



HEALTH AND SAFETY POLICY

Part 1: General Statement

Key Health, Safety and Environmental Policy Objectives:

- To ensure that village hall operations are undertaken in accordance with best practice procedures which reflect compliance with current and up to date statutory safety, health and environmental legislation.
- To provide the users of the village hall with 'best practice' information, procedures and equipment.
- To ensure that the village hall and its surrounding areas do not cause risk to the health and safety of users and to others who may be affected by its use.
- To ensure that the use of the village hall and its surrounding areas do not cause risk to the local or wider environment through poor environmental control or practices.
- To continually improve the health and safety policy at regular intervals or at other times where events such as significant health and safety incidents or the introduction of new or updated legislation dictates.

Key Statutory Duties Compliance:

- We shall do all that is reasonably practicable to implement our legal duties under all relevant statutory provisions and in particular those provisions outlined in:
 - The Health and Safety at Work Act 1974
 - The Management of Health and Safety at Work Regulations 1999
- In particular, as members of the Village Hall Committee we will:
 - Provide and maintain equipment that is safe and without risk to health.
 - Ensure the safety and absence of risks to health in connection with the use, handling and storage of articles and substances.
 - Ensure the maintenance of areas under our control is safe and without risks to health, which includes the provision and maintenance of safe access and egress routes.

Reviewed on Date: 1st April 2019

Name: Dawn Readman Position: Chairman

Part 2: Organisation of Health and Safety

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

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chairman or the Bookings Secretary as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Chairman

Reporting of Accidents: Chairman

Fire precautions and checks: Chairman

Risk Assessment and Inspections: Chairman

Information to contractors : Chairman

Information to hirers: Bookings Secretary

Insurance: Treasurer

A plan of the hall is attached showing the location of fuse box, emergency exits and fire doors, and fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Licence

The sale of alcohol is permitted through a Temporary Event Notice which must be obtained by the hirer as required.

A Performing Rights Society Music Certificate must be obtained by the hirer as required.

3.2 Fire Precautions and Checks

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

A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping log book: Trustees who look after projects & maintenance

Local Fire Brigade Contact: Crowborough Fire Station, Beacon Road, Crowborough.
Tel No. 0303 999 1000

Company hired to maintain and service fire safety equipment:

Name: Chubb Fire Security

Address: Unit 3, Fulcrum 4, Solent Way, Whiteley, Fareham, Hampshire PO15 7FT

Location of service record: Health and Safety Folder, Store Room

Checking of Equipment, Fittings and Services

- Weekly: Door mats and stops, floor, toilets, boiler, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch and fire alarm, First Aid box, ladders and steps, locks and sockets
 - A full list of weekly checks is attached
- Yearly: Fire extinguishers, electrical certificate, gas boiler, PAT testing

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency department is Tunbridge Wells Hospital, Tonbridge Road, Pembury, Tunbridge Wells

Kent, TN2 4QJ

Tel: 0845 155 1000

In case of emergency the hirer should call 999.

The location and telephone number for the nearest doctor's surgery is Rotherfield Surgery, Court Meadow, Rotherfield. Tel: 01892 852415

The First Aid Box and information is located in the kitchen. The person responsible for keeping this up to date is the Chairman.

The accident forms are kept in the First Aid kit. These must be completed whenever an accident occurs and the bookings secretary or Chairman notified.

Any accidents must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

As well as weekly visual checks, the Hall risk assessment is reviewed annually and upon any change in circumstance or layout at the hall. Any risks identified should be reported to the management committee and rectified as soon as possible.

3.5 Parking and Vehicle Movement

The parking area and road outside the hall are owned and maintained by the Highways Agency.

Hirers must ensure that when using the hall that the 5mph speed limit is adhered to and that cars are parked so as not to obstruct access for local residents and emergency vehicles.

3.6 Contractors

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

- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)

- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice

3.7 Insurance

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

Village Halls Plus Group

Date of renewal: 23rd March 2020

3.8 Review of Health and Safety Policy

The Village Hall Committee will review this policy annually. The next review is due in January 2020.

3.9 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, The Council Offices, Station Road East, Oxted, Surrey RH8 0BT Tel: 01883732400

Crowborough Fire Station, Beacon Road, Crowborough.
Tel: 03039 991000

Wealden District Council Environmental Health, Vicarage Lane, Hailsham.
Tel: 01323 442666

Action in Rural Sussex, Sussex House, 212 High St, Lewes BN7 2NH.
Tel: 01273 473422



DATA PROTECTION & PRIVACY POLICY & PROCEDURES

Introduction

We are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of Data in order to carry on our work of managing Eridge Village Hall (EVH). This personal information must be collected and handled securely.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual, and includes email, minutes of meetings, and photographs.

The charity will remain the data controller for the information held. The trustees, staff and volunteers are personally responsible for processing and using personal information in accordance with the Data Protection Act and GDPR. Trustees, staff and volunteers who have access to personal information will therefore be expected to read and comply with this policy.

Purpose

The purpose of this policy is to set out the EVH commitment and procedures for protecting personal data. Trustees regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal with. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen.

The following are definitions of the terms used:

Data Controller - the trustees who collectively decide what personal information EVH will hold and how it will be held or used.

Act means the Data Protection Act 1998 and General Data Protection Regulations - the legislation that requires responsible behaviour by those using personal information.

Data Protection Officer – the person responsible for ensuring that EVH follows its data protection policy and complies with the Act. [EVH is not required to appoint a DPO].

Data Subject – the individual whose personal information is being held or processed by EVH for example a donor or hirer.

‘Explicit’ consent – is a freely given, specific agreement by a Data Subject to the processing of personal information about her/him.

Explicit consent is needed for processing “sensitive data”, which includes:

- (a) Racial or ethnic origin of the data subject
- (b) Political opinions
- (c) Religious beliefs or other beliefs of a similar nature
- (d) Trade union membership
- (e) Physical or mental health or condition
- (f) Sexual orientation
- (g) Criminal record
- (h) Proceedings for any offence committed or alleged to have been committed

Information Commissioner’s Office (ICO) - the ICO is responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information.

Personal Information – information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

The Data Protection Act

This contains 8 principles for processing personal data with which we must comply.

Personal data:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s).
4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary,
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,

8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Applying the Data Protection Act within the charity

We will let people know why we are collecting their data, which is for the purpose of managing the hall, its hirings and finances. It is our responsibility to ensure the data is only used for this purpose. Access to personal information will be limited to trustees, staff and volunteers.

Correcting data

Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement.

Responsibilities

EVH is the Data Controller under the Act, and is legally responsible for complying with Act, which means that it determines what purposes personal information held will be used for. The management committee will take into account legal requirements and ensure that it is properly implemented, and will through appropriate management, strict application of criteria and controls:

- a) Collection and use information fairly.
- b) Specify the purposes for which information is used.
- c) Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
- d) Ensure the quality of information used.
- e) Ensure the rights of people about whom information is held, can be exercised under the Act.

These include:

- i) The right to be informed that processing is undertaken.
 - ii) The right of access to one's personal information.
 - iii) The right to prevent processing in certain circumstances, and
 - iv) the right to correct, rectify, block or erase information which is regarded as wrong information.
- f) Take appropriate technical and organisational security measures to safeguard personal information,

- g) Ensure that personal information is not transferred abroad without suitable safeguards,
- h) Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- i) Set out clear procedures for responding to requests for information.

All trustees, staff and volunteers are aware that a breach of the rules and procedures identified in this policy may lead to action being taken against them.

Procedures for Handling Data & Data Security

EVH has a duty to ensure that appropriate technical and organisational measures and training are taken to prevent:

- Unauthorised or unlawful processing of personal data
- Unauthorised disclosure of personal data
- Accidental loss of personal data
- All trustees, staff and volunteers must therefore ensure that personal data is dealt with properly no matter how it is collected, recorded or used. This applies whether or not the information is held on paper, in a computer or recorded by some other means e.g. tablet or mobile phone.
- Personal data relates to data of living individuals who can be identified from that data and use of that data could cause an individual damage or distress. This does not mean that mentioning someone's name in a document comprises personal data; however, combining various data elements such as a person's name and salary or religious beliefs etc. would be classed as personal data, and falls within the scope of the DPA. It is therefore important that all staff consider any information (which is not otherwise in the public domain) that can be used to identify an individual as personal data and observe the guidance given below.

Privacy Notice and Consent Policy

The privacy notice and consent policy are as follows:

- Consent forms will be stored by the Secretary in a securely held electronic or paper file.

Operational Guidance

Email:

All trustees, staff and volunteers should consider whether an email (both incoming and outgoing) will need to be kept as an official record. If the email needs to be retained it should be saved into the appropriate folder or printed and stored securely.

Remember, emails that contain personal information no longer required for operational use, should be deleted from the personal mailbox and any “deleted items” box.

Phone Calls:

Phone calls can lead to unauthorised use or disclosure of personal information and the following precautions should be taken:

- Personal information should not be given out over the telephone unless you have no doubts as to the caller’s identity and the information requested is innocuous.
- If you have any doubts, ask the caller to put their enquiry in writing.
- If you receive a phone call asking for personal information to be checked or confirmed be aware that the call may come from someone impersonating someone with a right of access.

Laptops and Portable Devices:

- All laptops and portable devices that hold data containing personal information must be protected with a suitable encryption program (password).
- Ensure your laptop is locked (password protected) when left unattended, even for short periods of time.
- When travelling in a car, make sure the laptop is out of sight, preferably in the boot.
- If you have to leave your laptop in an unattended vehicle at any time, put it in the boot and ensure all doors are locked and any alarm set.
- Never leave laptops or portable devices in your vehicle overnight.
- Do not leave laptops or portable devices unattended in restaurants or bars, or any other venue.
- When travelling on public transport, keep it with you at all times, do not leave it in luggage racks or even on the floor alongside you.

Data Security and Storage:

Store as little personal data as possible on your computer or laptop; only keep those less that are essential. Personal data received on disk or memory stick should be saved to the relevant file on the server or laptop. The disk or memory stick should then be securely returned (if applicable), safely stored or wiped and

securely disposed of. Always lock (password protect) your computer or laptop when left unattended.

Passwords:

Do not use passwords that are easy to guess. All your passwords should contain both upper and lower-case letters and preferably contain some numbers. Ideally passwords should be 6 characters or more in length.

Protect Your Password:

- Common sense rules for passwords are:
 - Do not give out your password
 - Do not write your password somewhere on your laptop
 - Do not keep it written on something stored in the laptop case.

Data Storage:

- Personal data will be stored securely and will only be accessible to authorised volunteers or staff.
- Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records this will be up to 7 years. For employee records see below. Archival material such as minutes and legal documents will be stored indefinitely. Other correspondence and emails will be disposed of when no longer required or when trustees, staff or volunteers retire.
- All personal data held for the organisation must be non-recoverable from any computer which has been passed on/sold to a third party.

Information Regarding Employees or Former Employees:

Information regarding an employee or a former employee, will be kept indefinitely. If something occurs years later it might be necessary to refer back to a job application or other document to check what was disclosed earlier, in order that trustees comply with their obligations e.g. regarding employment law, taxation, pensions or insurance.

Accident Book:

This will be checked regularly. Any page which has been completed will be removed, appropriate action taken and the page led securely.

Data Subject Access Requests:

We may occasionally need to share data with other agencies such as the local authority, funding bodies and other voluntary agencies in circumstances which are not in furtherance of the management of the charity. The circumstances where the

law allows the charity to disclose data (including sensitive data) without the data subject's consent are:

- a) Carrying out a legal duty or as authorised by the Secretary of State Protecting vital interests of a Data Subject or other person e..g. child protection
- b) The Data Subject has already made the information public
- c) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- d) Monitoring for equal opportunities purposes – i.e. race, disability or religion

We regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

We intend to ensure that personal information is treated lawfully and correctly.

Risk Management:

The consequences of breaching Data Protection can cause harm or distress to service users if their information is released to inappropriate people, or they could be denied a service to which they are entitled. Trustees, staff and volunteers should be aware that they can be personally liable if they use customers' personal data inappropriately. This policy is designed to minimise the risks and to ensure that the reputation of the charity is not damaged through inappropriate or unauthorised access and sharing.



FINANCIAL POLICY AND PROCEDURES

1. The trustees will manage the assets of the charity in accordance with the Eridge Village Hall Governance Documents dated 16 December 2008
2. The trustees will insure the Trust Property with a reputable Insurance Company on an 'All Risks' basis for its full rebuild value; the sums insured shall be reviewed at each policy renewal.
3. Financial records will be kept to ensure that the Eridge Village Hall committee meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
4. The financial year will end on the last day of December and accounts for each financial year will be drawn up and approved by the trustees prior to being presented to the Annual General Meeting held in March.
5. The accounts will be independently examined when income is over £25k per annum in accordance with the Charities Commission guidelines and as agreed by the Committee prior to the AGM
6. The trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every meeting of the Management Committee.
7. The trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
8. All funds will be held in accounts in the name of the Eridge Village Hall at such banks and on such terms as the trustees shall decide. All cheques and transfers shall require the signatures or confirmation of two trustees authorised by the Committee.
9. The treasurer shall present a financial report to every meeting of the trustees: the format and content of the report to be decided by the trustees.
10. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without undue delay.
11. The trustees will undertake a financial risk assessment of all trust activities and review it usually prior to the event when expenditure is in excess of £500.

Financial Procedures

1. Financial Records
 - The following records shall be kept up to date by the treasurer:
 - An analysis of all the transactions in the Eridge Village Hall bank account(s).
2. Payment Procedure

- Payments will usually be made by cheque or BACS transfer which will then follow this procedure:
 - a) The treasurer will be responsible for holding the cheque book (unused and partly used cheque books)
 - b) Blank cheques will NEVER be signed.
 - c) The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
 - d) No cheques should be signed without original documentation.
 - e) All BACS transfers will be set up by the Treasurer and approved by the Chairman via internet banking platform

3. Income Procedure

a) All income will be taken by BACS transfer direct to the EVH bank account except in the rare event a hirer does not have internet banking.

b) All income not paid directly by BACS transfer will be paid into the bank without deduction.

c) Cash is to be counted by the person collecting it and handed to the treasurer who should count the cash in the presence of the collector (or another person if the collector not present) and confirm the amount. No cash will be kept on the Hall premises.

d) Hiring agreement forms.

i) For Private Hire of the hall all hirers must complete their bookings online. Invoice will then be issued by the Bookings Secretary. Bookings will not be considered confirmed until payment has been received. Upon receipt of payment, Treasurer will mark booking as paid in online bookings system and Bookings Secretary will subsequently email hirer to confirm.

ii) For Regular Bookings, hirer will make arrangements for booking with Bookings Secretary via email. Invoice will then be issued by the Bookings Secretary. Upon receipt of payment, Treasurer will mark booking as paid in online bookings system and Bookings Secretary will subsequently email hirer to confirm.

4) Payment Documentation

Expenses/allowances. Eridge Village Hall Committee will reimburse expenditure (approved prior to the expenditure) paid for personally by trustees on behalf of the charity, providing: Fares are evidenced by tickets; Other expenditure is evidenced by original receipts; Car mileage is based on local authority scales; No cheque or bank account signatory signs for the payment of expenses to themselves.

Reviewed on Date: 1st April 2019

Name: Dawn Readman Position: Chairman



EMERGENCY CLOSURE POLICY

The Emergency Closure Plan is only to be implemented after discussion between the Chairman/Treasurer/Secretary/committee members.

An Emergency can be considered as *“An event or circumstance which happens with or without warning that causes or threatens injury to people, disruption to Hall operations, or damage to property or to the Environment”*

Potential Scenarios

The committee reserves the right to invoke the emergency closure of the hall under the following circumstances:

- Fire damage
- Flooding
- Snow/Ice
- A break in/burglary of the property
- No heating/water/power in the building
- Serious incident in or around the building
- Community Emergency Planning Procedures

Procedure

- Any two of the persons nominated assess the risks to users and makes the decision whether to close.
- When the decision to close has been made, a message is posted on the Website and we will attempt to advise the main contact for the group to let them know of the decision.
- Equally during inclement weather the group organiser should contact the bookings secretary for an update on the prevailing condition of the carpark and paved areas.
- Where possible as much closure notice will be given, which will be dependent on the circumstances.
- It is then incumbent on the group organiser to advise the rest of the potential users of the situation. For this reason, every user group should have its own notification of closure procedures.
- As soon as the cause of the closure defect has been rectified the main contact users will be notified by phone (where possible) and a message will be posted on the website.

Should any emergency closures be required, fees for the hire periods which have been affected will be waived. This may mean an organisation receives a refund or a credit on their next booking.

Reviewed on Date: 1st April 2019

Name: Dawn Readman Position: Chairman



CHILDREN AND VULNERABLE ADULTS POLICY STATEMENT

The Eridge Village Hall Committee (referred to as “the Committee”) provides premises at Eridge Village Hall that can be used to provide activities for children and vulnerable adults.

It is the intention of the Committee to ensure that children and vulnerable adults who come into the premises are provided with a safe and secure environment and are protected from harm.

The Committee requires that the same responsibilities and conditions of hire which the Committee have for the use of the hall in general, also apply to the use for activities for children and vulnerable adults i.e. health and safety and fire regulations etc.

In addition the Committee have set out points in the terms and conditions which the Hirer for activities including children and/or vulnerable adults must comply with as a condition of hire of the premises.

Reviewed on Date: 1st April 2019

Name: Dawn Readman Position: Chairman



COMPLAINTS PROCEDURE

Eridge Village Hall responds to all complaints and ensures that they are managed efficiently and courteously, and as quickly as possible.

If the complaint is to be dealt with swiftly, then it is important that full details are provided. Anonymous complaints cannot be processed.

1. Complaints raised against the Hall: In the event of an individual being dissatisfied with the service being offered by the Hall or a decision made in respect of a Hire, the complaint should be detailed in writing to the Chair of the Village Hall Committee. The Chair will log and acknowledge the complaint within 28 days.
2. Complaints against a member of the Village Hall Committee: Any user wishing to raise a complaint about the conduct of a member of the committee, should detail the complaint in writing to the bookings secretary or any member of the committee, who will log and acknowledge the complaint within 7 days.
3. All complaints will be logged presented at the next committee meeting following the complaint and the outcome will be reported to the complainant within 7 days of the meeting.
4. Should the complainant not be satisfied with the outcome of any complaint they may attend the next committee meeting and address the committee in person.
5. If this does not obtain a favourable outcome the complainant should contact the Charities Commission.

Reviewed on Date: 1st April 2019

Name: Dawn Readman Position: Chairman