

Issue 20

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# Village Halls News and Information

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## Good Management Toolkit

ACRE has produced an attractive easy-to-use pack for Village Hall Management Committees. It is designed to help you run your hall so it

- meets legal requirements
- provides services that help meet the needs of the community
- ensures the hall has a long-term future

The Toolkit includes coded boxes to help you through: 'Information', 'To do' and, very importantly, 'Don't Panic!'.

There are also a number of inserts and a CD so you can run off the number you need for your committee. These include:

- Health Check on legal requirements
- Meetings checklist
- Insurance checklist
- Buildings Maintenance checklist
- several quizzes to use with the Management Committee

We have some free copies, sponsored by Aon Ltd. People attending the Away Day on 1 April will receive a free copy for their hall. The others will be available on a first-come, first-served basis. After that, copies will cost £15 and will be available from Nancy Slaney at DRCC.

## Legislation, Regulations and Information Sheets

There are several changes to legislation and regulations affecting community buildings this year. We try to keep you up to date, but we know it makes running a village hall increasingly burdensome. The Good Management Toolkit will help you deal with these demands. In this issue we feature new regulations on:

- food safety
- working at heights
- fire safety

The **2003 Licensing Act** is being implemented and I will be glad to hear your experiences, good or bad. Don't forget the requirement to

### Contents

Good Management Toolkit	1
Legislation	1/2
Health & Safety	2
Telephones	2
Fire Safety Reform	3
Severn Trent Water	3
Telephones (apology)	3
Congratulations	4
New Perspectives Theatre Co.	4
Aon Advert	4

## Continued

do an **Asbestos survey**. Many halls will decide they need a **Child Protection Policy**. Advice is available on all these topics and more in the ACRE Village Hall Information Sheets, available from Nancy Slaney. An up-to-date list is enclosed (some are available electronically by email).

## Health and Safety

### Working at Heights: Notes from the Health & Safety Executive



The Work at Height Regulations 2005 require all work at height to be properly planned and appropriately supervised. Where you can, you should avoid carrying out work at height. Ladders should only be used for low-risk, short-duration work, or where there are site conditions that cannot be changed. Where necessary, suitable arrangements should be taken to prevent the ladder from slipping. This could include tying the ladder at the top or bottom or using an effective anti-slip device.

#### General advice

*Health and Safety Executive*

- ◆ Don't start work at height until you have properly planned how you are going to do it, and you have assessed and controlled the risks involved.
- ◆ Ensure that you have fully considered all of the ways in which you could be at risk of falling.
- ◆ Don't underestimate the risks involved. Simply 'taking care' is not enough. Proper precautions must be in place.
- ◆ Consider whether there are other, safer ways of doing the job.
- ◆ Decide what equipment is required for the job. Ideally precautions should be designed to prevent a fall, for example using guard rails at a roof edge or crawling boards on a fragile roof. For some jobs it may be appropriate to use fall arrest equipment such as a safety harness.
- ◆ If you have not got the appropriate equipment then get it. Don't take a chance with a ladder if what you should be using is a tower scaffold. Making do without the right equipment to minimise expense can lead to injury or death, as well as prosecution if the law is broken.
- ◆ Ensure that there are no defects in any equipment that you use.
- ◆ Make sure that equipment is used safely and that any necessary training and/or supervision is provided.

## Food Hygiene Regulations

New food hygiene regulations are in effect from 1 January 2006. Organisations producing or supplying food will need to register with the local environmental health department. Those which have not changed their work since registering or their last inspection will not need to re-register, but will be re-assessed as part of their next inspection.

Food safety procedures based on HACCP principles—hazard analysis critical control points—will need to be implemented.

Information and draft guidance is available from the Food Standards Agency at [www.food.gov.uk/foodindustry/hygiene](http://www.food.gov.uk/foodindustry/hygiene). Section 3.2 of the FSA's draft guidance on the regulations states that the new regulations do not cover activities such as the occasional preparation of food by individuals or groups for gatherings or for sale at charitable events. However, such activities are still subject to the general legal requirements of the General Food Regulations 2004, which prohibit the placing of unsafe food on the market".

The Food Hygiene (England) Regulations 2005 are at [www.opsi.gov.uk](http://www.opsi.gov.uk)



## Fire Safety Reform

New fire safety rules affecting all non-domestic premises in England and Wales will come into force in October. *The Regulatory Reform (Fire Safety) Order*, made in June 2005, was originally due to come into force in April but was deferred to give business and other stakeholders more time to prepare.

The Office of the Deputy Prime Minister has issued a press statement on its website: [www.odpm.gov.uk](http://www.odpm.gov.uk), which includes the following notes:

1

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self employed people with premises separate from their homes.

2

Fire certificates will be abolished and will cease to have legal status.

3

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person', ie the Village Hall Management Committee.

4

You will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.

Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain. If you employ five or more people you must record the significant findings of the assessment.

For more than 40 years, the fire and rescue service provided cover for fires according to recommended standards. These standards dated back to 1947 and were based on property types within a given area.

A guide to doing fire risk assessments in small premises is in preparation.

## Severn Trent Water

Has Severn Trent visited your hall site to re-measure the ground area? Two halls have reported that they have had their sites re-measured and have been moved into a higher payment band. Both have been informed that they have 'underpaid' in past years and asked for back payment of surface water charges, in one case to 1999. As the measurements were made by Severn Trent Water in the first place, the halls are understandably challenging the request for back payments.

Please let me know if your hall has had a similar experience. I am prepared to write to Severn Trent on behalf of halls in Derbyshire and make representations.



## Telephones ! ! !

The item in the last newsletter should have read 'it bars a premium rate number' NOT 'it bears a premium rate number' (which of course is the opposite of that which was intended!). We do hope this has not caused anyone a problem.

## Big Lottery Fund : People's Millions 2006

Lottery good cause funding. Entry deadline is **18 May 2006** and the shortlisted projects in each ITV region will go forward to the public vote. Entry packs are available by calling the hotline on **08450 10 11 12** or by visiting the website: [www.peoplesmillions.org.uk](http://www.peoplesmillions.org.uk)

The Competition is being held again this year and communities can put in their bids to receive up to £50,000 in

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## Congratulations!

**Bakewell Quaker Meeting House** is about to be renovated for use by Quakers and the local community. The project will cost around £200,000 and is being financed through a legacy and major grants from Onyx and WREN, plus own fundraising.



**Monyash Playing Fields Revitalisation Project** has been awarded a grant of £25,000 towards the project by WREN.

**Somersall Herbert Parish Rooms** have been re-opened on their centenary in 2005, following a grant from Derbyshire Dales District Council and lots of volunteer labour.

### PROFESSIONAL THEATRE IN YOUR VENUE

### *Advertisement*

New Perspectives Theatre Company is the East Midlands' flagship professional touring company. We've been touring new theatre into community and education venues in the villages and market towns of the East Midlands for over 30 years.

Whether you're a seasoned promoter or this is the first time you've considered bringing a professional theatre company into your community, New Perspectives' highly experienced team can ensure a smooth running process of event booking, marketing, get in, performance and get out leaving you to enjoy the show and look after your audience who are guaranteed an evening of top quality theatre.

We have a sensational season of new theatre coming up:

**The Allotment** by Andy Barrett

A comedy about war, displacement, asylum and compost heaps.

Touring: September – November 2006

**The Iron Man** adapted from the book by Ted Hughes

A fast-moving, heart warming adventure for anyone who has ever been seven

Touring: October 2006 – January 2007

**How Steeple Sinderby Wanderers Won the FA Cup**

Adapted from the book by J L Carr

The joyous tale of the unstoppable rise of football's ultimate underdogs

Touring: November 2006 – March 2007

If your village hall is a member of the Derbyshire rural touring scheme, Live & Local you'll have the chance to book these shows through their menu, however we are very happy to take direct enquiries and talk about what our company can offer your venue.

For more information or to join our mailing list please call 01623 635225, email [info@newperspectives.co.uk](mailto:info@newperspectives.co.uk) or visit our website: [www.newperspectives.co.uk](http://www.newperspectives.co.uk)