

Messingham Village Hall Management Policy

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1. Purpose

- 1.1 Messingham Village Hall is a registered charity (no 512644)
- 1.2 This policy sets out how Messingham Village Hall Committee and Trustees will manage Messingham Village Hall for the hirers and people of Messingham. This policy also ensures that Messingham Village Hall as a charity is operating within the different legislation (where required).
- 1.3 The policy will be under constant review. Any amendments will be made through agreement by the full committee, at a committee meeting, and a record made within the meeting minutes of the changes made.
- 1.4 For clarity, the name of the charity is Messingham Village Hall, where the wording of the documents requires it, "the charity" will be used and this refers only to the Messingham Village Hall Charity.

2. Constitution

- 2.1 The charity has a constitution which is the charity's governing document. The constitution is a legal document, which sets out how Messingham Village Hall Committee must run the charity, setting out its purpose and what it can do to carry out those purposes.
- 2.2 Messingham Village Hall Trustees will ensure that the Messingham Village Hall Committee abide by the parameters as set out within the constitution.

3. Conflict of interest

- 3.1 All members of Messingham Village Hall committee will strive to avoid any conflict of interest between the interests of the organisation and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.
- 3.2 A conflict of interest could be defined as 'any situation in which a trustee's personal interests or responsibilities they owe another body may, or may appear to, influence the trustee's decision making'. Conflicts of interest arise when the interests of the Trustees, or 'connected persons', are incompatible or in competition with the interests of the charity. Such situations present a risk that Trustees will make decisions based on these external influences, rather than the interests of the Charity.
- 3.3 Charity Law requires Trustees to avoid conflicts of interests and where they exist to declare them.
- 3.4 Trustees have a legal duty to act only in the best interests of the Charity. This means that Messingham Village Hall Trustees must not put themselves in a position in which their personal interest conflicts with their duty as a Trustee of Messingham Village Hall.
- 3.5 Messingham Village Hall Trustees must comply with Messingham Village Hall's Constitution and this conflict of interest policy when making their decisions and declarations.

- 3.6 Trustees should be aware of their duties and responsibilities and that when acting as a Trustee they must act in the best interests of the charity alone.
- 3.7 To support the identification of conflicts an agenda item of declaration of interests will be included at the beginning of every Messingham Village Hall committee meeting.
- 3.8 In the course of meetings or activities, members of the committee will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the member's best interests or a conflict between the best interests of two organisations that the Trustee is involved with. According to the nature of the conflict, the Chair may decide that the person reporting the conflict should leave the room and not be included in the discussion or decide they can stay, in the case of trustees needing to share information, but not vote.
- 3.9 Any such disclosure and the subsequent actions taken will be noted in the minutes.
- 3.10 If an individual is unsure of whether they are conflicted they should err on the side of openness and declare any possible conflict of interests.
- 3.11 It is important for Messingham Village Hall to record in detail within the minutes, to evidence compliance with statutory duty, including:
- The nature of a conflict
 - The names of conflicted trustee/s
 - Whether the conflict of interest was declared in advance
 - An outline of the discussion
 - Any withdrawal from the meeting
 - How the trustees made the decision in the best interests of the Charity.

4. Communication

- 4.1 Messingham Village Hall is committed to following clear communication principles for its committee members, the local community and users of its facilities. It is also committed to developing effective two way communication channels, recognising the local community are the users of the services we provide.
- 4.2 The following principles set out the expectation of communications for Messingham Village Hall Committee:
- Provide timely information regarding matters of interest or concern
 - Make provision to receive feedback (formally & informally)
 - Ensure "one voice" and consistency in communication
 - Ensure confidentiality in communication
 - Ensure a culture of openness and inclusivity when communicating
 - Raise awareness of achievements
 - Promote and enhance reputation
- 4.3 The communication principles are as follows:
- All communication activities should:
- Be accessible to all

- Reflect a commitment to using plain English
- Be open and honest
- Be relevant, accurate, sensitive and timely
- Enable meaningful engagement with stakeholders
- Recognise the importance and value of engaging with service users
- Ensure that we listen to users, act on information received when appropriate and provide feedback;
- Reflect the principles of confidentiality, Data Protection, and other relevant legislation.

4.4 Formal communication should be controlled; this includes published information and email exchanges. Control refers to content, context and appropriate circulation in line with our “communication principles”.

4.5 For all internal matters specifically relating to committee member’s interest only, circulation is limited to committee members only. External parties need only be copied if there is a specific interest or valid contribution to be made.

4.6 Information destined for external circulation, should always follow the “communication principles” outlined previously and promote a positive identity. All formal communication where the correspondent is acting on behalf of the committee should first ensure the content represents the views of the committee by seeking sign off from the Chair or relevant members of the committee. Where practical, all formal communication should come from the Committee Chair.

4.7 Control of publishing minutes of meetings and other information on the VH Website resides with the Bookings Officer who, in order to fulfil her duties as Bookings Officer, has full administration access. This is in order to maintain the integrity of the website, access and administration.

5. Finance

5.1 Messingham Village hall will abide by the financial regulations as set out by the Charities Commission.

5.2 All financial decisions made by Messingham Village Hall will be in line with the Messingham Village Hall Finance Policy.

5.3 The Finance policy will be reviewed annually but can be reviewed at any time if required.

6. Child Protection and Safeguarding

6.1 Messingham Village Hall has a Child Protection Policy. This policy has been written in conjunction with North Lincolnshire Council and will be reviewed annually or as required.

6.2 All hirers who work with children will be expected to have their own child protection and safeguarding policies in place.

7. Health and Safety

7.1

8. Risk Management

8.1 A risk assessment has been carried out for Messingham Village Hall and can be found at appendix 1.

8.2 This risk assessment will be updated as part of the review of this policy or where required.

8.3 A Covid-19 risk assessment has also been undertaken. This is under constant review and will at all times be displayed within Messingham Village Hall.

9. CCTV

9.1 Cameras are located at various places on the premises and images from the cameras are recorded digitally and then automatically recorded over after approximately one month.

9.2 The policy and procedures used to control the management, operation, use and confidentiality of the CCTV system are detailed below.

9.3 The charity is registered with the Information Commissioners Office and pay an annual fee to them, this is a requirement of a public building that has CCTV for crime prevention reasons.

9.4 The purposes and objectives of the CCTV system are:

- to maintain the security of the premises
- to deter, detect and prevent crime, vandalism and anti-social behaviour
- to provide a safe and secure environment for volunteers, staff, hirers, visitors and contractors
- to assist Law Enforcement Agencies to carry out their lawful duties.

9.5 This use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. The Charity complies with the Information Commissioner's Office ("ICO") CCTV Code of Practice to ensure that it is used responsibly.

9.6 CCTV information signs are clearly and prominently displayed at Messingham Village Hall and inform people who are using the premises they are being recorded.

9.7 The CCTV system gives maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

9.8 Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed (described in "Purpose" above) and care has been taken to ensure that reasonable privacy expectations are not violated. Every effort has been made by Messingham Village Hall to position cameras so that their coverage is restricted to the Messingham Village Hall premises, however, this may include some public areas such as the carpark.

9.9 The cameras are sited on:

- (a) the corner of the Main Hall overlooking the car park entrance,

- (b) above the Main Entrance Door,
 - (c) to the rear of the hall covering the fencing
 - (d) the rear of the hall covering the back path
- 9.10 Recorded data is stored automatically for up to 4 weeks on a recorder, which is secured within Messingham Village Hall, and to which only Messingham Village Hall Committee have access. Recorded data will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.
- 9.11 Ordinarily, recorded data will not be retained for longer than 4 weeks. On occasion, images may need to be retained longer where, for example, an incident has been identified or a Subject Access Request has been made or time is required to enable the Law Enforcement Agencies to collect relevant images or the Law Enforcement Agencies are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. All retained images will be stored securely.
- 9.12 Access to recorded images is restricted to members of the Messingham Village Hall Committee. Disclosure of information will be controlled and consistent with the purpose(s) for which the CCTV system has been established. Once information is disclosed to a Law Enforcement Agency, they will become data controller for the copy which they hold.
- 9.13 The following guidelines will be adhered to in relation to the disclosure of images:
- a) The disclosure of images will be in line with the above objectives
 - b) A log will be maintained itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure;
 - c) The appropriate disclosure documentation from the Law Enforcement Agencies will be filed for future reference;
 - d) Images must not be forwarded to the media for entertainment purposes or be placed on the internet;
 - e) Images must not be copied in any way, e.g. photographed, downloaded or printed for use other than described in the objectives;
 - f) Images will only be released to the media for identification purposes in liaison with the Law Enforcement Agencies;
 - g) The method of disclosing images should be secure to ensure that they are only seen by the intended recipient; and
 - h) Images of third parties not relevant to the investigation should be obscured where possible to prevent unnecessary identification.
- 9.14 Individuals have the right to request access to CCTV footage relating to themselves under GDPR.
- 9.15 All requests for access should be made by e-mail or in writing to the Messingham Village Hall committee, providing sufficient information to enable the footage relating to them to be identified, i.e. date, time and location. The committee will respond to requests within 4 weeks of receiving the written request.
- 9.16 All requests for access are recorded. If disclosure is denied, the reason is documented and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. The charity reserves the right to refuse access to CCTV footage where

this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

10. GDPR and Data Protection

- 10.1 Messingham Village Hall committee are committed to protecting the rights and privacy of individuals. There is a need to collect and use certain types of data in order to carry out the management of Messingham Village Hall. This personal information must be collected and handled securely.
- 10.2 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 file, and includes email, minutes of meetings, and photographs.
- 10.3 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 comply with this policy.
- 10.4 The following are definitions of the terms used:
- Data Controller - the trustees who collectively decide what personal information the charity 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 the charity follows its data protection procedures and complies with the Act. The charity is not required to appoint a DPO.
 - Data Subject – the individual whose personal information is being held or processed by 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.

10.5 The Data Protection Act contains 8 principles for processing personal data with which the charity must comply.

Personal data:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- 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,
- Shall be adequate, relevant and not excessive in relation to those purposes
- Shall be accurate and, where necessary, kept up to date,
- Shall not be kept for longer than is necessary,
- Shall be processed in accordance with the rights of data subjects under the Act,
- 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,
- 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.

10.6 People will be made aware of why their data is being collected, which is only ever going to be for the purpose of hiring and managing Messingham Village Hall.

10.7 It is the charity's responsibility to ensure the data is only used for this purpose. Access to personal information will be limited to trustees, staff and volunteers.

10.8 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.

10.9 The charity 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.

10.10 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) Collect 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.

10.11 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.

10.12 The charity 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

10.13 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.

10.14 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.

10.15 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.

10.16 Emails that contain personal information no longer required for operational use will be deleted from the personal mailbox and any "deleted items" box.

10.17 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 any doubts, ask the caller to put their enquiry in writing.
- If there is a phone call asking for personal information to be checked or confirmed, awareness is required that the call may come from someone impersonating someone with a right of access.

10.18 All laptops and portable devices that hold data containing personal information will be protected with a suitable encryption program (password).

10.19 Laptops or portable devices will be locked and password protected when not in use.

10.20 Laptops should never be left unattended unless in a secure place e.g a home.

10.21 As little personal data as possible will be stored on computer or laptop; only those files that are essential will be kept. 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.

10.22 Personal data will be stored securely and will only be accessible to authorised Trustee, staff and volunteers.

10.23 All personal data held for the organisation must be non-recoverable from any computer which has been passed on/sold to a third party.

Data Subject Access Requests:

10.24 Should the charity be required to share data through a data subject access request to other agencies such as the local authority, funding bodies and other voluntary agencies in, 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

The charity regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence for people who hire the hall.

10.25 Personal information will always be treated lawfully and correctly.

10.26 Trustees, staff and volunteers can be personally liable if they use customers' personal data inappropriately.

10.27 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.

11. Village Hall Privacy Notice

- 11.1 The Messingham Village Hall privacy notice will be displayed within the hall and on the hall website.
- 11.2 The privacy notice was devised in conjunction with the Information Commissioners office and will be reviewed annually to ensure it is still compliant with the ICO's requirements

12. Document Retention

- 12.1 Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.
- 12.2 For financial records, this will be up to 7 years.
- 12.3 Archival material such as minutes and legal documents will be stored indefinitely.
- 12.4 Other correspondence and emails will be disposed of when no longer required or when trustees, staff or volunteers retire.
- 12.5 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.

13. Asset Register

- 13.1 The charities financial policy has a requirement for an up to date asset register.
- 13.2 This asset register can be found at appendix 2
- 13.3 The asset register will be updated as and when assets are acquired or disposed of.
- 13.4 Amendments to the asset register will be recorded within the minutes of Messingham Village Hall committee meetings.

14. Complaints

- 14.1 Should anyone wish to make a complaint about Messingham Village Hall, a Trustee, employee or any other person or circumstance relating to Messingham Village hall, these should be put in writing to the chair of Messingham Village Hall Committee via e-mail to messinghamvillagehall2@gmail.com.
- 14.2 All complaints will be dealt with by Messingham Village Hall committee (or sub committee depending on nature) and a response in writing will be provided within 28 days of receiving the complaint.
- 14.3 Complaints must be made within 14 days of the issue arising. Complaints outside this timeframe may still be considered but a response will not always be provided.
- 14.3 If a satisfactory solution is not provided, complaints can be escalated to the Charity Commission.

15. Disciplinary procedure

- 15.1 Messingham Village Hall's aim is to help and encourage all committee members, employees and volunteers to achieve and maintain standards of conduct, attendance and role performance. This procedure applies to all employees, committee members and volunteers and sets out the action, which will be taken when rules and procedures are breached. The aim is to ensure consistent and fair treatment for all.
- 15.2 If a matter which requires disciplinary is brought to the Messingham Village Hall Chair, the chair will set up an informal group to investigate the case with a minimum of 3 committee members
- 15.3 No disciplinary action will be taken against an employee, committee member or volunteer until the case has been fully investigated.
- 15.4 In the first instance, informal action will be considered, where appropriate, to resolve the issue.
- 15.5 If, after investigation, it is deemed that formal action must be taken, this will be put in writing to the employee, committee member or volunteer and they will be asked to attend a hearing. They will have the right to a trade union rep or colleague to be present.

The Procedure

- 15.6 Stage 1 – first written warning
If conduct or performance is unsatisfactory, the employee, committee members or volunteer will be given a written warning or performance note. Such warnings will be recorded, but disregarded for disciplinary purposes after six months of satisfactory service. The employee, committee member or volunteer will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning.)
- 15.7 Stage 2 – final written warning
If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the employee, committee member or volunteer. This will include the reason for the warning, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by on the employee, committee member or volunteers file but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance.
- 15.8 Gross misconduct
If, after investigation, it is confirmed that an employee, committee member or volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice (or payment in lieu of notice in the case of an employee):
- theft, fraud or act of dishonesty
 - deliberate and serious damage to property
 - fighting, physical violence or serious abusive behaviour towards people

- incapacity for work due to being under the influence of alcohol or illegal drugs
- failure or refusal to obey a reasonable instruction without good reason
- transmitting confidential information outside the organisation
- serious breach of health and safety obligations
- serious breach of organisation's rules, policies and procedures
- serious misuse of computer, email or internet facilities
- bringing the organisation into disrepute

15.9 While the alleged gross misconduct is being investigated, the employee or volunteer may be suspended, during which time he or she will be paid their normal pay rate (if paid). Any decision to dismiss will be taken by the employer only after full investigation. If, on completion of the investigation and the full disciplinary procedure, the organisation is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

15.10 Appeals

An employee or volunteer who wishes to appeal against any disciplinary decision must do so within five working days of receipt of the letter outlining the grounds for the appeal. The appeal hearing will be chaired by a management committee who was not involved in the original disciplinary hearing. They will review any disciplinary penalty imposed and their decision is final.

16 Adopted date and reviews

16.1 This policy was adopted by Messingham Village Hall committee 27th August 2022

16.2 The policy will be reviewed annually or when required due to legislative or policy change

Appendix 1

Risk assessment

Identified hazards	Who could be harmed and how	What is in place to mitigate the impact of this risk	What else can be done to manage this risk	Actions
Slips and Trips	Volunteers, employees, contractors or hirers may be injured if they trip over objects or slip on spillages	Regular inspections of the hall and good housekeeping to ensure all areas are always clean and tidy. All areas both inside and out are well lit to ensure any hazards could be identified. No trailing leads or cables or additional tripping hazards are present. Chairs and tables are stored within the store room.	Ensure hirers are aware to clear up after themselves to avoid unnecessary hazards.	Ensure booking information is up to date so hirers are aware of their responsibilities to clean up. Ensure regular checks are a clear part of the caretaker's role. Identify hazards as soon as possible and close off areas if required
Trapped fingers	Volunteers, employees, contractors or hirers may be injured. Children are at a higher risk due to the nature of the hazard	Finger guards have been put on the main hall doors.	Signage for warnings to trap fingers	Inform hirers that children and adults within their care are their responsibility
Burning or scalding	Volunteers, employees, contractors or hirers may be injured if using the provided facilities of the kettle or oven.	The facilities are only to be used by adults or supervised children over 12. Regular inspections of the equipment to ensure it is functioning properly and won't cause harm by being faulty. PAT testing of appliances. Yearly service of the gas oven	Caretaker reminded to check appliances for faults and report immediately if found. Also, take any faulty items out of an area hirers can access.	Ensure booking information is up to date so hirers are aware of restrictions on use of facilities for children under 12. Ensure PAT testing is always undertaken. Ensure yearly service of gas oven is always undertaken

Identified hazards	Who could be harmed and how	What is in place to mitigate the impact of this risk	What else can be done to manage this risk	Actions
Vehicle movement	Pedestrians could suffer serious injury if struck by cars when entering or leaving the hall.	Large carpark now in place Entrance to the hall is pedestrian only and so cars cannot access close to the doors Fencing to separate the car park from the main hall to stop running straight onto the car park for children.	Clear signage to ensure safety of hirers for no parking in non-designated spaces Ensure carpark is clear	Even though the carpark is not the responsibility of MVH as it is owned and managed by Messingham Parish Council, it is used by MVH hirers and so there is a responsibility to the hirers to make them aware of potential hazards surrounding the hall.
Hazardous substances	Volunteers and employees when using any cleaning equipment are at risk of harm to skin, eye damage or inhalation of hazardous substances.	Cleaning products stored securely and out of reach of children and hirers Cleaning equipment only used for its stated purpose by volunteers and hirers and gloves should be worn where required	Clear marking of areas where hazardous substances are stored	Reminder of responsibilities when hiring the hall to not go into areas marked do not enter
Electricity	Volunteers, employees, contractors or hirers may be injured if electrical equipment or installations are faulty	Installation of electrical equipment only undertaken by qualified electrician and inspections undertaken when required PAT testing of all equipment All repairs undertaken by a qualified electrician	Hirers made aware of responsibilities when using electrical equipment	Ensure hirers are aware of where the fuse box is located should they require to turn off the power.
Height barrier	People requiring emergency vehicles to access the hall Anyone entering or exiting the carpark either on foot or in a vehicle	An allocated person has the code to open the height barrier An agreement is in place with the person to always have the height barrier fixed either as open or closed	A procedure to ensure the height barrier could be opened in an emergency	Put an emergency procedure in place for opening the height barrier if required by emergency services

Appendix 2

Asset register

Item	Description	Responsible party	Value
Messingham Village Hall	The hall including all attached fencing and barriers	MVH Committee	£350,000
Mobile phone	Samsung used and held by the booking officer	Booking officer	£100
Microwave	stored in the kitchen	Caretaker	£50
Oven	in the main kitchen	Caretaker	£500
CCTV	4 cameras located externally on the 4 corners of the hall and a monitor located within the upstairs store room	MVH Committee	£1800
Chairs	Up to 200 chairs	MVH Committee	£500
Tables	Up to 30 tables	MVH Committee	£500
Kettle	2 white kettles in the kitchen.	Caretaker	£50
Vacuum Cleaner	Henry Hoover located in the store cupboard	Caretaker	£75
Snow Shovel	Located within store cupboard	Caretaker	£15
Sound system	Located in the main hall – not currently working	MVH Committee	£500