‘rollerball’.

Some fundraisers, such as duck-races, are really lotteries and may fall within the terms of this act.

e Gaming

Games, which involve an element of both skill and chance, normally require a gaming licence; **bingo** would normally fall into this category. However, if the cost of the entrance ticket is less than £3 per person and the value of prizes distributed is less than £300 then a gaming licence is not required.

f Charitable Collections

A permit is required for street or 'door to door' charitable collections, without incurring a fee.

Further clarification on the above or any other licensing issue can be obtained through Angus Council Licensing: Tel: 01307 476254.

g TV Licence

Use of a television in a village hall requires a BBC licence, which costs the same as a domestic licence.

No BBC licence fee required for a radio.

7 Copyright

The **Copyright, Designs and Patents Act 1988** offers copyright protection to all original Literary, Dramatic, Musical and Artistic works.

This means that the performance, showing, or playing of such works in village halls requires payment to the copyright holder or their representative for the use of their work. This is usually referred to as a “licence” but this is not a licence in the same sense as a licence from a statutory body.

a Music

This is the most common form of copyright used by village halls. There can be different copyright holders when music is used:

The Performing Right Society

Music writers and publishers join the Performing Right Society (PRS) and in so doing “assign” their rights to the PRS.

Purchasing a Performing Right Society Licence allows the use of music or permits music to take place legally in a hall.

‘Musical performances include all or any of the following: live music by performers in person at concerts, recitals and other events; background music by radio; television; tape, record, disc players; jukeboxes; music at discotheque or karaoke sessions; film and video shows; aerobics; keep fit and dance classes.’ (from PRS leaflet)

Standard royalty charges under the Tariff for Community Buildings amount to 1% of annual income (excluding donations and bank interest) with a minimum charge, which is currently £34. To apply for such a licence Tel: 0800 068 4828 and for all other enquiries Tel: 0845 309 3090 or write to:

Performing Right Society Ltd
3 Rothesay Place
Edinburgh
EH3 7SL
Tel. 0131 226 5320

Phonographic Performance Limited

This would be needed for the public playing of sound recordings i.e. using CDs, tapes or records. Phonographic Performance Ltd represents the copyright of recording companies. A licence is payable in two instances:

1 Where recordings are used as background music, the licence fee is £162 per year.

2 Music events; fees are determined by the nature of the event and can be discussed directly with Phonographic Performance Ltd.

Contact: www.ppluk.com/ and click on “village halls” or Tel: 0207 534 1000.

There are circumstances in which a Phonographic Performance Ltd licence can be waived for charities, where an event is run by the charity and all proceeds go to that charity.

There are some situations where both a Performing Right Society licence and a Phonographic Performance licence are required. (Playing a radio in public only requires a Performing Right Society licence.)

No licence is required for family events such as birthday parties or weddings.

b Video

Showing a commercially produced video in public requires the permission of the copyright owner. For further details contact:

Video Performance Ltd
1 Upper James Street
London
W1R 3HG
Tel: 0207 534 1404

c Written Works

Public performance of written works such as a plays may require payment. Details of whom to contact are normally printed on the work itself.

d Photocopies

Hall committees should be aware that a Copyright licence is required to allow photocopying or scanning from books, journals and periodicals covered by copyright. For further information contact: Copyright Licensing Agency Ltd Tel: 020 7400 3100 or web site www.cla.co.uk

Where hall committees provide photocopiers or scanners for general use in the hall, but do not wish to apply for a Copyright licence, it is advisable to display a notice outlining copyright rules.

The following might be appropriate:

***'You are welcome to use the photocopier/scanner.
However, please be aware that the hall committee
does not have a Copyright Licence and therefore
no copyright material can be copied.'***

8 Data Protection Act 1998

Although hall committees do not require to be registered with the Data Protection Agency they still require to comply with the **Data Protection Act 1998**. This means that, if personal information about committee members is held, this information cannot be used for any other purpose than that for which it was asked, or be made available to any other organisation.

9 Ensuring access for people with disabilities

The **Disabilities Discrimination Act 2004** states that all service providers (this includes village halls) are required to do what is reasonable to allow access and facilities for the visually impaired, hard of hearing, wheelchair users and ambulant disabled.

Things to consider –

- entrance to hall e.g. ramp
- width and weight of doors
- outside path or route from road to entrance should be smooth and have a hard surface – easier for wheelchair users, prams and the elderly.
- disabled parking – smooth and hard surface to entrance
- disabled toilet – for example dark blue for handrails, ensure large flushing handle and grab-rail on toilet door
- colour in toilets – if toilet is light, paint background dark
- lever taps – easier for arthritic hands
- lift or ramp to gain access to stage (alternatively, no stage and use tiered seating, which has more than one use)
- induction loop for hard of hearing (digital hearing aids must be programmed for T loop system) It may be advantageous to test the system regularly using a loop system tester that can be used by a “hearing” person.
- bright lighting fitted with selective dimming
- signs – place where wheelchair user can see; consider size; use capital only at first letter followed by small letters; on light background choose dark lettering; on dark background use light lettering.

Further information can be obtained from Angus Access Panel, 4 Victoria Street, Forfar DD8 3HU. Tel: 01307 465161 or contact:

Derek Bowler Specialist Advisor with Angus Access Panel - Tel: 01674 830221

E-mail: dvbowler@btopenworld.com

10 The Protection of Children and Vulnerable Adults

Although not presently a legal requirement it is generally considered to be good practice for voluntary groups, such as hall committees, to adopt and follow an appropriate Child Protection or Vulnerable Adult Policy. This is in the best interests of all concerned, including the supervising adults, coaches and leaders of organisations or groups working with children or vulnerable adults.

For an example of Child Protection Policy Guidelines see appendix E on pages 37-53.

The **Protection of Children (Scotland) Act 2003** includes the creation of the **Disqualified from Working with Children List (DWCL)**. This list, held by the Scottish Executive, contains the names of individuals who are deemed to be unsuitable to work with children, even though they may not have been found guilty of any offence.

This **Act makes it an offence for any voluntary organisation**, covered by the meaning of ¹body corporate or incorporate, to offer work (including unpaid voluntary work) in a ²child care position to anyone who is disqualified from working with children.

The Scottish Executive publication ‘Protection of Children (Scotland) Act 2003; Guidance to the Voluntary Sector on Who Needs to be Checked Against the Disqualified from Working with Children List’ is helpful in giving general guidance to groups wishing to establish whether their organisation is covered under the terms of the Act, as well as guidance on who should be checked.

Once it has been established that an organisation is required to have Disclosure checks done, these are carried out by the national organisation, Disclosure Scotland. The Disclosure check is applied for by the individual concerned but must be countersigned by a registered body. A voluntary group can become a registered body via the **Central Registered Body in Scotland (CRBS)**. Contact details on page 21.

‘**Disclosure**’ is the term given to describe the arrangements to confirm a person’s identity, to ask the police to check any criminal record he or she has which relates to children and to check the Disqualified from Working with Children List. There are three levels of disclosure: basic, standard and enhanced. The Enhanced Disclosure is required to give the level of information needed in most situations.

Hall committees, which are not themselves covered within the terms of the Act but have hall user groups who are, may consider that it is the responsibility of such groups, to take the necessary steps to comply with the terms of the Act.

However, hall committees may wish to consider how compliance with their Child Protection Policy Guidelines and the Protection of Children (Scotland) Act 2003 relates to their letting policy, and take some steps to have Child Protection Procedures in place.

Hall committees will wish to do all they can to contribute to child protection if a group with staff or volunteers in ²child care positions wishes to hire the hall.

^{1,2} see appendix D on page 45 for definition

The group should be advised that Disclosure checks should be carried out for all such staff or volunteers. This can be done in differing ways:

a Where a hall committee is going to take responsibility for requesting that Disclosure checks are carried out for groups or individuals who seek lets of the hall, the hall committee must become a registered body through the Central Registered Body in Scotland (CRBS), who will deal with Disclosure Scotland on behalf of the hall committee.

The hall committee require to nominate one person to receive Disclosure information, for example, the Child Protection Officer. Based on evidence received this person will recommend whether or not a let should be granted.

b Where a hall committee does not wish to take responsibility for having Disclosure checks carried out, but require evidence that Disclosure checks have been done, then they should advise groups how to secure Disclosure checks:

- When an **individual** seeks a let, the hall committee can make it a condition of let that the individual provides evidence to a nominated person that a Disclosure check has been carried out.

An individual can apply for an Enhanced Disclosure by writing to:

Scottish Disclosure Advisory Service or Volunteer Centre Angus, contact details on page 21.

- When a **group** seeks a let, the hall committee can make it a condition of let that the group provide evidence to a nominated person that Disclosure checks have been carried out for all relevant staff or volunteers.

Groups who are not themselves registered with the Central Registered Body in Scotland can obtain Disclosure checks via the Volunteer Centre Angus.

c Where a hall committee does not want to take responsibility for having Disclosure checks carried out or requiring evidence of Disclosure checks, the hall committee may wish to make it a condition of let that the individual or group sign that advice has been given that anyone in a ²child care position should have an Enhanced Disclosure check.

The Protection of Vulnerable Groups (Scotland) Act 2007 has established the new framework and principles for strengthening the protection of children and protected adults from those who do them harm.

The PVA Act will deliver a robust vetting and barring scheme that will replace the existing Disqualified from Working with Children List and the new adult list will be managed by a new Central Barring Unit, which together with Disclosure Scotland will provide a joined up and streamlined service.

The PVA Act dovetails with the systems being developed for other parts of the UK, though the Safeguarding Vulnerable Groups (2008) Act, to ensure a consistent and UK wide approach to vetting and barring.

Secondary legislation is required to put the new vetting and barring scheme in place. A consultation paper has been published with details of the new scheme, which covers those in either paid employment or voluntary work. It aims to reduce bureaucracy and

streamline the disclosure process and deliver a fair and consistent system that will be easy for people to understand and use.

The Scottish Government expects to consult widely on the secondary legislation towards the end of 2007 and the consultation period ends on 12 February 2008. The vetting and barring scheme is planned to go live 2009.

For more information go to www.Scotland.gov.uk and search for PVG legislation/

For advice, guidance and assistance with the current and future legislation please contact Central Registered Body in Scotland:

Website: www.crbs.org.uk

Email: info@crbs.org.uk

Tel: 01786 849777

Fax: 01786 849767

Useful contacts:

Central Registered Body in Scotland (The National Clearing House for Disclosure for Volunteers and Voluntary Sector Staff)

Unit 55

Stirling Enterprise Park

Stirling

FK7 7RP

Tel: 01786 849777

Fax: 01786 849767

Email: info@crbs.org.uk

Web site www.crbs.org.uk

Disqualified from Working with Children List (DWCL) Team Tel: 0131 2441567

Scottish Executive web site www.scotland.gov.uk/childprotection

Scottish Disclosure Advisory Service:

Mr McHale

Scottish Disclosure Advisory Service

52 Murdoch Terrace

Dunblane

FD15 9JF

Volunteer Centre Angus

10a Millgate Loan

Arbroath

DD11 1PQ

Tel: 01241 875525/439555

E-mail: info@volunteerangus.org.uk

The Volunteer Centre Angus can act as a 'trusted partner' for the Central Registered Body for Scotland. This means that Volunteer Centre Angus can undertake the processing of Disclosure checks on behalf of childcare organisations that are not yet

themselves registered with the Central Registered Body For Scotland. This is of great benefit to smaller organisations.

Health and Safety

The health and safety statement sets out how the hall committee expect the hall and its facilities to be used to ensure the health and safety of all users.

The **Health and Safety at Work etc Act 1974** states if an organisation employs 5 or more people the employer/hall committee must have a written Health and Safety Policy, which should contain a statement of general policy on health and safety at work and the organisation and arrangements for putting it into practice.

If the hall committee has fewer than 5 employees there is no legal requirement to have a Health & Safety Policy. However, the Federation considers it would be advantageous for new committee members, new groups or any hall users.

Hall committees already put this into practice. It just isn't written down.

With few exceptions the responsibility for an individual's personal safety lies with him/herself. However, the responsible person who has hired the hall needs to ensure that the health and safety policy is being followed.

The policy should be reviewed annually and/or in the light of experience.

For an example of a Health and Safety Policy Document see pages 71-74 Appendix J.

Risk Assessment Explained

Introduction

It is good practice

- To carry out a risk assessment for all tasks in all halls.
- To identify significant risks and eliminate or reduce them before putting in place controls to further reduce them.
- To review all the things that could go wrong with the task/operation and take all reasonable measures to counter/reduce the risk.

Definitions

The term “risk” itself is misunderstood and is often mixed up with “hazard”. The legal definitions are

- Hazard The potential to cause harm
- Frequency The time period applicable to the present hazards
- Likelihood The chance the hazard will cause an accident or incident
- Severity The magnitude of the incident or numbers affected
- Risk Combination of likelihood and severity:
Risk = Likelihood x Severity
- Control A measure to counter/reduce the risk

For an example of a General Risk Assessment Form see page 63 appendix F.

Areas of Potential Risk

Electricity

Electrical appliances, if not installed or maintained correctly, can lead to electric shock, burns, or fire. Electricity is particularly dangerous at high voltages, where it can cause death if there are hazards such as defective plugs, sockets, overloaded adaptors, faulty portable appliances and poor electrical installation.

The risks can be minimised by putting in adequate control measures such as:

- PAT (portable appliance testing) checks which should be carried out annually on all electrical equipment, and should include electrical equipment belonging to hall user groups. A record of the tests should be filed in the hall's Health and Safety Policy Document.
The hall caretaker and all user groups should be made aware of date and time of PAT checks so that all electrical appliances are available for testing.
- Where electrical appliances are brought to a hall e.g. a dance band's equipment – a current test certificate could be requested.
- Socket protectors should be in use.

Gas supply and appliances

A gas supply if not installed or maintained correctly, can cause death, risk of fire or explosion. If a gas leak is discovered/suspected contact Transco **Tel: 0800 111 999** immediately and advice will be given over the telephone on immediate actions to be taken i.e. turn gas off at meter, open windows and doors, do not switch on or off lights or any other electrical appliance, etc.

Gas appliances such as cooker, heating boiler, fires etc should be serviced/checked annually by a Corgi Registered gas engineer.

Asbestos

The **Control of Asbestos at Work Regulations 2002** requires that hall committees maintain a register of any asbestos known to be within the building. This register should be made available to contractors who are working on the building.

This register should record the location of any asbestos and ideally show a picture. It may be useful to ask contractors to sign that they have read the register.

Lifting and Moving

Wherever possible the lifting and moving of heavy objects should be done by mechanical means e.g. a trolley to move 6 stacked chairs at a time, a trolley to stack/store/move folding tables.

Manual Lifting and Moving

All manual handling tasks should be risk assessed before they are carried out.

The load/object to be lifted should be examined for sharp edges, sliver, wet or greasy patches etc.

When lifting or moving a load with sharp or splintered edges, gloves should be worn. These gloves must be free of oil, grease or other agents that might impair grip.

The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillages, which could cause tripping or slipping.

Hall users should not attempt to lift or move a load which is too heavy to manage comfortably.

Where team lifting or moving is necessary, one person should act as co-ordinator, giving orders to lift, lower etc.

When lifting an object off the floor hall users should assume a squatting position, keeping back straight. The load should be lifted by straightening the knees, not the back and keeping the load close to the chest. These steps should be reversed for lowering an object to the floor.

Working at Heights

A person on a ladder should maintain three points of contact when up the ladder (two feet and one hand) and someone should foot the ladder to ensure stability.
A hook should be provided to hold bucket or paint pot.

A person on steps must not access the last three rungs; knees must be resting on upper steps.

Alternatively an alloy access tower could be used to enable a person to work alone.

Contractors in hall building / on site

The contractor is responsible for all aspects of Health and Safety relating to their contract.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Using chemicals or other hazardous substances in the hall can put people's health at risk, so the law requires employers (hall committees) to control exposure to hazardous substances.

What is or what is not a hazardous substance in a hall?

In the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant.

For example, there is no warning on ordinary washing-up liquid, so when used there is no worry about COSHH; but there is a warning label on bleach, and so COSHH does apply when bleach is used in the hall.

To comply with COSHH the following steps require to be taken:

Step 1 Assess the risks to health arising from any hazardous substances used in the hall.

Step 2 Decide what precautions, if any, can be taken to minimise risk.

Step 3 Prevent exposure to hazardous substances, and where prevention is not reasonably practicable, this must be adequately controlled.

Step 4 Ensure that control measures are used and maintained.

Step 5 Monitor the exposure of employees (volunteers) to hazardous substances.

Step 6 Carry out appropriate health surveillance where assessment has shown this is necessary or where COSHH sets specific requirements.

Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances.

Step 8 Ensure employees (volunteers) are properly informed, trained and supervised if necessary.

Labelling is done for all users' protection and therefore it is important to read and heed the warnings regarding use and storage.

Example 1 - Bleach: Irritant.

- Warning: do not use with other products. May release dangerous gases (chlorine)
- Keep out of reach of children.
- Irritating to eyes and skin.
- Avoid contact with eyes and skin.
- In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
- If swallowed seek medical advice immediately and show the container or label.
- After contact with the skin, wash immediately with plenty water.

Example 2 - Cif Cream: Irritant

- Irritating to eyes and skin.
- Keep out of reach of children.
- Avoid contact with eyes and skin.
- In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
- If swallowed seek medical advice immediately and show the container or label.
- After contact with the skin, wash immediately with plenty water.

- Warning: do not use with other products. May release dangerous gases e.g. (chlorine).

Assess the Risk

Look at all the products used in the hall e.g. aerosols and cleaning products and check the labels to decide if any are hazardous substances.

How much of the hazardous substance is used in the hall?

How often is it used?

Who could be exposed to the substance?

Is it safely stored?

Is there a possibility of the substance being absorbed through the skin or swallowed? (e.g. as a result of the substance getting into the mouth from contaminated hands, during eating or smoking)?

If significant risks are identified, decide on the action needed to remove/reduce risks to acceptable levels.

Record and review the assessment in writing. (For an example of a COSHH Risk Assessment form see pages 69-70 Appendix I)

The hall committee is responsible for ensuring the safe storage of hazardous substances.

Further information can be obtained from the HSE website: www.hse.gov.uk

Fire Safety

As part of the general running of the hall, committees will agree their own fire safety precautions.

These fire safety precautions will suit each hall and will ensure that:

- There are adequate and appropriate fire extinguishers.
- Fire exits are kept clear.
- There is no build-up of materials which pose a fire danger.
- Flammable materials are safely stored.
- All soft furnishings are fire-retardant.
- Fire fighting equipment is checked regularly and is subject to regular maintenance.
- There is a means to warn people in the event of a fire.
- All hall user groups are encouraged to ensure that people understand what to do in the event of a fire, and are given access to fire risk assessments.

There is no need for these precautions to be “high tech”. They simply need to work for that particular hall.

It will be useful to draw together all of these agreed fire precaution measures in a written Fire Safety Policy which should be contained within the Hall’s Health and Safety Policy Document. For an example, see pages 71-74 appendix J.

This will be helpful for committee members and user groups, as it will give a clear statement of what is expected of everyone.

Fire safety arrangements are now governed by the **Fire Safety (Scotland) Act 2005**. This Act puts emphasis on the assessment of fire risk, with this assessment being done by those who are responsible for the running of the hall.

A Fire-Risk Assessment is really a walk-round survey of how the agreed precautions are actually working in practice. For a sample Fire Risk Assessment form see pages 64-67, Appendix G; this form can be adjusted for each particular hall.

The Fire Safety (Scotland) Act 2005 requires that Fire Risk Assessments should be undertaken at set intervals, (six-monthly would seem appropriate for most halls) or if there has been significant change.

Someone who is knowledgeable about the hall and how it is used would undertake the Fire Risk Assessment.

The Fire Risk Assessment may identify that changes are needed to the agreed precautions in the Hall's Fire Safety Policy. The completed Fire Risk Assessment should be kept in the Hall's Health and Safety Policy Document.

According to the Act the completed Fire Risk Assessment must be 'recorded' (that is, written down and kept) if the organisation employs five or more people and/or the premises require "a Licence or Registration"

This would mean that if a hall operates activities under the terms of a Public Entertainment Licence then it is necessary to conduct Fire Risk Assessments and keep copies of these assessments.

The Fire Service may ask to see the assessment, as may Angus Council in relation to issuing a Public Entertainment Licence. However, the Fire Risk Assessment will be of most use to those running the hall.

Each hall will have a maximum capacity, one for seated events and one for standing events. Users may need to be advised of maximum capacities, particularly for special events. If the committee has no record of the hall's maximum capacities, then the Fire Officer can advise or alternatively the hall committee can calculate using the following formulas:

- Standing audience – 0.5 m² (square metre) of hall floor per person
- Dance floor – 0.7 m² per person
- Seated audience - 1 m² per person

Please note that for a concert audience (seated in rows) there should not be more than 6 linked chairs before a gangway. 12 chairs are permissible if there is a gangway on each side.

Gangway width should be 1.2 metres. Seat way (i.e. distance between back of one chair to the next) should be 0.4metres.

The above figures should be lowered when “at risk” people are present i.e. aged, children, disabled, vulnerable adults, etc. If a dance band takes up floor space the numbers must be reduced accordingly.

Further information and confirmation of numbers for each hall can be obtained from Colin Shepherd of Tayside Fire and Rescue on Tel:01307 463588.

Advice on fire safety and Fire Risk Assessment is available from **Tayside Fire and Rescue – Tel: 01382 322222** and at www.infoscotland.com/firelaw

Food Safety

All reasonable precautions should be taken to avoid committing an offence under the laws relating to food safety:

The Food Safety Act 1990

The Food Premises (Registration) Regulations 1991

The Food safety (General Food Hygiene) Regulations 1995

The Food Safety (Temperature Control) Regulations 1995
Regulation (EC) 852/2004

It is recommended that members of hall user groups who handle food, even if only occasionally, should undertake training in food hygiene and successfully complete the Elementary Food Hygiene Course.

Courses can be arranged through the Angus Federation of Village and Community Halls in conjunction with Angus Council Environmental Health Department.

Training is also available at Angus College Tel: 01241 432600.

Books and posters are available and should be displayed in the hall’s kitchen.

Food handlers must observe high standards of personal cleanliness and **always** wash hands thoroughly after using the toilet and on entering the kitchen before handling food or equipment. A separate sink for hand washing should be available in the kitchen.

Premises, equipment and work surfaces must be kept clean and in good condition.

Food must be stored and protected to minimise the risk of contamination. Two refrigerators are preferred, one for raw food and one for cooked food. If there is only one refrigerator, raw meat should be placed at the foot.

Temperature control is the single most important factor in preventing food poisoning. “High risk foods” such as cooked meat, poultry, milk, cream, etc must be kept covered and refrigerated at 1-4°C until required for serving.

If food is required hot for serving it must be kept above 63°C. If any food is reheated, (e.g. sausage rolls) it must be heated thoroughly to at least 82°C for immediate consumption, and any unused reheated food discarded and not used later.

Soup should be brought to the boil.

For **washing up**, dishwashers are preferred, but double sink washing is recommended when a dishwasher is not available. Disposable cloths are preferred for wiping. If drying cloths are used, they must be scrupulously clean.

Spillages should be cleaned up promptly.

Suitable bins should be provided both inside and outside the hall, for disposal of waste food and debris.

Regulation (EC) 853/2004 now advises where organisations (e.g. hall committees, Kirk Sessions) prepare or serve food to the public, that these organisations should register with their nearest Environmental and Consumer Protection Officer. (For telephone contact see below.) The application form the “Registration of a Food Business Establishment Form” can be downloaded from the Angus Council website: www.angus.gov.uk under A-Z of services) or posted out. There is no charge for registration.

The local Environmental Health Officer will provide further helpful advice and guidance. Tel: 01307 473362

Environment

All halls must comply with the **Smoking, Health and Social Care (Scotland) Act 2005** and display “no smoking” signs. Free signs are available from the website: www.freenosmoking signs.co.uk or Telephone: 0800 454613.

Good housekeeping ensures a safe place for recreation or leisure.

Spillages should be cleaned up immediately.

Suitable containers should be provided for waste matter and recycling.

Each hall user has a responsibility for him/herself and others and should act accordingly, by maintaining a clean and tidy hall at all times. The user group should nominate a responsible person to check after each function.

Clean facilities for washing, toilet and catering should be available together with first aid equipment.

Each hall user has a responsibility when using these facilities to leave them in as clean a manner as they would like to use them.

Walkways and fire exits should be clear at all times.

All floors and walkways should be free of slip/trip or fall hazards.

Any damage or faults of the building or equipment should be reported as soon as possible to the hall secretary or caretaker.

All items in the store should be placed tidily and safely.

A room temperature of 20°C should be provided for young children and older people.

First Aid Equipment

First-aid equipment

A first aid kit should be easily accessible, (probably best situated in the kitchen) and should contain, as recommended by the Red Cross:

20 adhesive dressings	2 crepe bandages
6 medium sterile dressings	scissors
2 large sterile dressings	tweezers
2 extra-large sterile dressings	cotton wool
2 sterile eye pads	non-alcoholic wound cleansing wipes
6 triangular bandages	adhesive tape
6 safety pins	plastic face shield or pocket face mask
disposable gloves	

A competent person should be nominated to check supplies monthly and replenish if required.

Special Events

Road Issues

Hall Committees or user groups wishing to **restrict roadside parking** for a special event, such as a fun day, should contact Tayside Police, initially by telephoning 01307 302200, followed by detailed written information to the Traffic Department Inspector, West High Street, Forfar, DD8 1BJ.

Street parties or other events which may require road closure should be discussed, 3-4 weeks in advance with Angus Council, Traffic Management Service, County Buildings, Market Street, Forfar, DD8 3WE, Telephone: 01307 461460.

Marches or “on road walks” require an Angus Council, **Civic Government Public Processions (Scotland) Act 1982**, Part V licence. For details contact Angus Council, Law and Administration, Angus House, Orchardbank Business Park, Forfar, DD8 1AN, Telephone: 01307 461460.

First Aid for special events

Hall Committees or user groups, which do not themselves have members trained in first aid, can contact the British Red Cross to request their volunteers to be on duty at the event. For applications and details of current costs contact British Red Cross Tayside Branch, 51 Cowgate, Dundee DD1 2JF, Telephone: 01382 200084.

12 Water Charges

Scottish Water is continuing to phase out the water rates relief given to customers with Charitable Status. However, hall committees currently receiving relief will continue to do so until 31 March 2010. The extension of the previous deadline of 2005 is in light of the Scottish Executive's July 2004 consultation on water charges for 2006-2010.

Hall committees wishing to apply for exemption should contact Scottish Water for guidance notes and an application form.

Whilst the majority of halls fall into this category, for those who do not qualify for relief, charges are applied in the following ways:

- Hall committees can choose to have a water meter fitted without charge and agree to stay on metered charges for a period of one full year. Scottish Water (0845 6028855) can help assess whether this would be a financially viable option.
- Charges for unmetered properties, as well as Property and Roads Drainage Charges, will continue to be applied in relation to the rateable value of the property. The rateable value used will be that assigned to the property in March 2000, immediately prior to the last rates revaluation, unless the property has been built since then, or has been re-valued following modification or extension. Where the use of the March 2000 rateable value is not appropriate for the reasons outlined above, unmetered charges will be applied on the basis of the current rateable values held by the Regional Assessor.

The charge for water services is zero rated for VAT for village and community halls.

For further information contact:

Scottish Water customer help line: 0845 6018855
Web site: www.scottishwater.co.uk

The Water Industry Commissioner for Scotland: 0845 7413132
E-mail: enquiries@watercommissioner.co.uk

13 Rates (non-domestic)

Hall committees with charitable status are entitled to 80% mandatory relief; Angus Council gives a further 20% discretionary relief. Application, using a rates remission form, must be made to Angus Council to confirm eligibility for the whole amount (this is a one-off application, unless there is a change of circumstances, which the hall committee would be obliged to report).

For further information contact:

Non-domestic Rates
Invertay House
Maule Street
Monifieth
DD5 4YY
Tel: 01382 535333

14 VAT

Charitable Status does not entitle the hall committee to recover VAT paid on goods and services purchased.

VAT on Building Works

Hall committees, with charitable status, building a new hall are VAT exempt for building construction (excluding technical fees, white goods, etc).

Those carrying out refurbishment may be VAT exempt on areas of the hall relating to disabled access. Plans or drawings of the proposed works should be submitted to Customs and Excise to allow them to decide whether or not to issue an exemption certificate, which can then be given to the contractor.

Energy efficiency elements of building refurbishment attract a reduced rate of 5%. Plans/drawings of the proposed works should be submitted to Customs and Excise as above.

General information regarding VAT liability for energy efficiency elements or access for disabled people can be found in public notices 708/6 and 701/7 respectively, available via www.hmce.gov.uk or by contacting the National Advice Service on 08450 109 000.

Registration for VAT

Organisations are often asked when applying for a grant, if they are VAT registered. It is most unlikely that any hall is registered for VAT.

However, to determine your status contact:

Customs and Excise
Written Enquiries Section
Portcullis House
21 India Street
Glasgow
G2 4PZ

16 Useful Contacts

1 Angus Federation of Village and Community Halls Chairperson: Anne Steel,
Millhole Farm, Newtyle, Angus PH12 8UP Tel: 01828 650245

2 Angus Council Licensing Department: Tel: 01307 473582

3 Angus Access Panel, 4 Victoria Street, Forfar DD8 3HU Tel: 01307 465161
or contact: Derek Bowler Specialist Advisor with Angus Access Panel
Tel: 01674 830221

E-mail: dvbowler@btopenworld.com

4 Central Registered Body in Scotland, Unit 55, Stirling Enterprise Park, Stirling FK7
7RP Tel: 01786 849777
E-mail: crbs@vds.org.uk

5 Community Learning and Development Service Base Addresses/Phone numbers:

Community Learning and Development Service
School House
Arbroath Academy
Glenisla Drive
ARBROATH
DD11 5JD
Tel: 01241 877879

Community Learning and Development Service
Fairlie House
Kirkton Hill
KIRRIEMUIR
DD8 4HU
Tel: 01575 574989

Community Learning and Development Service
Damacre Centre
26 Damacre Road
BRECHIN
DD9 6DU
Tel: 01356 623491

Community Learning and Development Service
Grange Primary School
Grange Road
MONIFIETH
DD5 4LU
Tel: 01241 534795

Community Learning and Development Service
Panmure Centre
141 Kinloch Street
CARNOUSTIE
DD7 7JP
Tel: 01241 853091

Community Learning and Development Service
51 John Street
MONTROSE
DD10 8LZ
Tel: 01674 673081

Community Learning and Development Service
Forfar Academy
Taylor Street
FORFAR
DD8 3LB
Tel: 01307 466924

Community Learning and Development Service
Newtyle Primary School
Dundee Road
NEWTYLE
PH12 8UF
018280 650576

6 Copyright Licensing Agency Ltd, Tel: 020 7631 5561 web site: www.clarcs.com

7 Disclosure Scotland in Voluntary groups contact: Central Registered Body for
Scotland (CRBS)

- Unit 55 Stirling Enterprise Park Stirling FK7 7 RP
E-mail: information@vds.org.uk Tel: 01786 479593
- 8** Disqualified from Working with Children List (DWCL) Team: Tel: 0131 2441 567
- 9** Insurance companies which offer hall insurance refer to pages 10 and 11 for details.
- 10** Non-domestic rates Invertay House, Maule Street, Monifieth DD2 4YY
Tel: 01382 535333
- 11** Office of the Scottish Charity Regulator (OSCR) 9 Quadrant House, Riverside, Dundee DD1 4NY
Tel: 01382 220314
Web site: www.oscr.org.uk
- 12** Performing Right Society Ltd, 3 Rothesay Place, Edinburgh, EH3 7SL
New licence: Tel: 0800 068 4828
All other enquiries: Tel: 0131 226 5320
- 13** Scottish Disclosure Advisory Service: Mr McHale, Scottish Disclosure Advisory Service, 52 Murdoch Terrace, Dunblane FD15 9JF
- 14** Scottish Water customer help line: Tel: 0845 601885
Web site: www.scottishwater.co.uk
The Water Industry Commissioner for Scotland: Tel: 0845 7413132
E-mail: enquiries@watercommissioner.co.uk
- 15** Scottish Government web site: www.scotland.gov.uk/childprotection
- 16** VAT: Custom and Excise, Written Enquiries Section, Portcullis House, 21 India Street, Glasgow G2 4PZ
National Advice Service: Tel: 08450 109 000 web site: www.hmce.gov.uk
- 17** Volunteer Centre Angus, 10a Millgate Loan, Arbroath DD11 1PQ
Tel: 01241 875525/439555 E-mail: info@volunteerangus.org.uk
- 18** Video Performance Ltd, 1 Upper James Street, London W1R 3HG
Tel: 0207 534 1404

Appendix A (see page 5)

Angus Federation of Village and Community Halls Constitution

1 Name The name of the Federation shall be the Angus Federation of Village and Community Halls (hereinafter called the “Federation”).

2 Aims The aims of the Federation shall be to further the interests of Community Hall Committees and Community Associations in Angus District, by assisting them in their work, co-ordinating activities and representing them in their relations with local authorities, Statutory Bodies and other organisations.

3 Membership Membership shall be open to all Community Hall Committees, Community Associations and other organisations which are undertaking the management of community premises.

4 Subscriptions All member organisations shall pay such subscriptions, as may, from time to time, be determined. A General Meeting will ratify Committee Policy.

5 Independence The Federation shall claim no authority over the internal affairs of any member organisation.

6 Management The affairs of the Federation shall be managed by an Executive Committee of Seven, elected at an Annual General Meeting. The Executive Committee shall, at their first meeting, elect a Chairperson, Vice-chairperson, Secretary and Treasurer from within their own numbers.

7 Meetings

a) Annual General Meeting : Once in each year, in the month of October, an Annual General Meeting shall be held for the purpose of receiving the Annual report and Accounts, electing an Executive Committee and appointing an Auditor.

b) Special General Meeting : A Special General Meeting of the Federation shall be held on the written request of not less than 25% of the number of member organisations.

c) The Executive Committee, which shall have a quorum of Four, will meet not less than three times per calendar year.

d) The quorum for the Annual General Meeting and Special General Meeting shall be 25% of Halls in membership of the Federation.

At least Fourteen clear days’ notice of the date, time and place of any meeting and of the business to be transacted shall be given, in writing, to the member organisations.

8 Constitution This Constitution can be altered only at a General Meeting, properly called, in the notice of which the proposed change has been intimated and only if the change is approved by two-thirds of the member organisations present and voting.

9 Dissolution In the event of dissolution, the funds of the Federation shall be dispersed equally between those halls in membership.

Appendix B1 (see page 8)

First Example of Conditions of Let

1 Subject to the approval of Hall Committee, the hall is available for use by:

Local user groups for either fund-raising or non fund-raising activities.

Local residents for private functions e.g. wedding receptions, children's parties.

Other interested parties at the discretion of the hall committee.

2 The following conditions shall apply:

a) The licence holder (the Hall Committee), or some responsible person (not under 21 years of age) who hires the hall shall be present and in charge during the whole period of time the public are in the hall. He or she will be responsible to ensure that all members of the public have vacated the hall, before locking up; to check that heating thermostats have not been tampered with, and all lighting is switched off. He or she will also be responsible for the general behaviour of the public.

b) The Hall Committee accepts no responsibility for the loss or damage to any property brought to the hall or its surrounds.

The Hall Committee wishes to raise awareness of the dangers of the burn (a natural hazard) which runs through the hall ground, and informs parents or persons in loco parentis to ensure that children are adequately supervised at all times.

The Hall Committee accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

Food Hygiene Guidelines are displayed in the kitchen for the benefit of all hall users. Please read these and adhere to them.

c) Changes under **The Fire Safety (Scotland) Act 2005** require regular hall user groups to practise fire drill every 6 months, the person in charge (usually the hirer) being responsible for this. In the event of fire, the person in charge will be responsible for checking the hall building, that all persons have evacuated the hall, unless his or her life would be put in danger by doing so. Please ensure all fire doors are kept clear at **all** times. Fire safety precautions and emergency procedures file is in the top drawer of the filing cabinet in the meeting room.

Occasional users should familiarise themselves with how to raise the alarm and fire exists in the event of fire.

d) Time of entry and departure to be agreed at time of booking and this should be in writing to the booking secretary, Address, Tel: (Booking form overleaf.) Any additional time will incur additional costs.

e) Regular user groups are expected to do their own housekeeping, leaving the hall in readiness for next user. Check list on arrival and departure to be completed at each let until further notice.

Parties or fund raising events: arrangements for housekeeping and returning keys should be agreed at time of booking.

Please note, when leaving the hall after 11pm, to keep noise to a minimum to avoid creating a nuisance to local residents.

f) The individual or user group using the hall will be held responsible for any damage to the hall, its furnishings, fittings, accessories or the surrounds. Any damage must be reported and made good at the expense of the individual or user group to the full satisfaction of Hall Committee.

g) Alcohol may be sold in the hall by prior agreement with the Hall Committee. A special licence is required and is usually obtained by the licensee providing the bar.

h) A no smoking policy applies throughout the hall buildings to comply with the **Health and Social Care (Scotland) Act 2005**.

i) Tiered seating, if required, will incur an additional £10 charge.

j) The Hall Committee has adopted Child Protection Policy Guidelines. Users groups involving children are requested to read and adhere to these guidelines. (These can be found in the top drawer of the filing cabinet).

k) The Hall Committee has adopted a specific Policy for Letting for groups or individuals who fall into child care positions. Such hall users are requested to complete both the conditions of let form and the 'child care position' form. (See appendix 2 page 7 in the Child Protection Guidelines Policy.)

l) The use of a bouncy castle is not covered by the hall's insurance.

.....

Tear off and send completed to secretary to confirm booking.

I have read and accept all the conditions of let and I.....

will be the responsible person during the

let/s on.....

.....

Signature

Print name and address

.....

Appendix B2 (see page 8)

Second Example of Conditions of Let.

- 1 Lets will not be accepted more than 6 months ahead, with the exception of regular clubs and organisations. The Hall Committee and their representatives have the right to refuse any request.
- 2 There is a No Smoking Policy in all parts of the Hall.
- 3 The maximum number of people allowed in the Hall is 120.
- 4 The hire charge in force at the date of the function will apply.
- 5 Hire fees/balance are to be paid before the date of the function.
- 6 Hirers will be responsible for laying out tables and chairs immediately prior to the let and clearing away immediately after as arranged with the caretaker. Care must be taken not to drag furniture on the Hall floor. Crockery, cutlery and cooking utensils to be supplied by the hirers. No decorations or other items to be attached to the walls of the Hall.
- 7 Hirers are responsible for security. They will ensure that all parts of the Hall they have used are left clean and tidy condition immediately after the event. At the end of the function all windows and doors are to be locked shut, all electrical appliances and lights (including external) to be switched off. Arrangements for entrance and exit to be made with the caretaker.
- 8 A non-returnable deposit of 50% of the current Hire Charge will be required at the time of booking.
- 9 All parties using the Hall do so at their own risk. The Hall Committee will not be responsible for any loss, damage or injury sustained by hirers.
- 10 Hirers are responsible for any losses or damage caused to the Hall during the period of hire.
- 11 The sale of alcohol will only be allowed when a licence has been obtained in advance from the Licensing Authority. The licence and list of prices must be displayed at the bar and the users must fulfil all legal requirements for the licence.

Appendix B3 (see page 8)

Examples of charges:

a. Charges for the Hall – new hall accommodates 100 people

Regular hall user groups - £8.50 per hour.

General fund raising, parties etc for regular user groups - £12 per hour.

All other functions - £17 per hour for first two hours and then £12 per hour.

Use of the kitchen for cooking prior to a function £8.50 per hour.

b. Charges for the Hall – new hall accommodates 120 people

Local users
£6 per hour, after midnight £15.

Others
£12 per hour, after midnight £30

Weekends/public holidays £8 per hour

Weekends/public holidays £30 per hour

All day £30

All day £60

Kitchen £15

Kitchen £15

c. Charges for the hall - recently refurbished hall accommodates 100 people

Regular hall user groups - £7.00 per hour.³

General fund raising, parties, etc, for regular hall users - £7.00 per hour.

All other functions - £10 per hour for first two hours and then £8.00 per hour.

Any additional time will incur additional costs.

Appendix C (see page 12)

(Extract from Civic Government (Scotland) Act 1982)

“Public Entertainment Licences

41 – (1) A licence, to be known as a “public entertainment licence”, shall be required for the use of premises as a place of public entertainment.

(2) In this section, “places of public entertainment” means any place where, on payment of money or money’s worth, members of the public are admitted or may use any facilities for the purpose of entertainment or recreation *but does not include* -

- a) an athletic or sports ground while being used as such;
- aa) premises in respect of which a licence is required under section 41A of this Act while such premises are being used for the purposes mentioned in that section;
- b) an educational establishment while being used as such;
- c) premises belonging to or occupied by any religious body while being used wholly or mainly for purpose connected with that body;
- d) premises licensed under the Theatres Act 1968, Section 1 of the Cinemas Act 1985 or Part II of the Gaming Act 1968;
- e) premises in respect of which there is a permit under section 16 of the Lotteries and Amusement Act 1976 while being used in pursuance of the permit;
- f) licensed premises within the meaning of the Licensing (Scotland) Act 1976 in which public entertainment is being provided during the permitted hours within the meaning of that Act; or
- g) premises in which machines for entertainment or amusement are being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.”

Appendix D (see page 19)

Extract from

Scottish Executive leaflet “Protection of Children (Scotland) Act 2003 Guidance for Organisations” – page 19 of the leaflet.

“¹Organisations – for the purpose of this Act, an organisation means:

- a body corporate or unincorporated;
- an individual who in the course of a business employs or otherwise gives work to other persons;
- the managers of an educational establishment.”

Extract from

Scottish Executive leaflet “Protection of Children (Scotland) Act 2003 Guidance to the Voluntary Sector on Who Needs to be Checked Against the Disqualified from Working with Children Lists” – page 3 of the leaflet.

“How do I know whether my organisation is covered?”

The Act has been deliberately drafted to cover a very wide range of organisations from the large and structured to the small and informal.

This is to ensure that our children are protected whenever they are taking part in activities organised by groups or individuals or are in their care. The full definition of organisation is set out at Annex A.

Most voluntary organisations are likely to be covered by the meaning of **‘body corporate or incorporate’**. This means an organisation can be:

- any size, from a large local or national concern to a small group of half a dozen or so individuals;
- of any nature, for example very formally set up with a written constitution, or less formally run with the purpose of the group clearly understood but where nothing is in writing;
- one with a formal management structure, perhaps involving Committee or Board of Directors, or one run by members of the group itself with no formal management structure but where everyone understands who is in charge;
- part of a wider body affiliated groups such as the Scouts, or stand alone Saturday morning football teams.”

Extract from “Protection of Children (Scotland) Act 2003 Guidance for Organisations – page 21 of the leaflet.

“²Child care position

For the purpose of this Act a “child care position” is a position:

1(d) whose normal duties include caring for, training, supervising or being in sole charge of children”

Appendix E (see page 19)

Example of

Child Protection Policy Guidelines

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Introduction

Whilst there is no legal requirement for voluntary groups to have a written Child Protection Policy the Hall Committee, in consultation with Angus Council Community Learning and Development Service, consider it to be good practice to adopt Child Protection Policy Guidelines and have set procedures appropriate to the function of the hall user groups.

The Protection of Children (Scotland) Act 2003

The **Protection of Children Act 2003** includes the creation of the **Disqualified from Working with Children List (DWCL)**. This list, held by the Scottish Executive, contains the names of individuals who are deemed to be unsuitable to work with children, even though they may not have been found guilty of any offence.

(The *Protection of Vulnerable Adults Bill* has also been tabled on the provision of similar legislation to that of the Protection of Children).

The **Act makes it an offence** for any ¹organisation (including voluntary groups) to offer work (including unpaid voluntary work) in a ²child care position to anyone who is disqualified from working with children.

The Scottish Executive publication Protection of Children (Scotland) Act 2003; “Guidance to the Voluntary Sector on Who needs to be Checked Against the Disqualified from Working with Children Lists” is helpful in giving general guidance to groups wishing to establish whether their organisation is covered under the terms of the Act, as well as guidance on who should be checked.

Having read and discussed the general guidance information contained within the Scottish Executive Education Department Leaflet “Protection of Children (Scotland) Act 2003: Guidance to the voluntary Sector on Who Needs to be Checked Against the Disqualified form Working with Children List” the hall committee consider that whilst the hall committee is covered by the terms of the definition of “organisation” set out at Annex A Section 18 of the above mentioned publication, it does not presently employ (paid or unpaid) anyone in a ²child care position as set out at Annex A Schedule 2 of the above mentioned publication.

However the hall committee is aware that from time to time there will be groups covered by the terms of “organisation” and employing (paid or unpaid) person/s in a ²child care position, who wish to hire the hall.

The hall committee has therefore agreed to follow policy 1a (see appendix 2 on page 7 of 15) before issuing a let of the hall to such groups.

The Hall Committee will also follow policy 1b (see appendix 2 on page 7 of 15) before issuing a let to an individual who would be regarded as being in a ²child care position.

^{1,2} see appendix 1 on page 6 of 15 for definition (see page 45)

Policy Statement

It is the policy of the Hall Committee to ensure that every child, young person or vulnerable adult who takes part in activities in the Hall should be able to participate in an enjoyable and safe environment. In addition they should be protected from neglect, bullying, physical, emotional and sexual abuse. Any actions and comments made whilst dealing with young people should always be well considered and should never give rise to misinterpretation.

The key principles that underwrite this policy are:

- anyone under the age of 16 years should be considered as a child for the purposes of this document
- all children's welfare is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- the Hall Committee will provide the appropriate documentation and support to ensure the Policy is implemented
- adults in contact with children are also provided protection and are aware of the best practice so they can be protected from wrongful allegations
- working in partnership with children and their parents or carers is essential for the protection of the child.

The role of the Hall Committee will be as follows:

- to appoint a Child Protection Officer
- to accept that all Committee members have a responsibility in this area and be prepared to respond to any indication of abuse
- to be ready to alter bad practice
- to maintain confidentiality of the child and the person against whom the allegation has been made
- to follow letting policy to groups/individuals who would be regarded as being in ²child care positions

The role of the Child Protection Officer will be as follows:

- to receive information on reports from other committee/user group members
- to initiate action, ensuring all appropriate persons have been contacted
- to review Disclosure checks and report back to the Hall Committee

The Role of the User Groups will be as follows:

- all office bearers and members of all user groups to adopt this document and follow the guidelines if the need arises.
(Follow instructions on page 4 of 15)

² see appendix 1 on page 6 of 15 for definition (see page 45)

Types of Abuse and Identifying Abuse

Dealing with child abuse is rarely straightforward. In some cases the disturbed behaviour of the child, or an injury, may suggest that the child has been abused. In many situations, however, the signs will not be clear-cut and decisions about what action to take can be difficult. (See appendices 3 & 4 on pages 8 -12 of 15).

Guidelines to Responding to Complaints, Alleged or Suspected Incidents

Abuse may be apparent in a number of ways:

- through observation
- a child might report
- a third party may have reported an incident, or may have a strong suspicion
- you may have a suspicion

1 Upon the receipt of any information from a child or adult, it is necessary to record accurately what they have seen, heard or know. (See appendix 5 on page 13 of 15 for Incident Record Form).

2 Share concerns written/verbal with the Child Protection Officer and agree action to be taken.

Our Child Protection Officer is	– Tel:
---------------------------------	--------

3 **Always Refer, Never Investigate** any suspicions or allegations about abuse.

Local Area Social Work Office telephone number – Tel:

Local Police Station telephone number – Tel:
--

Promoting Good Practice

Situations where the abuse of children can occur will be reduced, by promoting good practice throughout the hall user groups. The Hall Committee has adopted a policy that ensures children are protected and kept safe from harm. Everyone should know what to do if there are concerns about abuse and where the advice on procedures is kept.

A Child Protection Officer is the key in this process and has been appointed.

Recommended Good Practice

Treat all participants equally with respect and dignity.

Always place the safety and welfare of hall users as the highest priority.

Any physical contact between any person and a child or young person should be a considered action for the purposes of instruction or immediate care.

Where possible adults should avoid being alone with a young person.

Where circumstances make this unavoidable try to ensure that others are within earshot and preferably within sight.

Never make salacious or demeaning remarks to or in the presence of children or young people.

If it is necessary to restrain a child or young person, only minimal force should be used.

Individuals who intervene physically to avert immediate danger are protected in the eyes of the law, providing they use reasonable and minimal force.

If it is suspected that a child or young person is becoming inappropriately attracted to an adult then this concern should be shared with the Child Protection Officer.

In circumstances where an adult's relationship with or feelings towards a child or young person are placing him or her at risk of inappropriate behaviour he or she is urged to seek advice and support from the Child Protection Officer.

It is impossible to establish guidelines for every situation that might occur but common sense should be used at all times.

Appendix 1 (see page 2 of 15)

Extract from

Scottish Executive leaflet “Protection of Children (Scotland) Act 2003 Guidance for Organisations” – page 19 of the leaflet.

“¹Organisations – for the purpose of this Act, an organisation means:

- a body corporate or unincorporated;
- an individual who in the course of a business employs or otherwise gives work to other persons;
- the managers of an educational establishment.”

Extract from

Scottish Executive leaflet “Protection of Children (Scotland) Act 2003 Guidance to the Voluntary Sector on Who Needs to be Checked Against the Disqualified from Working with Children Lists” – page 3 of the leaflet.

“How do I know whether my organisation is covered?”

The Act has been deliberately drafted to cover a very wide range of organisations from the large and structured to the small and informal.

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Most voluntary organisations are likely to be covered by the meaning of **‘body corporate or incorporate’**. This means an organisation can be:

- any size, from a large local or national concern to a small group of half a dozen or so individuals;
- of any nature, for example very formally set up with a written constitution, or less formally run with the purpose of the group clearly understood but where nothing is in writing;
- one with a formal management structure, perhaps involving Committee or Board of Directors, or one run by members of the group itself with no formal management structure but where everyone understands who is in charge;
- part of a wider body affiliated groups such as the Scouts, or stand alone Saturday morning football teams.”

Extract from “Protection of Children (Scotland) Act 2003 Guidance for Organisations” – page 9 of the leaflet.

“²Child care position

For the purpose of this Act a “child care position” is a position regarding a person 1(d) whose normal duties include care for, training, supervising or being in sole charge of children”

Appendix 2 (see page 2 of 15)

Policies for letting the hall to groups or individuals who fall into ²child care positions.

1a Groups

If a group with staff or volunteers, in ²child care positions, wishes to hire the hall it will be advised that Disclosure checks should be carried out for all staff or volunteers. The Child Protection Officer nominated by the hall committee will require to see evidence that this has been done.

The hall committee can advise where to access information regarding enhanced disclosure and allow the let to commence on the basis that there will be more than one adult present at all times during the let.

If the group can show evidence that it is affiliated to a “recognised” national organisation, for example, the Scouts, the hall committee is aware that such organisations have procedures in place to carry out Disclosure checks for all staff or volunteers and on that basis a let will be granted.

1b Individual

If an individual, in a ²child care position, wishes to hire the hall, (for example dance class for children) he or she will be advised to have an enhanced disclosure carried out.

The Child Protection Officer nominated by the hall committee will require to see evidence that this has been done.

Until such time as the Disclosure check is received, the hall committee will insist another adult is in attendance during the whole time of the let.

If the individual can show evidence that he or she is affiliated to a “recognised” national organisation, the hall committee is aware that such organisations have procedures in place to carry out disclosures for all staff or volunteers and on that basis a let will be granted.

²see appendix 1 on page 6 of 15 for definition (see page 45)

Appendix 3 (see page 4 of 15)

Types of Abuse

All forms of child abuse involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern acts of commission or acts of omission.

Lord Clyde in his report ^{*1} suggested that “*abuse is the wrongful application of power by someone in a dominant position*”.

There has been a growing awareness that the abuse of children can take many forms.

Emotional Abuse

Emotional abuse is the persistent ill treatment of a child such as to cause severe and persistent effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued in so far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation of children.

Some level of emotional abuse is present in all types of ill treatment although it may exist alone.

Emotional Abuse in Sport

- exposing children to humiliating, taunting or aggressive behaviour or tone
- demeaning children’s efforts by continuous negative feedback
- failure to intervene where a child’s self confidence and worth are challenged or undermined

Neglect

Neglect is the persistent failure to meet a child’s basic physical and psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical treatment.

Neglect in Sport

Lack of care, guidance, supervision or protection, which may be caused by:

- exposing children to unnecessary cold or heat
- exposing children to unhygienic conditions, lack of food, water or medical care
- non-intervention in bullying or taunting

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating and/or otherwise harming a child.

Munchausen Syndrome by Proxy whereby a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child is also child abuse.

¹ The Report of the Enquiry into the removal of children from Orkney in February 1991.

Appendix 3 continued

Physical Abuse in Sport

Bodily harm caused by lack of care, attention, or knowledge, which may be caused by:

- over training or dangerous training of athletes
- over playing an athlete
- failure to do a risk assessment of physical limits or pre-existing injuries or medical conditions
- administering, condoning or failure to intervene in drug use

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration or non-penetration acts.

They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in inappropriate ways.

Sexual Abuse in Sport

- exposure to sexually explicit inappropriate language, jokes or pornographic material
- inappropriate touching
- having any sexual activity or relationship
- creating opportunities to access children's bodies

Photographic material

The inappropriate use of photographic material taken at sports events may constitute abuse, and all those involved within the sport should be aware of this.

Inappropriate Behaviour

Bullying – occurs if someone regardless of age persecutes, intimidates or is sarcastic to another. **Bullying** by children, both verbal and physical, is also a form of abuse and there is a requirement for all within the sport to ensure that there are sufficient mechanisms to allow children to report instances of bullying.

There is also the **abuse of trust** – where young people are indoctrinated with attitudes to training, drugs and cheating, or social, political and religious views, which are unacceptable, to the young, the community or rules of the sport.

Appendix 4 (see page 4 of 15)

Alerting Signs of Physical and Emotional Child Abuse

It is important to remember this is not definitive or exhaustive. Any of these signs or behaviours has to be seen in the context of the child's whole situation and in combination with other information related to the child and his or her circumstances.

There can be an overlap between different forms of abuse.

Physical Abuse

Signs of possible physical abuse

- unexplained injuries or burns, particularly if they are recurrent
- improbable excuses given to explain injuries
- refusal to discuss injuries
- untreated injuries, delay in reporting them
- excessive physical punishment
- arms and legs kept covered in hot weather
- avoidance of swimming, physical exercise, etc
- fear of returning home
- aggression towards others
- running away
- genuine accidental injuries, which are common – the nature and site of the bruising relative to the child's age is important
- bleeding and clotting disorders
- mongolian blue spots which occur naturally in Asian, Afro-Caribbean and Mediterranean children

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons. Among the most important are:

- skin disorders, e.g. impetigo
- rare bone diseases, e.g. brittle bones
- swelling or dislocation of the eye caused by tumour
- undiagnosed birth injury, e.g. fracture clavicle

Medical advice must be sought in all cases.

Physical Neglect

Signs of possible physical neglect

- constant hunger
- poor personal hygiene
- constant tiredness
- poor state of clothing frequent lateness and/or unexplained non-attendance at school
- untreated medical problems
- low self esteem
- poor peer relationships
- stealing

Appendix 4 continued

Non-Organic Failure To Thrive

Signs of possible non-organic failure to thrive

- significant lack of growth
- weight loss
- hair loss
- poor skin or muscle tone
- circulatory disorders

Emotional Abuse

Signs of possible emotional abuse

- low self esteem
- continual self – deprecation
- sudden speech disorder
- significant decline in concentration
- socio-emotional immaturity
- “neurotic” behaviour (e.g. rocking, head banging)
- self-mutilation
- compulsive stealing
- extremes of passivity or aggression
- running away
- indiscriminate friendliness

Signs of The Sexually Abused Child

Not all children are able to tell that they have been sexually assaulted. Changes in a child’s behaviour may be a signal that something has happened.

NB: A child who is distressed may have some of these signs, which should alert adults to a problem. It is the combination and frequency of these signs that may indicate sexual assault or abuse. Always seek advice. Try to notice all changes in behaviour.

It is important to remember that in sexual assault there may be no physical or behavioural signs.

Signs of Possible Sexual Abuse

Behavioural

- lack of trust of adults or over familiarity with adults
- fear of a particular individual
- social isolation – withdrawal or introversion
- sleep disturbance (nightmares, bed wetting, fear of sleeping alone, needing a night light)
- running away from home
- girls taking over the mothering role

Appendix 4 continued

- sudden school problems e.g. falling standards, truancy
- reluctance or refusal to participate in physical activity or to change clothes for games
- low self esteem
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond child's years
- unusual interest in the genitals of people or animals e.g. 'French kissing' or fondling of parent's genitals
- fear of bathrooms, showers, closed doors
- inappropriate sexual drawings
- fear of medical examinations
- development regression
- poor peer relations
- over sexualised behaviour
- compulsive masturbation
- stealing
- irrational fears
- psychosomatic factors e.g. recurrent abdominal or headache pain
- sexual promiscuity

Physical/Medical

- sleeping problems, nightmares, fear of the dark
- bruises, scratches, bite marks to the thighs or genital areas
- anxiety/depression
- eating disorder, e.g. anorexia nervosa or bulimia
- discomfort/difficulty in walking or sitting
- pregnancy – particularly when reluctant to name father
- pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage
- venereal disease/sexually transmitted diseases
- soiling or wetting in children who have been trained
- self mutilation, suicide attempts
- itching, soreness, discharge, unexplained bleeding from the rectum, vagina or penis

Appendix 5 (see page 4 of 15)

Incident Record Form (This form could be completed with the help of the Child Protection Officer.) Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Your name:
Your position:
Child's name:
Child's address:
Parents/carers names and address:
Child's date of birth (if known):
Date and time of alleged incident:
Your observations:
Record exactly what the child said in their own words and any questions you asked if the situation needed clarified: (Remember , explain that you may have to tell other people in order to stop what is happening. Do not lead the child – record actual details. Continue on separate sheet if necessary.)

Action taken:

External agencies contacted (date and time)

Police yes/no

If yes give details:

Name and contact number:

Details of advice received:

Social Work Yes/No

If yes give details:

Name and contact number:

Details of advice received:

Signature:

Print name:

Date:

NB: A copy of this form should be sent to the Child Protection Team in your local Social Work Department after the telephone report.

Appendix 6

Useful Contacts

Volunteer Development Scotland

Stirling Enterprise Park
Stirling
FK7 7RP
Tel: 01786 479593
Fax: 01786 449285
E-mail information@vds.org.uk

The Volunteer Centre in Edinburgh

www.edinburghvolunteers.org.uk

Sport Scotland

www.sportscotland.org.uk

Community Learning and Development Service

Tom Davidson
Community Learning and Development Service
Angus House
Orchardbank Business Park
Forfar
DD8 1AF
Tel: 01307 476365

Children 1st

Tel: 0131 337 8539

Appendix F
Example of a general risk assessment form

Risk Assessment Hall		
Assessed by:	Date assessed:		
1. Hazard description:			
2. Hazard category:			
Electricity	Fall of person from height	Fall of object from height	Fire
Gas	Hazard substance	Lighting	Manual handling
Slip/fall	Other/specify		
3. Persons at risk – identify the people at risk from this hazard:			
Committee members	Caretaker/cleaner	Members of the public	
Visitors	Volunteers	Other, please specify	
4. Frequency – how often is the hazard present?			
Daily	Weekly		
Monthly	Other		
5. Likelihood – how likely is the hazard to cause harm?			
Almost impossible	Very unlikely	Unlikely	
Probable	Very likely	Inevitable	
6. Severity – what is the worst possible outcome?			
Minor injury not requiring treatment	Minor injury requiring treatment		
Serious injury	Fatality		
7. Existing controls – what controls have already been implemented to contain the hazard?			
8. Are these controls adequate to contain the hazard? Yes or No			
9. If no, what additional controls are needed to contain the hazard?			
10. Implement controls by (date):			
Retain this risk assessment in the Hall's Health & Safety Policy Document.			

APPENDIX G

**VILLAGE HALL
FIRE SAFETY RISK ASSESSMENT**

Are the Existing Arrangements sufficient for	Yes/No or N/A	Comments/Action Required
<u>Controlling Potential Causes of Fire?:</u>		
Are radiant heaters fitted with suitable guards?		
Are radiant heaters fixed in a position away from combustible materials?		
Are flammable liquids and gas stored safely and isolated from ignition sources?		
Is the hall free of rubbish and combustible waste?		
<u>Are the Existing Arrangements sufficient for Giving Warnings?:</u>		
Is the hall fitted with a system to raise the alarm in the event of fire? <ul style="list-style-type: none">▪ Smoke detectors▪ Heat detectors▪ Fire alarm points▪ Manual bell		
Is the system working?		
Can alarms be heard in all parts of the building?		
Are the fire alarm points or bell clearly visible?		
Is the system tested regularly?		
Are tests recorded?		
Are appropriate systems serviced annually by a competent person?		

Are the Existing Arrangements sufficient for	Yes/No or N/A	Comments/Action Required
<u>Fire-Fighting Equipment? :</u>		
Are suitable fire extinguishers provided, including one at each final exit?		
Are fire extinguishers securely mounted on wall brackets?		
Are fire extinguishers visible and unobstructed?		
Is there a fire blanket in the kitchen?		
Are fire-fighting appliances checked regularly?		
Are these checks recorded?		
Are fire extinguishers serviced annually by a competent person?		
<u>Are the Existing Arrangements sufficient for Emergency Lighting? :</u>		
Does the hall have emergency lighting to provide illumination in the event of a failure of the general lighting system?(for smaller buildings, a number of hand torches may be sufficient)		
Is the emergency lighting system tested regularly? Are the tests recorded?		
Is the system tested annually by a competent person?		

Are the Existing Arrangements sufficient for	Yes/No or N/A	Comments/Action Required
<u>Signage? :</u>		
Are “What to do in the Event of a Fire” notices displayed and clearly visible?		
Are escape routes and final exit doors clearly marked?		
Do signs depict the “running man”?		
Are all internal fire doors signed “Fire Door: Do Not Keep Open”?		
Are there signs explaining opening mechanisms on fire exits e.g, “push bar to open”?		
Are there external signs saying “Fire Exit – Keep Clear”		
Are the Existing Arrangements sufficient for <u>Escape? :</u>		
Can all fire exit doors be easily opened when the hall is in use?		
Are all passageways free from obstruction?		
Do all self-closing doors fully close?		
Are all door-closers in good condition?		
Do all escape routes lead to a place of safety?		
Is there sufficient illumination at stairs and steps?		
Is there a designated assembly point?		
Are all exits clear of bins or other external obstructions?		

Appendix H

Example of Monthly Fire Checks

Monthly fire checks	Tick	Comment	Signature	Date
Alarms heard in all parts of the hall				
Break glass point intact and alarms working				
Fire extinguishers intact, date current				
Emergency lights working and on for 30 min				
All fire doors clear and easily opened				

Appendix I: Example of a COSHH Risk Assessment Substance Information

Substance/material: _____ **Trade name:** _____

What is the substance used for?
(E.g. cleaning floors, protective coating, etc.)

What are the hazardous ingredients/chemicals in the substance? (List below)

Do any of the chemicals have a:

Maximum Exposure Limit? (State opposite)

Occupational Exposure Standard? (State opposite)

Is the substance: (Check for an orange 'CHIP' square on the product data sheet or packaging.)

- | | | | |
|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Extremely flammable? | <input type="checkbox"/> Oxidising? | <input type="checkbox"/> Very toxic? | <input type="checkbox"/> Sensitising? |
| <input type="checkbox"/> Highly flammable? | <input type="checkbox"/> Harmful? | <input type="checkbox"/> Corrosive? | <input type="checkbox"/> Other? |
| <input type="checkbox"/> Flammable? | <input type="checkbox"/> Toxic? | <input type="checkbox"/> Irritant? | (Specify) |

Is the substance hazardous to health when:

- | | | |
|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> In contact with skin? | <input type="checkbox"/> Breathed in? | <input type="checkbox"/> Other |
| <input type="checkbox"/> In contact with eyes? | <input type="checkbox"/> Swallowed? | (Specify) |

USE OF SUBSTANCE

How should the substance be used?
(E.g. diluted in water, applied with a brush, sprayed, etc.)

How much is used every week?
(State quantity in litres or kilos as appropriate.)

Who is exposed to the substance?
(E.g. those using it, pupils, service users, etc.)

Does the substance present additional risks to certain groups or individuals?
(E.g. young people, expectant mothers.)

CONTROL MEASURES

Can a less hazardous substance be used to do the same job? Yes No
(If you don't know, please contact your supplier for further information.)

What controls are required for this substance, other than Personal Protective Equipment (PPE)?
(E.g. well ventilated areas, not in spray/mist form, mechanical ventilation, authorised persons only.)

Is any Personal Protective Equipment (PPE) required when using the substance?



Eye protection? (State type required)



Gloves?
(State type required)



Overalls/clothing? (State type required)



Mask/respirator?
(State type required)



Other? (State type required)

How should the substance be stored? (E.g. locked cupboard, away from other substances, etc.)

Have persons using this substance been provided with information or training on its use? Yes/
(As a minimum ensure a copy of this assessment is in a known and readily accessible location.) No

OTHER PRECAUTIONS AND EMERGENCY PROCEDURES**Spillages:** How should an accidental release/spillage of this substance be dealt with?**First aid:** What actions should be taken if the substance is:

a) Swallowed?

b) In contact with eyes?

c) In contact with skin?

d) Inhaled?

e) Other? (Please specify.)

Fire precautions: What actions should be taken in the event of fires involving this substance?**Chemical reactions:** Is there any other substance that this substance must not come into contact with?**Disposal:** How should the substance be disposed of (or not disposed of)?**Health surveillance:** Do staff using the substance require any health surveillance?**ASSESSMENT OF RISK****Are all the controls detailed above currently in place?** Yes No

If these controls are not in place, or additional controls are required, state actions to be taken. Please note –

COSHH substances must NOT be used if adequate control measures are not in place.

Remedial actions required	Date for completion

Are hazards to health adequately controlled with all control measures in place? Yes No

Assessor(s) name:	Assessor(s) signature:	Date:
Remedial Actions complete: Date:	Signature	Review date:

Appendix J: Example of

Health and Safety Policy Document

The Health and Safety Statement ofHall Committee

The Hall Committee is aware of and accepts its responsibility to all hall users and employees/volunteers to ensure, as far as reasonably practicable, their health, safety and welfare.

All reasonable steps will be taken by the Hall Committee to meet this responsibility

- to provide a safe and healthy environment for employees/volunteers and hall users.
- to provide welfare facilities (toilets and kitchen) up to standard to ensure a healthy environment.
- to carry out regular safety checks on all portable electrical appliances (PAT) and equipment provided by the Hall Committee.
- to adopt laid down fire regulations (**Fire Safety (Scotland) Act 2005**)
- to provide information and instructions on appliances and equipment provided by the Hall Committee.
- to review and revise this policy as necessary at regular intervals

Signature

Hall Convenor

Date

Review date.....

Health and safety risks arising from activities in the hall, manual handling and cleaning of the hall

Risk assessments will be undertaken by.....

The findings of the risk assessment will be reported to.....

Action required to remove/control risks will be approved by.....

.....will be responsible for ensuring the action required is implemented and checked.

Assessments will be reviewed.....or when the task activity changes, whichever is the soonest.

Safe appliances and equipment

.....will be responsible for identifying appliances and equipment needing maintenance.

.....will be responsible for ensuring effective maintenance procedures are drawn up.

.....will be responsible for ensuring all identified maintenance is implemented.

Any problems found with appliances /equipment should be

reported to.....

Safe Handling and use of substances

.....will be responsible for identifying all substances which need a COSHH assessment.

.....will be responsible for undertaking COSHH assessments.

.....will be responsible for ensuring all actions identified are implemented and the relevant persons are informed about the COAHH assessments.

Assessments will be reviewed every.....or when products are changed, whichever is the soonest.

Accidents and first aid

All accidents to be reported and recorded in the accident book.

This book is kept by/at.....

First aid kit is kept at.....

The appointed person/first aider is.....

Emergency Procedures – Fire and Evacuation

Fire Alarm

Fire alarms are located
.....

Fire alarms are tested By

Fire alarms are maintained by

Fire Extinguishers

Fire extinguishers are located at

Types

Fire extinguishers are maintained by

Fire Doors and Exits

The following doors are fire doors and therefore should not be jammed open:

Fire doors –

Fire exits –

Additional care will be taken during large events to ensure clear passageways and exits.

Emergency Lighting

Emergency lights are located at

Emergency lighting is tested by

Emergency lighting is maintained by

Fire Evacuation Drill

Fire evacuation drill will be undertaken

All regular user groups will be asked to carry out fire drill.