

SNAPE VILLAGE HALL TRUST

POLICY NOTICES FOR HIRERS

p.2 Child and Vulnerable Adults Safeguarding policy

p.3 Risk Assessment

p.6 Equal Opportunities Policy

SNAPE VILLAGE HALL TRUST

CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

This statement of Policy and procedures applies to users of and activities in Snape Village Hall and any ancillary activities which are the responsibility of Snape Village Hall Trust

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to be protected from abuse whether physical, sexual, bullying, exclusion or neglect.

All people associated with the village hall and its use have a responsibility for the safeguarding of children and vulnerable adults.

The Trust management committee will endeavour to keep the premises safe for use.

No member of the Trustees, staff, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS.

The Trust Management Committee will ensure that all hirers /users of the Hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers.

Hirers need to be aware the facilities such as toilets might be shared with other groups and that appropriate supervision arrangements are made.

ACCEPTANCE OF SNAPE VILLAGE HALL'S SAFEGUARDING POLICY IS PART OF THE AGREED CONTRACT TAKEN OUT ON HIRING THE HALL. ANY INCIDENT WHICH IS IN BREACH OF THIS POLICY MUST BE REPORTED IMMEDIATELY TO THE VILLAGE HALL TRUST REPRESENTATIVE NAMED BELOW:

Mrs Margaret McKenna: cllrMcKenna@snape-pc.gov.uk

A copy of this policy is available on the village hall notice board.
This policy will be reviewed yearly. This review dated June 2026

Snape Village Hall Risk Assessment

(Reviewed – June 2026)

Introduction and purpose

The intention of the document is to outline the various risks associated with the building and to outline reasonable measures to remove, manage or minimise the risks.

The building

The building dates back to 1920. It has a red brick base with black timber cladding. The main hall (122sq mtrs) and lobby floor (16sq mtrs) is wooden. Nearly all ceilings and perimeter walls in the main hall are asbestos with the exception of the plastered storeroom walls. Some plywood might be fixed over the asbestos. The kitchen and toilets are partition walls of 100mm x 50mm studwork + 12.5mm plasterboard and plaster. Ceilings are plasterboard and Artex (new type) asbestos free 989. Upstairs room walls are asbestos sheets and ceilings are hardboard.

The pan-tiled roof is of more modern construction.

The windows and doors are plastic doubled glazed sealed units.

The electric switches are in the cupboard in the front lobby. All electrics are switched off after use and form part of the hire agreement.

The fuse box and external generator point are at the bottom of the stairs.

The electrics are checked every five years and portable appliances annually.

Fire exits, extinguishers and alarms

There are **five fire exits** in the hall. Three in the main hall (1.3 mtr opening end door, 1.65 side door, 90cm internal door) with one leading into the front lobby and out through the front door. There is also a fire exit in the kitchen and at the bottom of the stairs. Two main fire exit doors in the main hall are double push bar. The kitchen exit and bottom of stairs are single push handle pad exits.

There are two fire alarms in the main hall, one in the kitchen, one in the front lobby, one at the top of the stairs and one at the bottom of the stairs.

The fire alarm unit is in the front lobby opposite the front door. Fire alarms are tested weekly as advised and recorded in the book.

There are **3 fire extinguishers and a fire blanket** in the hall which are serviced annually.

The 9ltr water based unit is situated in the main hall

The 6ltr foam based unit is situated at top of stairs

The 2.0kg Co2 unit is situated in the front lobby

The fire blanket is on the wall in the kitchen

Smoke alarms are situated in the main hall, front lobby, kitchen and upstairs room.

5 Emergency lighting units are installed upstairs and down.

The fire alarm, Smoke alarms and the emergency lighting system is professionally tested every 6 months.

Water

The stop cock is situated at the bottom of the stairs.
The immersion tank has been disabled and replaced with instant hot water heaters.

Fixtures and fittings

The curtains were replaced in 2015 and are fire retardant.
The chairs meet the necessary standards.
Tables are stored in the cupboard in the main hall. The round tables are heavy.
The heating system was fitted in 2014
The kitchen and ladies cloakroom floor is a non slip surface
The main hall floor and front lobby is wooden with a non slip coating.
The first aid box is in the kitchen.

A defibrillator is housed in a secure yellow box on the snooker club front wall next door. It is registered on the national system and is checked monthly.

Safety inspections

The fire alarms are tested weekly and the hall is checked for maintenance issues etc at the same time, although as the hall is in regular use by committee members, any issues are flagged up as they occur.

Potential risks

Ensure both front doors are unlocked when an event is taking place to allow pushchair and wheelchair access.

There is a hot water boiler, kettles and cooker in the kitchen. The kitchen door should be shut when the hall is in use and children kept out of the kitchen.

The stairwell is dark and therefore the light should be on if the upstairs room is in use.

The round tables are heavy and require 2 people to move.

Move chairs with care as we do not have a trolley.

Trades people are made aware of the materials and structure of the building.

Winter management. Snow/ice/flood. The village has an emergency plan.

Snape Snooker club

The snooker club is single storey of brick construction with a pan-tiled roof and is attached to the main village hall at the front of the building only. The ceiling in the main hall is false and of fibre board construction (tiles).

The fire exit doors and 3 side windows are plastic double glazed sealed units fitted in 2018/19. The front windows are original leaded lights of which some are broken and cracked. The large window at the front has a polythene and wooden constructed secondary panel on the inside to assist with draft reduction.

The main hall measures 12.44 x 6.63 mtrs with the entrance lobby measuring 3.27 x 2.43. There is a toilet and washbasin in the lobby area. The building is one main hall and front entrance lobby with escape routes at either end with no apparent trip hazards in between.

The fixtures and fittings are minimal, a few chairs, a small table, a fixed long fabric covered wooden bench and storage benches situated round the side walls. There are two large snooker/billiard tables. I am informed that the 5xpairs curtains meet the necessary safety standards.

The snooker club has its own independent electricity and heating supply. It does however share the water supply to the main vh. Heating is by an oil fired central heating boiler supplemented by and electric heater. Other electrical items in the hall appear to be a kettle, fridge, radio, fan, vacuum cleaner and a table iron. These items should be tested annually by the club to ensure they are safe to use. The main electrical circuit was tested in 2018 and a new consumer unit fitted and the boiler earthed.

In January 2020 the club was fitted with a fire alarm system, smoke detectors and emergency lighting as part of the VH refurbishment. They also have two fire blankets and a powder extinguisher and have been informed that they need to have fire safety procedures in place for their members.

Risk

The key code for the front door is not always shared with the VHMC which prevents access to the landlords in case of emergency.

Snape Village Hall Equal Opportunities Policy 2026

Snape village hall is a registered charity which is run by an elected management committee. We have no employees. We are supported by a team of volunteers.

In line with **The Equality Act 2010**, this policy covers trustees, employees, service users and volunteers and protects individuals from unfair treatment and promotes a fair and more equal society.

Under the Equality Act there are nine protected characteristics:

Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex.

The Management Committee will continue to work to ensure that there is no direct or indirect discrimination at Snape Village Hall and in doing so provide equal access to services at the hall.

Anti-discrimination commitment – Snape village hall is open to everyone regardless of age, sexual orientation, disability, religion or belief.

Bullying, Harassment and Victimisation– is not an acceptable behaviour. All management committee members are aware of the need to comply with government guidance and legislation relating to Bullying and Harassment and the codes of conduct expected of those in public office. All complaints will be investigated thoroughly.

Disability- The village hall is open and accessible to all. We have wheelchair access and accessible toilets and work within the guidance of the disability discrimination act.

Diversity- Please see above. The hall is open to any individual or group.

Religion or belief - as above

Those groups and individuals who use the hall are expected to comply with the above as part of the standard hire agreement.

Complaints are taken seriously and investigated thoroughly. The complaints investigation team are, Chair, Lettings Officer and Hon secretary. We aim to provide direct feedback within 7 days to any complaint.

Child Protection and Vulnerable Adults Policy.

Individual groups working with Children and Adults are expected to have their own policies to cover the above which form part of the hire agreement.

Reviewed April 2026