

Fitzhead Tithe Barn

POLICY & PROCEDURES of the **Tithe Barn Management** **Committee**

Effective from 11 May 2020

Signed on behalf of the TMBC by Chair	
Date	

Summary of subsequent review of Policy Document

Date amended	Summary of Amendments made	Signed and approved by Chair

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1. INTRODUCTION

This document contains the current policies adopted by the Tithe Barn Management Committee and the Trustees of the Fitzhead Tithe Barn Charity.

The Fitzhead Tithe Barn is leased to the Tithe Barn Management Committee and The Fitzhead Parish Council by the Diocese of Bath & Wells under a Lease Agreement dated 11 May 1984 which runs for a period of 56 years (i.e. until 2040). *The Lease Agreement shall take precedence over this document if there is any matter of interpretation between them.*

The Lease requires that the Tithe Barn is used as a Village Hall and made as accessible as possible *“for use by the inhabitants of the Parish of Fitzhead without distinction of political, religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the village”.*

The Tithe Barn Management Committee (hereinafter referred to as the TBMC) will review and document any amendments to the policies contained in this Statement annually at the TBMC AGM or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.

2. GOVERNANCE

The Fitzhead Tithe Barn is a Registered Charity No 900094. The TBMC acts on behalf of the Trustees of the Fitzhead Tithe Barn Charity to manage the Tithe Barn as the village hall and it is responsible for ensuring compliance with The Charities Act and the Lease Agreement by keeping the premises and its fixtures and fittings in good repair and condition.

Elected members of the TBMC are also registered Trustees of the Fitzhead Tithe Barn Charity with the Charity Commission.

The TBMC shall, where possible, consist of four elected members from the Community, and four representative members from

- The Parish Council
- The Parochial Church Council
- Fitzhead Cricket Club
- Fitzhead Events Group

and may include not more than three co-opted members. The proceedings of the TBMC shall not be invalidated by any failure to appoint or by any defect in the appointment election, or qualification of any member.

The TBMC and Trustees of The Fitzhead Tithe Barn currently are:

- Ian Coombes, Chair, representative member of the Parish Council
- Mandy Bool, Secretary, member of the Community

- Muriel Adamson, Treasurer, representative member of the Fitzhead Events Group
- Jo Webb, Trustee, representative member of the Fitzhead Events Group
- Scott Burton, Trustee, member of the Community.
- Roger Mitchinson, Trustee, member of the Community.

It has not currently been possible to appoint representative members from The Parochial Church Council or Fitzhead Cricket Club.

2.1 Responsibilities of TBMC

The TBMC recognise that it is their responsibility to:

- act in accordance of this document and the law – being aware of the provisions of this document and those of the relevant law
- act in the best interest of the TMBC/Charity – considering what is best for the TMBC/Charity and its beneficiaries and avoiding bringing it into disrepute
- manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest and, in particular, making no personal material gain unless specifically authorised to do so
- respect confidentiality – understanding what confidentiality means in practice for the TMBC/Charity and the individuals involved with it
- have a sound and up-to-date knowledge of the TMBC/Charity and its environment – understanding how the TMBC/Charity works and the wider context within which it operates
- attend meetings and other appointments or give apologies – considering other ways of engaging with the TMBC/Charity if regularly unable to attend meetings
- prepare fully for meetings - reading papers, querying anything that is not understood and thinking through issues in good time before meetings
- actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so
- work considerately and respectfully with all – respecting diversity and different roles and boundaries and avoiding giving offence.

2.2 AGM

The AGM will be held no later than 3 months from the end of the financial year. At least 14 days public notice of the meeting shall be given in conspicuous places around the village, and in the Village Magazine, on the Village website and social media as applicable.

The Chair shall present to the AGM an annual report for the preceding year. The reporting year is from 1st June to 31st May. Sufficient copies of the annual report will be available at the AGM for members of the public. Following the AGM, the annual report will be displayed in the Tithe Barn in a place where it can conveniently be read by users of the premises, and on the village website.

All members of the TBMC shall retire from office together at the AGM but they may be re-elected or re-appointed.

All inhabitants (over the age of 18) in the Parish of Fitzhead are entitled to attend and vote at the AGM.

A copy of the latest version of this document will be given to all TBMC members on their election/appointment to the Committee, and to all relevant staff and volunteers.

All matters shall be determined by majority vote. The Chair of the meeting shall have a second or casting vote.

All meetings must have a Quorum of no less than one-third of Committee members.

2.3 Election of Officers & Division of Responsibilities

At the AGM each year, the TBMC shall elect the following Officers from among their members, and the responsibilities shall be divided as follows:

Chair

1. Calling and chairing meetings
2. Liaison with Parish Council and PCC and the fete Committee and being Point of Contact with Village re refurbishment.
3. TBMC Compliance with Trustee and Charity Commission requirements
4. Ensuring Compliance with all regulations and ensuring annual review is undertaken.

Treasurer

1. Monthly invoicing and reconciliation with bank
2. Payment of invoices/bills
3. Membership of CCS
4. Researching & initiating annual renewal for Insurance, Electricity, Broadband, Water, TV licence, PRS
5. Hire charges
6. Providing regular Financial reports to TBMC for meetings, or as required.
7. Point of contact for project refurb and monitoring project expenditure (* see below)
8. Lead on Fundraising applications

Secretary

1. Complying with requirements of Charity Commission and submitting all proper statements of account in relation to the Charity in accordance with their requirements.
2. Agreeing & circulating Agenda, taking & circulating Minutes, and filing of Minutes and related paperwork in Minute Book.
3. Keeping a file of all agreed TMBC Policies & log of annual reviews/checks
4. Keeping a file of all the regulatory documents including all Acre village Hall helpsheets/guidelines
5. TBMC Correspondence with third parties
6. Promotion and publicity, website information, village communications
7. Village Hallmark (once refurb done)

Trustees

To actively participate in, and take responsibility for, the day to day running of the Tithe Barn, including

1. Overseeing work of the Booking Secretary/cleaner (including HMSO employee requirements)
2. All matters relating to hiring the hall including Conditions of Hire (ensuring that TBMC agreed Policies & Insurance requirements are incorporated) and booking form, including considering Online Booking
3. Maintaining inventory of all items in the hall
4. Purchasing/replacement of equipment
5. Day-to-day maintenance (organising contractors etc), i.e. replacing lightbulbs, etc.
6. Advising & documenting TBMC policy re regulations for
 - 6.1. First aid
 - 6.2. Health & Safety
 - 6.3. Fire regs
 - 6.4. Updating Notices and Instructions displayed in TB

3. FINANCIAL MANAGEMENT & PROCEDURES

3.1 Responsibilities

The TBMC is responsible for:

- Safeguarding the assets of the charity
- Preventing fraud
- Avoiding mistakes
- Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc).
- Maintain acceptable financial records acceptable to the Charity Commission.

To enable the TBMC to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all TBMC members, staff and volunteers.

A copy of this document will be given to all TBMC members on their election/appointment to the Committee, and to all relevant staff and volunteers.

3.2 Financial Procedures

3.2.1 Organisational Information

- The Tithe Barn Financial Year runs from 1 June to 31 May
- Name of Bankers - NatWest

3.2.2 Bank Accounts

- a) All bank accounts must be in the name of the organisation.
- b) No account may ever be opened in the name of an individual or individuals.
- c) New accounts may only be opened by a decision of the Tithe Barn Management Committee, which must be minuted.
- d) Changes to the bank mandate may only be made by a decision of the Tithe Barn Management Committee, which must be minuted.
- e) Authorised signatories of online banking accounts are shown below. Two signatures are required for cheque payments.
- f) Payments must be approved by at least 2 authorised signatories, and are made by Direct Debit or by bank transfers or by cheque on receipt of invoice.
- g) 2 people should be involved in counting cash receipts.
- h) The Treasurer is responsible for ensuring accuracy and completeness prior to transmission.
- i) Blank cheques must **never** be signed.

3.2.3 Authorised Signatories to the bank accounts:

- a) Ian Coombes, Chair
- b) Muriel Adamson, Treasurer
- c) Mandy Bool, Secretary
- d) Jo Webb, Deputy Chair

3.2.4 Annual Budget

An annual budget, setting out the financial plan for the following year, will be prepared in advance of the AGM so that the TBMC can approve it at its annual AGM. The budget will be prepared by the Chair and the Treasurer

3.2.5 Financial Reports

- a) The Treasurer will prepare a current financial report for every TBMC meeting.
- b) The financial report will show current income and expenditure at the date of the meeting including bank balances and debtors if any.
- c) Each Financial Report will be circulated to all TBMC members and discussed at the committee meeting.

3.2.6 Accounting and other financial records

The Treasurer maintains an Excel spreadsheet which records:

- Invoices issued and payments received and banked
- Invoices received and payments made
- Overdue receipts or payments
- Future receipts or payments due

The Treasurer will reconcile all transactions on a monthly basis against Bank Statements downloaded from the online banking accounts.

- a) Every transaction will be entered into the Excel spreadsheet and will include:
 - The date of the transaction
 - The name of the person money was received from or paid to and the full amount
 - A brief description of why the money was received or paid
 - An analysis of each amount under its relevant budget heading, where applicable

- b) All physical documents relating to receipts and payments will be filed in the month they are input into the system
- c) A regular backup copy of the Excel spreadsheet will be taken, and a copy transferred electronically to the Chair.

3.2.7 Payment/Expenditure

- a) The entire TBMC must approve any expenditure over £200.
- b) All expenditure under £200 must be approved by 2 authorised signatories and confirmed by email to all committee members.
- c) No member of the TBMC may authorise payment to themselves, their partner or relatives, with the exception of The Treasurer who is authorised to reimburse any approved expenditure made by him/her on behalf of the committee.
- d) Once payment has been made the physical invoice (or other receipt) should be marked "Paid", together with the payment method and date and filed.
- e) All known due payments must be entered on the Excel spreadsheet and its paid status marked.

3.2.8 Receipts/Invoices

- a. The Booking Secretary will require all hirers of the Tithe Barn to sign a Booking Form & Conditions of Hire, and will pass the signed forms to the Treasurer on a monthly basis. The Treasurer will raise a numbered invoice and send it to the hirer for payment.
- b. All invoiced receipts must be entered on the Excel spreadsheet and its paid status marked.
- c. The Treasurer will chase late payments of invoices and report any debtors to the TBMC on a regular basis.

3.2.9 Hire Charges and Deposits

The TBMC will approve, publish and keep under review a Schedule of Charges for the hire of the premises (see Appendix A). The Schedule will make provision for Church use, a Village rate, a higher non-village rate and a commercial rate.

The Village rate is payable:

- where the hirer is resident within the Parish of Fitzhead and is not hiring the premises for business purposes, or
- where the event or function is substantially for the benefit of Parish residents and is not a commercial hiring.

Hire charges must be paid within 7 days of invoice. Notice of any cancellation of a booking must be given to the Bookings Secretary not less than one calendar month

before the booked date. Where shorter notice is given, the TBMC consider it reasonable to charge the full hire rate, save in exceptional circumstances.

The Bookings Secretary has discretion to require a breakages and damage deposit at the time of booking. Such a deposit is refundable, save where the TBMC decide that all or part of the sum deposited needs to be retained to defray costs incurred by the Charity by way of replacements, repairs or cleaning arising from the hirer's use of the premises.

3.2.10 Licences

The TBMC, will hold the following licences:

a Music Licence which allows users to legally play music through the radio, TV, other digital devices and live performances. The Music Licence is displayed on the Notice Board in the Tithe Barn.

If users intend to sell alcohol, they are responsible for obtaining a Temporary Event Notice from <https://www.somersetwestandtaunton.gov.uk/licensing/alcohol-entertainment-licensing/temporary-event-notice/>.

The TBMC will take every reasonable step to protect these licences, recognising their value in generating income for the Charity. In particular, the TBMC will, through their Conditions of Hire, Bar Rules and otherwise, ensure that hirers and users of the Fitzhead Tithe Barn are aware of their legal obligations under these licences.

4. RISK MANAGEMENT

4.1 Insurance

The TBMC will insure the Fitzhead Tithe Barn building and its contents therein to their full value against fire, theft and other usual risks and also to insure against risks arising out of the ownership of property and the employment of persons, including Employer's Liability & Public Liability insurance & Legal Assistance.

An inventory of all physical assets of the Tithe Barn will be kept and regularly updated and a copy will be held by the Secretary.

The TMBC is not responsible for the personal belongings of Hirers.

4.2 Conditions of Hire

The TBMC will approve, publish and thereafter keep under review the conditions to be observed by hirers of the Fitzhead Tithe Barn (see Appendix B). The Conditions of Hire will be designed to:

- minimise any risk to persons using the premises
- protect the assets of the Charity by minimising any risk of damage to the building and its fixtures, fittings and contents
- protect the TBMC from liability for breaches of the law by hirers
- provide relevant information for hirers

In particular, the Conditions of Hire will:

- set out the fire precautions to be observed by hirers of the premises and contain a requirement that sufficient stewards be made available by hirers to ensure that those precautions are observed
- make clear the capacity of the building in various configurations and contain a requirement that the relevant capacity must not be exceeded
- identify the locations of electricity and water cut-offs
- regulate the use of portable electrical appliances brought on to the premises
- require that accidents on the premises be recorded and identify the location of the first aid box and accident report book
- require that hirers organising public activities and events for children and vulnerable adults ensure that suitably qualified, fit and proper persons are present
- require that hirers comply with relevant food safety legislation and good kitchen practice
- contain provision for the grant of permission to hirers to sell or supply alcohol under the Management Committee's premises licence and, by reference to its Bar Rules or otherwise, regulate such sale or supply
- prohibit smoking on the premises

The booking secretary plays an important role in implementing the health and safety policy. For first-time hirers the provision of a written hiring agreement alone is not enough: the booking secretary should draw the hirer's attention to the following points:

- the health and safety requirements in the hiring agreement and the health and safety policy and file
- the location of the: first aid box, safety notices, fire exits, firefighting equipment
- the evacuation procedure
- if they are using particular facilities, attention should be drawn to any particular requirements (such as the need for portable amplification equipment to be PAT tested) and the need to report any faults or damage and to whom.

4.3 Health and Safety Policy

4.3.1 General Statement of Policy

- 1 It is the policy of the TBMC to provide healthy and safe working conditions, equipment and systems of work for TBMC members, hirers, users and other visitors.
- 2 The TBMC undertake to carry out a Health & Safety Risk Assessment on a regular basis to identify potential hazards and identify a plan to manage those risks. The TBMC will discuss the Risk Assessment at meetings and Minute the

agreed action plan. A copy of this action plan will be posted on the Notice Board in the Tithe Barn.

- 3 Keep the village hall and equipment in a safe condition for all users.
- 4 Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.
- 5 It is the intention of the TBMC to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
- 6 The TBMC considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The TBMC recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.
- 7 To this end, the TBMC will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.
- 8 Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the TBMC, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

4.3.2 Organisation of Health and Safety

The TBMC has overall responsibility for health and safety at the Fitzhead Tithe Barn 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 Chair or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

4.3.2.1 Health & Safety File & Accident Book

The Secretary will keep a health and safety file in which all the key documents relating to health and safety matters are kept, along with the Accident Book (halls are required to inform their insurers of any accident or incident and should therefore keep records, which may be useful in the event of any claim.). Accident records must be kept for eight years.

This health and safety file must be accessible to all contractors working on site (e.g. electricians, window cleaners, builders, etc.) as well as any employees and

volunteers. (This is particularly important where contractors might, for example, hit electricity cables etc.). Key documents include:

- a copy of the hall's health and safety policy
- risk assessment surveys and records
- a copy of the fire evacuation procedure
- electrical and gas safety certificates
- reporting of accidents, disease and dangerous occurrences regulations 1995 (RIDDOR) forms
- a copy of a plan of the building (see Appendix C) or drawings showing the location of services such as electrical cables, gas mains, water pipes, overhead power lines and drains within the boundary of the property as well as within the building itself

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

The following persons have responsibility for specific items:

- First Aid box: The Secretary
- Reporting of Accidents: The Secretary
- Fire precautions and checks: Chair
- Risk Assessment and Inspections: Chair
- Information to contractors: Treasurer
- Information to hirers: Trustees
- Insurance: Treasurer

A plan of the hall is attached at Appendix C showing the location of electricity switch room, emergency exits and fire doors, and fire extinguishers.

Fire alarms are installed in the kitchen and mezzanine areas.

4.3.3 Arrangements and Procedures

4.3.3.1 Fire Precautions and Checks

The Chair will arrange for a Fire Risk Assessment to be undertaken annually, and will implement the findings in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The results of the risk assessment and any resulting actions will be Minuted to make sure that the whole committee are consulted and informed with regard to fire safety matters but in particular:

- provide appropriate instruction in the use of equipment
- ensure the committee are aware of any risks identified and the measures taken to reduce the risk
- ensure the committee are aware of any proposals for improving fire precautions
- the presence of dangerous substances and the risk to users of the premises

- the agreed system for contacting the emergency services and evacuating the building if necessary
- to ensure that the committee co-operate with each other to keep the hall safe from fire and its effects and do not do anything that places themselves, other people or the hall at risk.

The TBMC will co-operate with the appointed person to ensure that the hall and its users are safe from fire and its effects.

Ensure that the hall and necessary fire protection equipment is maintained in an efficient state and in good working order and repair by a competent person and in accordance with any manufacturer's instructions – e.g.

1. gas appliances and portable electrical appliances used on the premises are tested annually by a duly qualified person
2. the mains electrical installation is tested annually by a duly qualified person
3. fire-fighting appliances are inspected annually under contract with the supplier
4. the fire alarms are tested regularly, and defects remedied
5. the emergency lighting system is tested regularly, and defects remedied
6. that other regular maintenance checks are conducted, defects remedied, and equipment deemed unsafe or unfit for purpose taken out of service
7. that arrangements are made for the building and its contents to be cleaned regularly, that the quality of the cleaning is inspected periodically and that any defects are remedied

4.3.3.2 Fire Safety Notices & Plans for Users

Fire Safety Notices to be displayed in the Tithe Barn are shown at Appendix F.

Notices are positioned so that they can be easily seen and understood and where necessary provide the following information:

1. instructions on how to use any fire safety equipment
2. the actions to be taken in event of fire
3. help for fire and rescue services e.g. location of electrical cut-off switches.

Person with responsibility for testing equipment and keeping logbook: The Secretary

Location of service record: Kitchen

4.3.3.3 Checking of Equipment, Fittings and Services:

- Weekly: Door mats and stops, clocks, toilets, water heaters, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch, water boilers and fire alarm.
- Monthly: First Aid Box, ladders and steps, locks and sockets Half Yearly: Diffusers, window cleaning, outside gutters
- Yearly: Fire extinguishers, electrical certificate, water heaters, chimney swept

4.3.3.4 Procedure in case of accidents

CALL 999

The location of the
Fitzhead Tithe Barn
Church Road
Fitzhead TA4 3JT
Grid Reference: 311934.128365

Wi-Fi network name: TNCAP717EF9
Wi-Fi password 473EC13906

The location of the nearest hospital Accident and Emergency/Casualty dept is
Musgrove Park Hospital,
Parkfield Drive,
Taunton TA1 5DA:
Hospital Switchboard: 01823 333444

The location and telephone number for the nearest doctor's surgery is
Lister House Surgery
Croft Way
Wiveliscombe
Somerset
TA4 2BF
Tel: 01984 623471

4.3.3.5 Food Preparation

The TBMC accepts no responsibility for the preparation of food on the premises. Those hiring the hall and anyone preparing, or handling food or drink are responsible for safety and hygiene precautions and they must comply with the relevant regulations. Guidance on providing food at community and charity events is given at Appendix D.

Any caterer, whether an organisation or an individual, is responsible for ensuring the safety of the food served and that all legislative requirements are met. The same applies to the operator of a bar, a shop or stall supplying food.

4.3.3.6 First Aid Box

A First Aid Box is provided. The contents will be checked weekly and items replaced as required. Many items, particularly sterile ones, are marked with expiry dates and these need to be replaced by the dates given.

There must be a notice in the entrance lobby giving the location of the first aid box.

Contents of the first aid box are shown at Appendix F.

The person responsible for keeping this up to date is The Secretary

The accident book is kept in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Chair 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 Chair.

4.3.3.7 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.

4.3.3.8 Contractors

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

- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and 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

4.3.3.9 Insurance

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

Allied Westminster Village Guard:
Policy No VH 88/0047440/BS59986

Date of renewal: 24/12/2020

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

Health and Safety Executive, Somerset West & Taunton Council,
phone: [0300 304 8000](tel:03003048000)

4.4 Children and vulnerable adults

As a general principle, it is undesirable for TBMC and volunteers acting on behalf of the TBMC to have unsupervised access to children or vulnerable adults unless they have received appropriate training. The TBMC will take seriously any allegation of abuse or inappropriate behaviour towards a child or vulnerable adult and will deal with it speedily and appropriately.

The TBMC will endeavour to keep the premises safe for use by children and vulnerable adults. The TBMC recognise that a higher standard of safety is required where the Fitzhead Tith Barn is used by small children, those who cannot read safety notices and physically disabled adults.

Any organisation or individual hiring the premises for the purpose of activities for which Ofsted registration is required will be required to produce evidence of their registration, together with their Child Protection Policy, on booking. Hirers are expected to use safe recruitment processes to appoint staff, including volunteers, who will be working with children or vulnerable adults.

5 DATA PROTECTION

5.1 General principles

The TBMC recognise the obligations of the TBMC as a “data controller” under the Data Protection Act 1998 and the General Data Protection Regulations to protect “personal data” (information relating to an identified or identifiable person, including photographs). In discharging their functions, the TBMC will observe the eight data protection principles set out in the Act. These require that personal data:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless the “data subject” (the individual whose personal data is held) has consented to the processing or the processing is for contractual or other legal purposes.
2. Shall be obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with those purposes.
3. Shall be adequate, relevant and not excessive in relation to those purposes.
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 must take 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.

5.2 Use of personal data

The TBMC will use personal data for the purposes of managing the village hall, its bookings and its finances, marketing and running events at the hall and general fund-raising activities. For the most part, such data will be confined to the contact details (names, postal and email addresses and telephone numbers) of hirers and potential hirers, contractors, TBMC and other volunteers, although the dates of birth of TBMC are also required purely for Charity Commission purposes and are held exclusively by the Chair of the TMBC. For the avoidance of any doubt, the TBMC will seek the consent of “data subjects” for use of their data for these purposes.

The TBMC will not use personal data for any purposes other than those outlined above without the express written consent of the “data subject”, save in the unlikely event that they are required to do so by law. The TBMC envisage that there may be circumstances in which they may be asked to share personal data with other non-commercial groups and organisations benefitting the residents of the Parish of Fitzhead. In the event that such circumstances arise, the TBMC will also seek the written consent of those whose personal data they hold.

An individual may withdraw either or both these consents at any time.

5.3 Storage and security of personal data

The TBMC holds personal data electronically on computers and mobile devices and in manual files, lists and other paper records. Data held electronically will be password protected, while paper files and other paper-based records will be kept in a secure location.

Access to personal data held by the TBMC will be restricted to TBMC and to other volunteers authorised by the TBMC. The TBMC will ensure that laptop computers and other portable electronic devices (including mobile telephones) and paper files and other paper-based records are not left insecure or unattended and, if carried in a vehicle, are kept out of sight. Under no circumstances will electronic devices or paper records containing personal data be kept in a motor vehicle overnight.

Personal information will not be given out on the telephone if there is any doubt about the caller’s identity. In those circumstances, the TBMC will require the caller to make his or her enquiry in writing.

The TBMC will consider whether any personal data contained in email messages – whether incoming or outgoing – needs to be retained. If retention is required, the relevant message should either be stored in a separate folder or printed and stored

securely as a “hard copy” with the electronic version deleted. Email messages containing personal data that do not need to be retained should be deleted from all folders (including the “deleted items” or “trash” folder).

When sending emails addressed to more than one individual, the TBMC will ensure that every person to whom the message is being copied has consented to his or her email address being disclosed to the other recipients. Where there is any doubt, the “blind copy” facility will be used.

Personal data held for accounts purposes will be retained by the Treasurer for 7 years. Data held for other purposes will be kept for no longer than is necessary for those purposes (unless the TBMC’ insurers require otherwise). This means, for example, that the Treasurer is likely to continue to hold the personal data of regular hirers for so long as they remain regular users of the village hall. On the other hand, the personal data of individuals making hiring enquiries will be destroyed as soon as it becomes apparent that they are not, in the event, seeking to enter into a hiring agreement.

The TBMC will provide an accident record book that is compliant with current data protection legislation. This will be checked regularly by the Secretary to the TBMC.

5.4 Rights of “data subjects”

Individuals have a right to make a request to the TBMC in order to find out whether the TBMC holds their personal data and, if so, where it is held, the purposes for which it is used, to have it corrected if it is wrong, to prevent any use which is causing them damage or distress, to stop marketing information being sent to them or to have their data erased from the Committee’s records. Such a request must be addressed in writing to the Chair of the TBMC – email tithebarn@fitzhead.com. The TBMC are obliged to deal with the request within 30 days but will first require photographic evidence of the identity of the individual making the request, such as a driving licence or passport, together with documentary confirmation of their current postal address, such as a recent utility bill.

6 EQUAL OPPORTUNITIES

The TBMC will discharge their obligations as such without discrimination, direct or indirect, against any person on the grounds of his or her ethnicity, nationality, sex, sexual orientation, marital status, religion, political affiliation, disability or age, save where discrimination on the grounds of disability or age can be objectively justified.

Any complaint of discrimination will be taken seriously and will be dealt with speedily and appropriately.

7 THE ENVIRONMENT

The TBMC will ensure that its activities are undertaken with due regard for the need to conserve and protect the environment. In particular, the TBMC will seek to:

- Make the most efficient use of energy, endeavouring to use the minimum quantities of energy possible in accordance with the safe and efficient operation

of its heating, lighting, plant and machinery and, from time to time, reviewing its energy sources, energy using appliances and energy efficiency with a view to causing the least environmental impact.

- Minimise and, where possible, eliminate all forms of pollution, using biodegradable chemicals where practicable and minimising use of solvents and lead-based paints.
- Use the minimum quantities of water possible, seeking to eliminate excessive or unnecessary use and minimising leakage.
- Avoid waste and encourage the appropriate conservation, re-use and recycling of materials.
- Assess and minimise the potential environmental impact of any building projects, including the adoption of designs and methods of construction which make best use of resources, including using building materials from sustainable sources.

8 THE VILLAGE WEBSITE / MARKETING

The TMBC is responsible for ensuring the accuracy of any information on the village website www.fitzhead.com or on any marketing/promotional material that relates to the Tithe Barn (e.g. in the Milverton & Fitzhead Magazine, the Wivey Magazine etc), and will review contents periodically to ensure that it is up to date and relevant.

9 Appendix A – Booking Forms & Current hire charges (as of 1 June 2016)

Fitzhead Tithe Barn				
Booking Form				
Please return form to Julia Bellamy, Booking Secretary, 7 Church Road, Fitzhead TA4 3JU, Tel 01823 400412 Email tithebarn@fitzhead.com				
The Hirer	Name			
	Address			
	Phone			
	email	<i>(please print clearly)</i>		
Name of Club or Society				
Nature of Event				
Date of Event				
Time of Event	Start		Finish	
Preparation Time Required		Clearing Up Time Required		
Person responsible for clearing up				
Facilities required (please tick)	Kitchen		China/cutlery	
	Glasses		Tables/Chairs/ Tablecloths	
<u>Hire charges</u>				
<i>(per booking per day or any part of, to include use of kitchen, electric and other overheads)</i>				<i>Tick which charge applies</i>
Non-village private hire (parties, funerals etc)	£80			
Village private hire (parties, funerals etc)	£40			
The Church	12 uses of the TB per year without charge. Addition use - £8			
Events that are open/benefit to the entire village (e.g. Craft Group, Coffee mornings, Village Breakfasts/Suppers/Events, Parish Council meetings.	£8			
Events that raise money for the Tithe Barn	no charge			
<u>Conditions of Hiring The Tithe Barn</u>				
I have received a copy of and have read the Conditions of Hiring (v Sept 2019), and I agree to be responsible for ensuring that these are complied with at all times during the period of hire.				
Signature of Hirer				
Date				

Fitzhead Tithe Barn

Booking Form for Block Bookings

Please return form to Julia Bellamy, Booking Secretary, 7 Church Road, Fitzhead TA4 3JU
Telephone 01823 400412, email tithebarn@fitzhead.com

The Hirer	Name			
	Address			
	Phone			
	email	<i>(please print clearly)</i>		
Name of Club or Society				
Nature of Event				
Frequency	(e.g. weekly every Tuesday)	am:	pm:	
Dates of Event	Starting date		Finish date	
	Excluding dates			

Please give 1 month's notice of any amendments to these dates or you may be charged for use of the Tithe Barn

Hire charges

<i>(per booking per day or any part of, to include use of kitchen, electric and other overheads)</i>	<i>Tick which charge applies</i>
The Church	12 uses of the TB per year without charge. Addition use - £8
Events that are open/benefit to the entire village (e.g. Craft Group, Coffee mornings, Village Breakfasts/Suppers/Events, Parish Council meetings).	£8
Events that raise money for the Tithe Barn	no charge

The Tithe Barn Management Committee reserves the right to amend these prices at any time, but will give 3 months notice of any such amendment.

Tithe Barn Conditions of Hire

I have received a copy of and have read the Conditions of Hire (v. Sept 2019), and I agree to be responsible for ensuring that these are complied with at all times during the above periods of hire.

Signature of Hirer	
Date	

10 Appendix B – Conditions of Hire

The Fitzhead Tithe Barn - Conditions of Hire

Organizations and individuals who hire the hall for any purpose are responsible for the following:

1. The hirer must be 18 years of age or over.
2. The number of people to be admitted and in the hall at any one time shall not exceed 120 people standing/dancing, or 80 people seated/dining.
3. The key is available from the Bookings Secretary, Julia Bellamy, 7 Church Road, Fitzhead TA4 3JU, Telephone 01823 400412, (opposite the hall), and all arrangements regarding your booking (including set up and clearing up) should be made with her.
4. 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 recognise that there is a duty on them to comply with all safety requirements set out in these Conditions of Hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others, or damage to the premises, fixtures & fittings, or its contents.
5. It is the responsibility of hirers to supervise car parking so as to avoid obstruction of the highway.
6. 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. Any organisation or individual hiring the premises for the purpose of activities for which Ofsted registration is required will be required to produce evidence of their registration, together with their Child Protection Policy, on booking. Hirers are expected to use safe recruitment processes to appoint staff, including volunteers, who will be working with children or vulnerable adults.
7. The Fitzhead Tithe Barn Management Committee accepts no responsibility for any loss or damage to the personal belongings of Hirers brought into or left at the Tithe Barn.
8. Where it is proposed to sell alcohol or to advertise any event where any alcohol is included in the price of the ticket, the hirer must first obtain a licence to sell alcohol from <https://www.somersetwestandtaunton.gov.uk/licensing/alcohol-entertainment-licensing/temporary-event-notice/>.
9. The Tithe Barn holds a Music Licence which allows users to legally play music through the radio, TV, other digital devices and live performances. The Music Licence is displayed on the Notice Board in the Tithe Barn.
10. The First Aid Box and Accident report book is located on the wall in the kitchen. Any accidents on the premises must be reported to the Bookings Secretary and recorded in the Accident book.
11. Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Bookings Secretary as soon as possible so that the problem can be rectified.

12. The premises shall be left in the same condition as found.
 - a. All breakages (on or off the premises) and/or damage to the premises, fixtures & fittings, or its contents shall be paid for by the hirer.
 - b. The main hall & kitchen must be left clean & tidy, with any equipment used returned to its proper place. Please leave all used tablecloths and tea-towels in the Tithe Barn at the end of the hire. They may be needed the next day for the next event, so please don't take them away to wash. Julia will wash them.
 - c. Please take all your Rubbish and recycling away with you.
13. Noise levels should not cause disturbance to the hall's neighbours.
14. The hall must be cleared and SHUT by 12 midnight.
15. The Tithe Barn Management Committee accepts no responsibility for the preparation of food on the premises. Those hiring the hall and anyone preparing, or handling food or drink are responsible for safety and hygiene precautions and they must comply with the relevant regulations.
16. At the end of the hire, the hirer is responsible for
 - Checking for smouldering fires.
 - Checking that heaters and cookers are turned off.
 - Checking that all electrical appliances are turned off and unplugged.
 - Turning out all lights.
 - Closing all internal doors and the hatch doors into the kitchen.
 - Securing all outside doors and windows.
 - Returning the key to the Booking Secretary
17. An invoice for the hire of the hall will be sent to the hirer for payment. Payments should be made via online banking or by cheque within 7 days from the date of invoice (full details will be shown on the invoice).
18. If these Conditions are not met, the Tithe Barn Management Committee reserves the right to make an additional charge.

FIRE REGULATIONS

1. No Smoking

There is a strict No Smoking policy inside the Tithe Barn or immediately around the entrance area. It is a criminal offence to allow smoking in these premises and it is the hirer's responsibility, together with the Tithe Barn Management Committee, to prevent smoking on the premises.

2. 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.
3. The Hirer shall ensure they are aware of, and are familiar with
 - a. the actions to be taken in event of fire
 - b. the location and use of fire safety equipment
 - c. escape routes and other exit doors must not be obstructed.

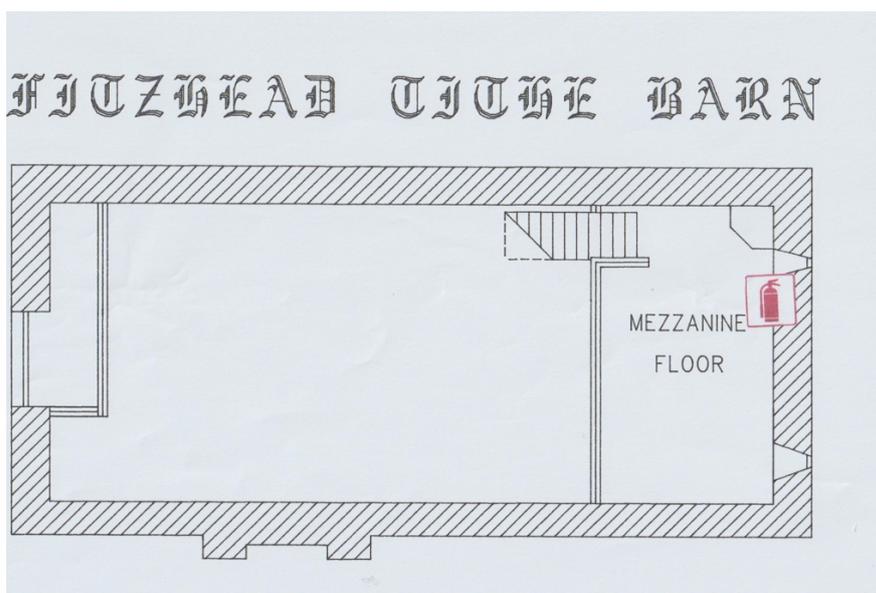
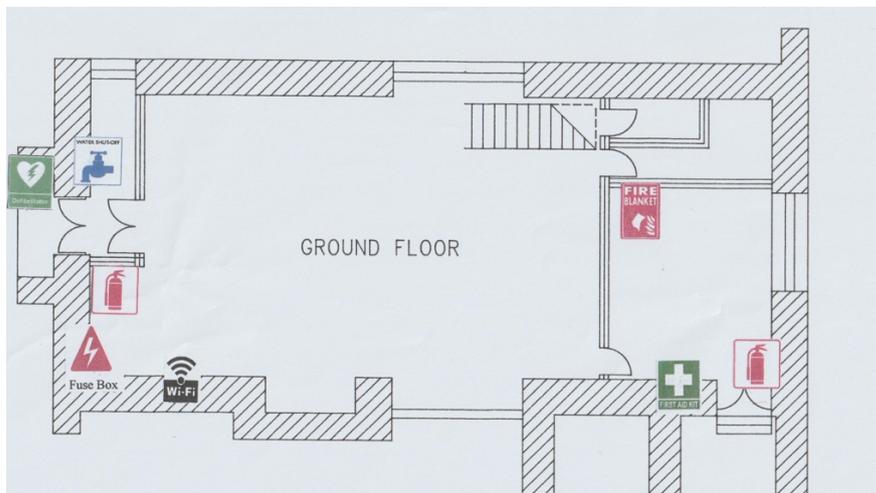
- d. appreciation of the importance of any fire doors and of closing all fire doors and in the event of a fire. The kitchen hatchway doors must be kept shut, except when the serving of food is undertaken.
 - e. help for fire and rescue services (see Appendix C) and displayed on the Notice Board shows a plan of the Tithe Barn showing location of electrical & water cut-off switches, the fire alarm points, fire exits and firefighting equipment
 - f. At the start of any event or function, the Hirer is responsible for pointing out safety instructions to those present.
4. It is strictly forbidden to bring highly flammable substances onto the premises. Battery operated candles may be used. The only naked lights permitted are night-light type candles enclosed within jam jars or some such arrangement.
5. Please be aware that the wood-burning stove may smoke so please consult with the Bookings Secretary before use.

A full copy of the Fitzhead Tithe Barn Management Committee Policies and Procedures are available on www.fitzhead.com/tithebarn

11 Appendix C – Plans of the Tithe Barn

A plan of the hall is attached showing the

- Location of electricity and water cut-off switches
- Location of services such as electrical cables, water pipes, overhead power lines and drains within the boundary of the property as well as within the building itself
- Location of Emergency Exits, Fire Doors, Fire/Smoke Alarms and Emergency Lighting
- Location of fire extinguishers
- Location of Wi-Fi
- Location of Defibrillator



Providing food at community and charity events

Guidance on providing food in a village hall or other community setting for volunteers and charity groups. It includes advice on registration, certificates and allergen information.

Food supplied, sold or provided at charity or community events, such as street parties, school fetes or fundraisers, must comply with EU food law and be safe to eat.

Registration

If you handle, prepare, store and serve food occasionally and on a small scale, you do not need to register.

You may need to register with your local authority as a food business if you provide food on a regular and organised basis. Our [guidance on the application of EU food hygiene law](#) gives practical examples of community and charity events selling or supplying food. It will help you decide whether your events will require registration.

Allergen information

If your activity does not need to be registered as a food business, you don't have to provide information for consumers about allergens present in the food as ingredients. However, we recommend that you do so as best practice.

If you are a registered food business, you will need to comply with the [allergen rules](#).

Food hygiene certificates

You do not need a food hygiene certificate to make and sell food for charity events. However, you need to make sure that you handle food safely.

Keeping food safe

Following the 4Cs of food hygiene, [cleaning](#), [chilling](#), [cooking](#) and [avoiding cross-contamination](#) will help you prepare, make and store food safely.

Here are some general practical tips for when you're making food for large numbers of people:

prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you use it

wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available

always wash fresh fruit and vegetables

keep raw and ready-to-eat foods apart

do not use food past its use-by date

always read any cooking instructions and make sure food is properly cooked before you serve it

ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water

keep food out of the fridge for the shortest time possible

Use-by dates

Use-by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. This also applies if you are supplying people with packaged food from a food bank.

[WRAP date labelling guidance](#) provides advice on how to safely redistribute surplus food and avoid food waste.

Foods that need extra care

Some foods such as raw milk, raw shellfish, soft cheeses, pâté, foods containing raw egg and cooked sliced meats are more likely to cause food poisoning than others.

If you serve any of these foods, consult the [Foods which need extra care](#) section in the [Safer food better business pack](#).

Cakes

You can serve home-made cakes at community events. They should be safe to eat, as long as:

the people who make them follow good food hygiene advice the cakes are stored and transported safely

Making and transporting cakes

If you make a cake at home:

use recipes from reputable sources

always wash your hands before preparing food

make sure that surfaces, bowls, utensils, and any other equipment are clean

don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse

keep cheesecakes and any cakes or desserts containing fresh cream in the fridge

store cakes in a clean, sealable container, away from raw foods

On the day, when you bring in cakes from home or run the stall, you should:

transport cakes in a clean, sealable container
make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than four hours
when handling cakes use tongs or a cake slice

Storing cakes

Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

You can keep cakes and baked goods with high sugar content in:

airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere

the fridge - cakes will last for longer, but their quality may be affected

Any cakes with high moisture additions, such as cream, added after baking, should not be left at room temperature. They must be stored chilled (in the fridge) and eaten within the shelf-life of the added product.

There are some types of icing, such as ganache and buttercream, that can be kept outside the fridge. It's best to store them somewhere cool and dry. Check the guidelines for storage of the particular icing product you will be using.

Using jam jars

It is safe to re-use glass jam jars occasionally to supply home-made jam or chutney as long as the jars are properly washed. If jam jars are re-used, they should be free from chips and cracks, and should be sterilised prior to each use. Well-fitting lids will also minimise any hygiene risks to the food in the jars.

The regulations on food contact materials, which may limit the re-use of jam jars, apply to businesses. These regulations are highly unlikely to apply to the use of jam jars for occasional community and charity food provision. If you have any concerns about the re-use of jam jars, contact your [local authority food safety team](#).

13 Appendix E – Notices to be prominently displayed

14.1 In the Main Hall

14.1.1 Music Licence

14.1.2 Fire Safety Notices

General

- All users of the Hall must nominate a person to be responsible for safety on behalf of their organisation. It is the responsibility of that nominated person to ensure that these instructions are carried out and, as part of the conditions of use, the User will be required to sign a statement confirming that the instructions will be adhered to. A plan of the Hall showing fire escape routes, fire exits and fire safety equipment is attached at Appendix C.
- In general, the Hall has been assessed as a low fire risk in view of the limited number of possible sources of ignition. However, particular care should be taken:
 - When using electrical equipment
 - When using the kitchen facilities

Opening up the Hall

The User is responsible for checking that all the escape routes are free of obstructions, fire exit doors are operating properly and fire-fighting equipment is in place. Any problems should be reported immediately to the Hall's nominated person for fire safety, (Julia Bellamy on 01823 400412). It is the responsibility of the User to be satisfied that the Hall is safe to use.

Closing up the Hall

The User is responsible for

- Checking for smouldering fires or cigarettes left burning.
- Checking that heaters and cookers are turned off.
- Checking that all electrical appliances are turned off and unplugged.
- Turning out all lights.
- Closing all internal doors.
- Securing all outside doors and windows.

Maximum Permitted Numbers

The User is responsible for seeing that the maximum safe number of people in the Hall is not exceeded as follows:

- Standing/dancing – (120)
- Seated/dining at tables – (80)

Safety Instructions

- For reasons of fire safety and compliance with legislation, smoking is not permitted anywhere inside the Hall buildings. The only naked lights permitted are

night-light type candles enclosed within jam jars or some such arrangement. Use of battery-operated candles are permitted.

- At the start of any event or function, the User is responsible for pointing out to those present:
- The no-smoking policy
- Action to be taken in the event of a smoke alarm being triggered -
- In the event of a fire, leave the building immediately and do not attempt to collect any valuables or personal effects
- Locations of exits and escape routes (see Appendix C)
- Location of the Muster Point (in the Children's Playground opposite)
- The Fire Brigade or a member of the TBMC is responsible for controlling re-admission to the building once the all-clear is given

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

IN THE EVENT OF A FIRE

THE PERSON DISCOVERING THE FIRE SHOULD SHOUT "FIRE" LOUDLY

EVERYBODY MUST LEAVE THE BUILDING BY THE DESIGNATED FIRE ESCAPE ROUTES AS QUICKLY AS POSSIBLE AND MUSTER ON THE CHILDREN'S PLAYGROUND OPPOSITE

CALL THE FIRE BRIGADE ON 999, EITHER BY MOBILE PHONE OR FROM THE CALL BOX LOCATED OUTSIDE THE PUB IN THE CENTRE OF THE VILLAGE OR KNOCK ON NO 2 CHURCH ROAD OPPOSITE

IF SAFE TO DO SO WITHOUT COMPROMISING PERSONAL SAFETY, TACKLE THE FIRE WITH THE APPROPRIATE APPLIANCE:

- WHITE BANDED FOR WOOD, TEXTILES ETC
- BLUE BANDED FOR LIQUID AND ELECTRICAL FIRES
- THE FIRE BLANKET FOR COOKING FIRES

AS SOON AS IS PRACTICAL, THE PERSON WHO IS RESPONSIBLE FOR THE HIRE SHOULD NOTIFY THE HALL'S NOMINATED FIRE SAFETY PERSON

The Nominated Person for fire safety is MANDY BOOL on 01823 401187

A plan of the Tithe barn showing the fire alarm points, fire exits and firefighting equipment is attached at Appendix C

14.2 In the kitchen:

14.2.1 No smoking

14.2.2 Fire precautions.

14.2.3 Basic guidance on food handling

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING PRECAUTIONS

Do not smoke in the kitchen Wash your hands thoroughly:

- before touching food
- after preparing fresh meat, poultry or fish
- after using the lavatory
- after blowing your nose
- before serving food

If you have any skin, nose, throat or bowel trouble - **YOU MUST NOT HANDLE FOOD**. Do not cough or sneeze over food.

Please wear clean clothes and a protective apron or overall.

Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.

Always use clean utensils. Use a clean utensil in preference to your hands. Always use clean cloths for washing, wiping and drying.

Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced. Clean up as you go and wipe up spillages as they occur.

Keep prepared foods covered until they are to be served.

Do not place uncooked meat, poultry or fish near cooked preparations unless they are securely wrapped.

Keep fish, meat, vegetable or dairy products and foods containing them either below 8' C or, if they are cooked and waiting to be eaten hot, above 63' C.

Keep the waste bin properly covered at all times.

When you have finished your preparations, please wash and dry everything you have used and put it away. Clean the sink, work surfaces, and any spills on the floor.

14.3 In the Toilets

A "Wash Your Hands" notice

14 Appendix F – Contents of the first aid kit, containing as a minimum

Standard Workplace BS8599-1 Compliant First Aid Kits

(ordered from <https://www.vsafety.co.uk>)

Guidance Leaflet	1
Contents List	1
Medium Sterile Dressings	2
Large Sterile Dressings	2
Triangular Bandages	2
Eye Pad Sterile Dressings	2
Sterile Plasters	40
Sterile Saline Cleansing Wipes	20
Adhesive Tape	1
Nitrile Disposable Gloves (Pairs)	6
Finger Sterile Dressings	2
Resuscitation Face Shield	1
Foil Blanket	1
Burn Dressing	1
Shears	1
Conforming Bandage	1