

Hallmark 2 - Health, safety, security, licences checklist

Name of Hall _____

It is not the role of the visitors to assess the adequacy of policies or risk assessments.

Note: All items in bold must be achieved and 70% of the remainder excluding those that are not applicable to the hall

	Check	Where to find evidence	Comments
1	Check bold items in Hallmark 1 and action points from report	<i>Applicable if more than one year has lapsed since Hallmark 1 achieved. This must be satisfactory in order to proceed.</i>	
2	There is a written policy on the practices and procedures for hiring the hall i.e. key collection, hirings to under 18s, commercial, deposits/bonds used for all bookings	This should be separate from the hiring agreement	
3	Hirers are made aware of their responsibilities with regard to children and other vulnerable users	Hiring agreement	
4	Contract of employment issued (<i>where applicable</i>)	Sight of file copy. It is a legal requirement for there to be a contract of employment regardless of the number of hours worked	

HEALTH & SAFETY			
5	There is a Health & Safety policy	View	
6	Risk Assessment undertaken	Evidence from records and sight of policy that practices and procedure are in place to reduce risks. This should include CoSHH risk assessment if appropriate. Note on agendas if they are reviewed	

7	Health and Safety poster on display (or evidence that employee has been given HSE leaflet) where appropriate	View if applicable	
8	Food handlers notice on display	View	
9	First Aid Kit is well stocked, easy to find and accessible	View and note location	
10	Someone is responsible for keeping it well stocked	Ask who keeps it stocked. Record of someone signing to indicate they have checked contents and dated	
11	Accident Record kept	View and note if evidence of use. Should be loose leaf-file with previous accident not on view	
12	Fire Risk Assessment has been undertaken	View evidence and policy that set practices and procedures in place. The visitors role is not to assess the adequacy of the policy	
13	Fire extinguishers are: checked annually by authorised person	View extinguishers and Certificate of Inspection	
14	stored in allocated position		
15	Correct emergency exit signs indicated by 'Running Man' sign	View signs	
16	Instructions in case of fire	Check that there are clear instructions in the hall	
17	Evacuation procedure in place	View the evacuation procedure which will form part of the risk assessment and check that this is passed on to hirers	
18	There are instructions on how to use the lift in the event of a fire. <i>(if applicable)</i>	View	
19	Evidence that emergency lighting/doors checked as working	View record	
20	No emergency exit blocked by equipment or rubbish	Note	
21	Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.	View This is required to pass information to hirers and fire fighters in case of an emergency	

MAINTENANCE and SECURITY			
22	There is a building maintenance record which is kept up to date	The maintenance record should show details of annual inspections e.g. heating systems, Portable Appliance Testing (PAT)	
23	Location of services is indicated e.g. electric/water/gas	View notice & note	

24	An access audit has been carried out on the hall	View the report	
25	Advice regarding energy efficiency has been sought or given to users	Ask committee and view any available evidence	
26	There is procedure for hirers to report damage/broken equipment.	Ask and view record	
27	Someone is appointed to take the necessary action	Ask and note	
28	Inventory of equipment (kept up to date)	View inventory (note when last checked (should be annually)	
29	There is a policy on money left on the premises	Ask committee members. Sight of where written and how hirers informed	
30	End of session check list is on view	View and note	
31	Doors to rooms/stores are marked with their use	View and note	
32	Items kept in the building are stored safely and tidily	View and note	
33	Policy for hirers storing equipment at the hall e.g. must have committees permission, no inflammable substances	View	
34	General hall equipment and items available to hirers are accessible, clean, safe and in good condition e.g. Chairs and tables	View and note	
35	The kitchen is maintained as follows: Clean and sound work surfaces	View and note	
36	Clean impervious floor covering		
37	Wall decoration sound		
38	Hot water to sinks		
39	Hand washing basin with soap and hand drying facility (where applicable)		
40	Cleaning supplies and equipment are: in good condition	View and note	
41	stored safely		
42	accessible for use by hirers		

	Toilets are maintained as follows:	View and note	
43	Toilets clean / toilet paper provided		
44	Hand drying facilities		
45	Hot water and soap to the basins		
46	Appropriate waste bin/s provided	Provision has been made for nappies and feminine waste disposal	
47	Floor surface in good condition and clean		

LICENCES			
	Halls that hold a Premises Licence should have:	Check booking schedule or discuss list of activities at hall for confirmation that a hall does not require a Premises Licence	
48	Premises Licence Summary (or a copy) on display	View on notice board may be in file available for users to view	
49	Evidence conditions are kept e.g. electrical, gas etc. checks done at a frequency required by licence conditions or set out in operating schedule	Evidence of conditions being kept should be found in fire or risk assessment records	
50	Lists of activities licensed and relevant conditions of the licence to pass to hirers (through hiring agreement or additional information)	Should be in the hiring agreement Ask committee members what is given to hirers. Ask for sample pack as if you were a hirer.	
51	Temporary Event Notices (TENs) are used for all/ some licensable activities	Ask committee members. Hall users must use either a TEN or be covered by the Premises Licence when ever licensable activities take place in the building	
52	The committee have a record of the number of TENs that have been used by the hall	View record of the number of TEN used	

53	The hall complies with alcohol licensing regulations	The hall should have one or a combination of the following a) Designated Premises Supervisor who holds a Personal Licence b) The hall committee are responsible under The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) Order 2009 or c) Temporary Events Notices (TENs) are used	
54	Hirers including regular users are advised about the licence requirements for the sale of alcohol	Hiring Agreement. Special leaflet provided or evidence that the committee regularly check hirers understand licence requirements	
55	If there is a permanent bar - the appropriate legal arrangements are in place	See licence of occupation/ lease/separate trading arm	
56	The hall has a Performing Right Society Licence (PRS)	Payment noted in accounts, invoice, certificate, and or sticker displayed	
57	The hall has a Phonographic Performance Licence (PPL)	<ul style="list-style-type: none"> • Evidence to demonstrate that the PPL is not needed • Correspondence with PPL, invoice, certificate, payment noted in accounts • Notification from hirer that they hold their own PPL and evidence that this is appropriate for the hall 	
58	If relevant the hall is registered as a food business	Where a hall is running a 'food business' i.e. Community café or similar registration is a requirement. Check if this has been done	