

# SEEND COMMUNITY CENTRE

## Health and Safety Policy

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# SEEND COMMUNITY CENTRE

## HEALTH & SAFETY POLICY

### 1 General Statement of Policy

This document is the Health and Safety Policy of Seend Community Centre.

#### **Our policy is to:**

- 1.1** To provide and maintain healthy and safe conditions for employees, committee members and users of the Seend Community Centre.
- 1.2** To keep the Seend Community Centre and its equipment in a safe condition for employees and all other users.
- 1.3** To provide such training or information as is necessary for staff, hirers, other users and visiting contractors to act competently and responsibly in their work.
- 1.4** To take reasonably practicable steps to prevent accidents.
- 1.5** To encourage all who use or work in the Seend Community Centre to adopt safe working practices.
- 1.6** To include Health & Safety as an agenda item at all Management Committee meetings, and to review the policy annually.

It is the intention of Seend Community Centre Management Committee to comply with all Health and Safety legislation currently in force and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Seend Community Centre Management Committee considers the promotion of health and safety of its employees at work, and those who use its premises, including contractors who may work there, to be of great importance. Employees, hirers and visitors will be expected to recognise there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises. They are also expected to accept responsibility to do everything they can to prevent injury to themselves or others.

## 2 Organisation for Health and Safety

### 2.1 Facilities

The facilities covered by this Health & Safety policy are the premises and land owned by The Seend Trust.

### 2.2 Responsibilities

The Seend Community Centre Management Committee has overall responsibility for health and safety at the Community Centre.

The person (s) delegated by the Management Committee to have day to day responsibility for the implementation of this policy is/are:

Name: Dawn Smethurst (Hon. Secretary)  
Telephone: (01380) 828712  
Address: 1 Perry's Lane,  
Seend Cleeve,  
Melksham SN12 6QA

It is the duty of all employees, hirers and visitors to co-operate with the Management Committee in keeping the premises and adjoining land safe and healthy.

Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform an employee, or any member of the Management Committee, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

<b>First Aid box:</b>	<b>Ms J Dalton</b>
<b>Reporting of Accidents:</b>	<b>Secretary to Management Committee</b>
<b>Fire precautions and checks:</b>	<b>Members of the Management Committee</b>
<b>Fire alarm monthly check:</b>	<b>Mr S Cubberley</b>
<b>Emergency lighting monthly check:</b>	<b>Mr S Cubberley</b>
<b>Smoke alarm monthly check:</b>	<b>Mr S Cubberley</b>
<b>Fire Exit Door monthly check:</b>	<b>Mr S Cubberley</b>
<b>Risk Assessment and Inspections:</b>	<b>Members of the Management Committee</b>
<b>Information to contractors:</b>	<b>Mr T Redman</b>
<b>Information to hirers:</b>	<b>Mr T Redman</b>
<b>Insurance:</b>	<b>Mrs D Smethurst</b>

A plan of the Centre is attached (see Appendix 2)

## Part 3: Arrangements and Procedures

### 3.1 Licences

The Centre is licensed for the following activities by Wiltshire Council:

- Authority to sell or supply alcohol under Licensing Act 2003

Premises Licence LN 000031455 (granted 2 Nov 20)

- Performance of a play
- Exhibition of a film
- Indoor sporting event
- Performance of live music
- Playing of recorded music
- Performance of dancing
- Entertainment facilities for making music
- Entertainment facilities for dancing
- Sale by retail of alcohol

The Music Licence (formerly Performing Rights Licence): 01181036

### 3.2 Fire Precautions and Checks

The Management Committee and employees of the Seend Club Ltd will take all reasonable steps to ensure that the risk of fire is minimised throughout the premises by completion of a fire risk assessment (See Appendix 4a) and the provision, and regular maintenance of, appropriate fire appliances, fire alarm system and emergency lighting. Fire exits are clearly marked and fire action notices are displayed throughout the building. The fire evacuation procedure is displayed on the main notice board and a copy is provided to all hirers, together with a plan showing the location of all fire exits.

- **Local Fire Service:**  
Dorset & Wiltshire Fire Service. Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR
- **Fire risk assessment completed:** July 2011 and reviewed annually
- **Fire assembly point:** Opposite the front entrance by the Lye Field
- **Maintenance and servicing of fire safety equipment:** Devizes Fire Protection Ltd, Field Barn, Manor Farm, Coate, Devizes SN10 3LP. Tel: 0845 603 4303. (Contract No SC600). Service record inspection certificate attached – see Appendix 5
- **Maintenance and servicing of electronic fire alarm system (installed July 2011):** Alarms & Electrical (Devizes) Ltd, Units 2-3, Hopton Industrial Estate, Devizes SN10 2EU. Tel: (01380) 722248. Service record inspection certificate attached – see Appendix 6.

### **3.3 Procedure in case of accidents**

The nearest hospital Accident and Emergency/Casualty departments are:

- Royal United Hospital, Combe Park, Bath BA1 3NG. (01225 428331)
- The Great Western Hospital, Marlborough Road, Swindon SN3 6BB. (01793 604020)

Minor injuries units are located at:

- Chippenham Community Hospital, Rowden Hill, Chippenham SN15 2AJ. (01249 456403 or 01249 456404). Open 7.00 am – 11.00 pm
  - Trowbridge Community Hospital, Adcroft Street, Trowbridge BA14 8PH. (01225 711329). Open 7.00 am – 11.00 pm
- 

The location and telephone number for the nearest doctor's surgery is:

- Spa Medical Centre, Snowberry Lane, Melksham SN12 6UN. (01225 709321)
  - Call NHS 111 for non-emergencies Tel: 111
- 

The First Aid Box is located:

- at bottom of main stairwell

The person responsible for keeping this equipped is:

- Ms J Dalton
- 

The accident forms are kept with the file copy of this policy. An accident book entry must be completed whenever an accident occurs. An accident form is also provided in the First Aid Box

Any accident must be reported to the Management Committee Secretary (who is responsible for reporting relevant accidents – see below) or any other member of the Management Committee

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The person responsible for completing RIDDOR forms and reporting accidents is: Management Committee Secretary. (A RIDDOR report form is attached as Appendix 8)

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### **3.4 Safety of equipment and electrical testing**

The Management Committee will ensure that all equipment is maintained in a safe condition and used properly. The electrical circuitry, computers and portable electrical appliances are regularly tested and a copy of the current inspection certificates are attached to this policy as Appendices 7 and 10.

### **3.5 Hiring arrangements**

As a condition of the Hiring Agreement, Hirers are required to take personal responsibility for familiarising themselves with the Centre's Fire Action Procedure as shown on the Floor Plan (located on the main Notice Board), locating the fire equipment, and ensuring that they are aware of, and comply with, the Health and Safety requirements contained in the Hire Agreement and Standard Terms. Copies of the Floor Plan are available for Hirer's use. The floor plan is attached to this policy as Appendix 2, and the fire evacuation directions as Appendix 3. The Hiring Agreement form and the Standard Conditions of Hire document are attached to this policy as Appendix 1.

### **3.6 Risk Assessments**

The Management Committee have identified hazards that may place staff and users of the Centre at risk. Risk assessments have been carried out and reasonably practicable measures to minimise harm or injury have been put in place. Details are shown in Appendix 4 and Appendix 4a.

### **3.7 Contractors**

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

- The contract is clear and understood both by the contractors and the committee.
- The contractors are competent to carry out the work (i.e. have appropriate qualifications or experience).
- Contractors have been given information about potential risks arising from their operations, including relevant safety rules and procedures for dealing with emergencies.

### **3.8 Insurance**

- Name and address of insurer: Zurich Municipal, c/o Village Halls Plus Group, Community First, Unit C2, Beacon Business Centre, Devizes, SN10 2EY
- Telephone number of insurer's agent (Community First): (01380) 722475 (Jess Emery)
- Policy no.: VVH 272027 8283
- Date of expiry: 20th May 2024
- Risks excluded or special conditions users should be aware of: Public liability cover for hazardous activities such as bonfires or bouncy castles (inside or outside) is not included.

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

**Dorset and Wiltshire Fire and Rescue Service**

Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR  
Manor House, Potterne, Devizes, Wiltshire SN10 5PP Tel: 01380 723601

**Wiltshire Council Food Safety Team**

Tel: 0300 456 0100

**Wiltshire Citizens' Advice:**

New Park Street, Devizes  
1 Mill Street, Trowbridge  
3 Avon Reach, Chippenham  
Telephone for all Wiltshire Citizens Advice Centres – 0800 144 8848

**Village Halls Advisor at Community First**

Community First, Unit C2, Beacon Business Centre, Devizes, SN10 2EY  
Helen Akiyama  
Tel: (01380) 722475  
Email: [HAkiyama@communityfirst.org.uk](mailto:HAkiyama@communityfirst.org.uk)

**3.10 Policy adoption and review**

This policy has been formally adopted by the Seend Community Centre Management Committee.

The Management Committee will review this policy annually. The next review is due in

**January 2025**

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Committee members with responsibility for aspects of Health and Safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Signed: .....(Seend Community Centre Chairman)

Date: .....





AT THE HEART OF  
OUR COMMUNITY

## HIRE AGREEMENT and STANDARD CONDITIONS OF HIRE

### Introduction

Seend Community Centre warmly welcomes HIRERS and their guests. Please read through these terms and conditions of hire and contact us if you have any questions or require additional information.

The following terms are used in this document:-

The Premises – the Seend Community Centre building, car park, paved patio and surrounding grassed areas

The Hirer – any individual, group or organisation entering into an agreement for use of the Premises

Agreements with Seend Community Centre and its Management Committee for use of the Premises shall be subject to these Terms and Conditions. The Terms and Conditions apply to ALL bookings whether made through the online booking system, in person or by mail. In placing a booking, Hirers confirm that they accept and will abide by all of these Terms and Conditions. If the Hirer is in any doubt as to the meaning of any of the following, the Hirer should contact the Community Centre Management Committee ([seendcommunitycentre@gmail.com](mailto:seendcommunitycentre@gmail.com)) before finalising the booking.

### 1. Supervision

The Hirer, being a person over 18 years of age, accepts responsibility for being in charge of the Premises, their fabric and contents, and the behaviour of all persons using the Premises during the hiring. The Hirer shall inform the Community Centre Management of any damage caused and make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents, caused by any person that they invite or allow onto the Premises, including their contractors (e.g., caterers or disco providers).

### 2. Use of Premises

The Hirer must not use the Premises, including the car park, paved patio and surrounding grass areas, for any purpose other than that described in the Booking Hire Agreement. The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law.

### 3. Public safety compliance

**(a) AT THE START OF THE EVENT, Hirers must ensure that they are fully aware of the following:**

- The action to be taken in the event of a fire
- The location of fire fighting equipment and of Fire Exits within the Community Centre - **PLEASE CONSULT THE FLOOR PLAN ON THE NOTICE BOARD (copies available on request)**
- The location of the First Aid boxes.

**AT THE START OF THE EVENT, the following must be checked:**

- That all fire exits are unlocked.
- That all means of exit are free of obstruction and can be safely used.
- That Fire Exit signs are clearly visible and illuminated.
- That there are no obvious fire hazards on the Premises.

**(b) THROUGHOUT THE HIRING the following must be ensured:**

- That all means of exit from the Premises are kept free from obstruction.
- That Fire Exit signs are clearly visible and illuminated.

**A Checklist for Events will be made available to assist with the above requirements. Please ensure you have this available at the Event.**

**4. Outbreaks of fire**

The Fire Service shall be called to any outbreak of fire, however slight.

**5. Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations and, if using the kitchen, comply with the displayed **Notice of Conditions of Use**.

**6. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them or their agents to the Premises and used there shall meet all current legislative requirements and be used in a safe manner.

**7. Insurance and indemnity**

The Hirer is liable for

- Costs arising from accidental and malicious damage (including our WiFi service) arising from their negligence
- All claims, losses, damages and costs made against us in respect of damage or loss of property or injury to persons arising out of the Hirer's use of the Premises and use of our WiFi service.

NB. Seend Community Centre is not insured for Hirers' liability where it is hired for commercial or political purposes. **In such cases the Hirer must have insurance covering such liability.**

**8. Accidents and dangerous occurrences**

The Hirer must report to a member of the Community Centre Management Committee, or a member of the staff, all accidents involving injury to the public **as soon as possible** and complete the Community Centre's accident report form.

Any failure of equipment belonging to Seend Community Centre or brought in by the Hirer must also be reported **as soon as possible**.

**9. Heating**

No unauthorised heating appliances may be used on the Premises without the prior consent of a member of staff or the Community Centre Management Committee. Portable liquefied propane gas (LPG) heating appliances may not be used.

## 10. Cancellation

Seend Community Centre reserves the right to cancel this hiring by written notice to the Hirer in the event of

- (a) the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Community Centre Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, or other legal or statutory requirements, or (ii) unlawful activities will take place at the Premises as a result of the hiring, or (iii) the hiring will be in any way detrimental to the Community Centre
- (c) the Premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but Seend Community Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**Refund of fees following cancellation by the Hirer shall be at the discretion of the Community Centre Management Committee.** A 50% deposit is required at time of booking and is not refundable. Cancellation of the booking by the Hirer less than one calendar week prior to the event will incur the full booking fee, unless due to exceptional circumstances, as agreed by the Community Centre Management Committee.

## 11. Noise

The Hirer shall be mindful of the effects of noise on the surrounding householders and shall ensure that the minimum of noise is made, especially on arrival and departure, particularly late at night and early in the morning. If using sound amplification equipment, the Hirer must comply with the licensing conditions for the Centre. Drunk and disorderly behaviour is not permitted either on the Premises or in the immediate vicinity.

## 12. Music Copyright licensing

The Hirer must check that Seend Community Centre holds relevant Performing Rights licences for an event involving live or recorded music, or, where appropriate, the Hirer must hold such licences.

## 13. Premises Licence for the sale of alcohol and regulated activities

Seend Community Centre holds a Premises Licence to sell alcohol and operates a professionally managed bar. All drinks, including soft drinks consumed on the Premises must be purchased from the bar unless otherwise agreed in advance in writing. The Management Committee reserve the right to confiscate any items in breach of this agreement.

**Licence Conditions** - Seend Community Centre's Licence authorises the following regulated entertainment activities at the times indicated.

- A) The performance of a play (indoors or outdoors)  
Monday – Saturday 1.00pm –11.30pm      Sunday 1.00pm –11.00pm
- B) Exhibition of films (indoors)  
Monday – Saturday 1.00pm –11.30pm      Sunday 1.00pm –11.00pm
- C) Indoor sporting event

Monday – Saturday 9.00am –11.30pm      Sunday 9.00am –11.00pm

- D) Performance of live music (indoors or outdoors)  
Monday – Thursday 11.00am –11.30pm      Sunday 11.00am –11.00pm  
Friday & Saturday 11.00am – 12.30 am
- E) Playing of recorded music (indoors)  
Monday – Thursday 11.00am –11.30pm  
Friday & Saturday 11.00am –12.30am (Midnight on New Year's Eve)  
Sunday 11.00am –11.00pm
- F) Performance of dance (indoors and outdoors)  
Monday – Saturday 11.00am –11.30pm      Sunday 11.00am –11.00pm
- G) Entertainment similar to D) E) or F) (indoors & outdoors)  
Monday – Thursday 10.00am –11.30pm  
Friday & Saturday 10.00am - 12.30am      Sunday 10.00am –11.00pm
- H) Provision of facilities for making music (indoors & outdoors)  
Monday – Thursday 10.00am - 11.30pm  
Friday & Saturday 10.00am-12.30am      Sunday 10.00am –11.00pm
- I) Provision of facilities for dancing (indoors and outdoors)  
Monday – Thursday 9.00am –11.30pm  
Friday & Saturday 9.00am-12.30am      Sunday 9.00am –11.00pm
- J) Provision of facilities for entertainment of a similar description to that falling within H) or I)  
(indoors & outdoors)  
Monday – Thursday 10.00am –11.30pm  
Friday & Saturday 10.00am-12.30am      Sunday 10.00am –11.00pm

The Hirer agrees that if any of the above entertainment activities take place during the hiring, they will be restricted to the licensed hours and that the Hirer will consult the Community Centre Management Committee if they are in doubt about any planned activity.

Seend Community Centre has a licence with PRS for Music (the Music Licence) and PPL for the performance of copyright music . This however does not cover any third party hire to commercial organisations or individuals earning an income from their activities within the Centre. In these cases responsibility for holding the relevant licence(s) rests with the hiring third party.

#### **14. Safeguarding children, young people and adults at risk**

Hirers must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. All reasonable steps must be taken to prevent harm and to respond appropriately when harm does occur. Relevant concerns must be reported.

#### **15. Hirer's equipment**

Seend Community Centre accepts no responsibility for any equipment or other property brought onto or left at the Premises, and all liability for loss or damage is hereby excluded.

**16. No alterations**

No alterations or additions may be made to the Premises, nor may any fixtures be installed, or other articles be attached in any way to any part of the Premises, other than by the use of Blu-Tack, without the prior written approval a member of the Community Centre Management Committee.

**17. Police**

We may routinely inform the police about events and bookings planned at the Community Centre.

**18. Responsible Person**

Hirers must nominate a **responsible adult** who will be present throughout the duration of the hire and who will be responsible for the conduct of guests throughout the duration of the hire. This is particularly important for events where there is likely to be a predominance of people aged under 25 and where alcohol is served. This requirement will also apply to any other occasion where the Community Centre Management Committee see it as advisable.

**19. Fireworks and Chinese Lanterns**

No fireworks (indoor or outdoor), bonfires or lanterns with a naked flame may be lit, let-off or released at any time on land owned by the Seend Trust, including the Premises.

**20. Smoking**

We operate a strict No Smoking policy other than in designated outside areas. The use of electronic “e-cigarettes” and “vapes” is also prohibited in the building.

**21. Outside caterers**

Hirers may self-cater at no additional cost, subject to the conditions of use of the kitchen. Outside professional caterers may be used but must be able to provide evidence of their insurance.

**22. Inflatable play areas (Bouncy Castles)**

Hirers may use Bouncy Castles subject to prior authorisation by the Community Centre Management Committee and subject to the Hirer confirming that their contractor:

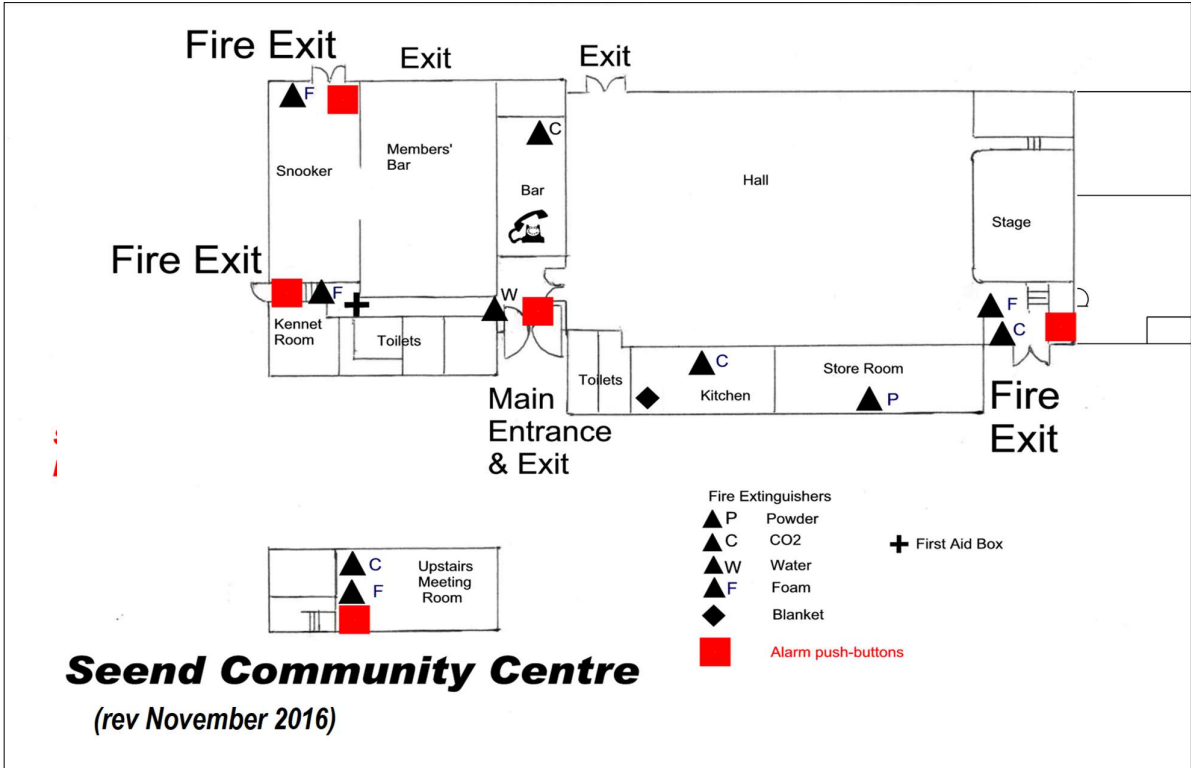
1. Fully complies with “The Safe Operation of Inflatable Bouncing Devices” issued by the Inflatable Play Inspection Schemes.
2. Employs suitable experienced and trained adult personnel where the contractor’s company are responsible for setting up, operation and supervision of the bouncy castle
3. Provides written evidence of a current Public Liability Insurance Policy with a limit of indemnity of at least £1M. This insurance is to cover the liability of the Hire Company.

**23. End of hire**

The Hirer is responsible for leaving the Premises and surrounding area in a clean and tidy condition and, unless directed otherwise, properly locked and secured. We reserve the right to charge a cleaning fee should the premises be left in an unacceptable condition.

February 2024

Attached: Floor Plan and Fire Evacuation Instructions



PLEASE RETAIN THIS FLOOR PLAN AND THE FOLLOWING  
FIRE EVACUATION INSTRUCTIONS FOR YOUR USE  
DURING THE HIRE PERIOD.

## In Case of Fire

Alert others - Activate the alarm by pressing one of the red alarm push buttons which are situated at each fire exit and in the Upstairs Meeting Room)

Dial 999 for the Fire Brigade.

The location of the building is           Rusty Lane, Seend.

The Post Code is                            SN12 6NS

IF SAFE TO DO SO, try to contain the fire using the appliances provided

Leave the building by the nearest exit

Assemble on the Lye Field opposite the main entrance.

Where possible, close all doors behind you

**Do not** stop to collect belongings

**Do not** re-enter the building until authorised to do so by a Fire Officer.



## **How to make a Booking**

Hirers are required to accept the full **Standard Terms and Conditions** as part of the Hire Agreement which can be viewed during the booking process on Hallmaster or via [www.seendcommunitycentre.com](http://www.seendcommunitycentre.com). Copies are available on request. In placing a booking, Hirers confirm that they accept and will abide by all of these Terms and Conditions.

### **Booking Process:**

#### **One-off Booking (e.g. a function)**

Hirer creates booking request either online via our website [www.seendcommunitycentre.com](http://www.seendcommunitycentre.com) or by making an enquiry via email to [seendcommunitycentre@gmail.com](mailto:seendcommunitycentre@gmail.com)

1. Centre Management will review booking and create provisional booking. The Hirer will then be invoiced for a reservation deposit.

*Please make sure the booking period includes sufficient time to set up before the event and clear up after. Please also indicate when you expect the event to start and any required bar opening times where applicable.*

2. Hirer pays booking deposit and Centre Management will mark booking as confirmed.
3. The remainder of the hire fee, including any additional fees, is then due the day following the booking. This will be invoiced separately as detailed below.

Organisations wishing to pay the full balance as a single payment - please indicate this at the time of booking. To do this, select the deposit option as 'Full Hire Balance'. Please note that this payment is due within 7 days, or at least one calendar month in advance of the booking. Once received, the booking will be confirmed.

Members are entitled to discounted rates of hire. Please note that it is the responsibility of the Hirer to inform us of membership entitlement in order to receive the discounted rate of hire. Ensure this is included on the booking request.

#### **Regular Booking (e.g. fitness class)**

1. Hirer makes contact with the Centre Management to discuss intended booking.
2. Hirer creates an account with Hallmaster.
3. Hirer makes a booking request. This should include all dates within the intended billing period.
4. Centre Management will review booking and confirm as appropriate.
5. The hire fee can be paid at any reasonable time within the billing period and can either be invoiced in a lump sum or in regular instalments. Please indicate which invoice is being paid, whether the payment is in full or part settlement, to help us reconcile the payment against any particular booking.

If the preferred date and time is not available, please contact us directly. In some circumstances, regular activities can be reorganised. This is especially applicable to anyone looking to book our facilities for a wake.

For any queries, please contact us by e-mail using [seendcommunitycentre@gmail.com](mailto:seendcommunitycentre@gmail.com)

### **Rates of Hire**

Standard Rates of Hire are available to view on our website [www.seendcommunitycentre.com](http://www.seendcommunitycentre.com)

The appropriate rate of hire for your booking will be selected by the Centre Management using the information provided in the booking request submitted by the Hirer e.g. whether membership discount applies.

The Centre Management reserve the right to include supplementary fees for the use of additional facilities or services where deemed necessary.

### **Additional Facilities**

Hirers may request additional facilities such as a Projector and Screen. These are available as 'Extra Items.' Some of these may incur additional fees. Details of such items can be viewed during the Booking Process or provided on request.

Should Hirers require specific assistance with setting up or clearing away after their booking, a fee can be paid to a member of staff to assist by way of a private arrangement. For example, such assistance could include putting out chairs and tables to a required layout, technical assistance or sweeping up confetti.

### **Invoicing, Deposit & Payments**

The Reservation Deposit (where applicable) will be 50% of the total hire, excluding any fees for the use of additional facilities, calculated using the information given at the time of booking. It may be possible to make changes to the number of hours required at a later stage and the final balance can be recalculated accordingly.

The Reservation Deposit is non-refundable other than in exceptional circumstances. However, it can be transferred to another booking on an alternative date at the discretion of the Centre Management.

The Hirer agrees to pay the hire charges in full before or within 24 hours after the event date.

Where possible, we ask that payments be made by BACS with the invoice number as the reference. It is also useful to let us know by email of any payments made, including details of which booking/invoice the payment is for. Payment may also be made using PayPal by selecting the icon on the right when on the 'Invoicing' page of the Hallmaster bookings system (this functionality is under review). In some circumstances, we can also accept cash payments.

For all payment related correspondence, contact [seendcommunitycentre@gmail.com](mailto:seendcommunitycentre@gmail.com)

### **Cancellation**

The Community Centre reserves the right to cancel a hiring by written notice to the Hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the Community Centre Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, or other legal or statutory requirements, or (ii) unlawful activities will take place at the premises as a result of the hiring, or (iii) the hiring will be in any way detrimental to the Community Centre
- the premises becoming unfit for the use intended by the Hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Community Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Refund of fees following cancellation by the Hirer shall be at the discretion of the Community Centre Management Committee. A 50% deposit is required at time of booking and is not refundable (where applicable). Cancellation of the booking by the hirer less than one calendar week prior to the event will incur the full booking fee, unless due to exceptional circumstances, as agreed by the Community Centre Management Committee.

## **Expectations and Etiquette**

### **Use of the bar**

The Community Centre holds a Premises Licence and operates a professionally managed bar. All drinks consumed on the premises must be purchased from the bar. We may be able to cater for specific requirements by prior arrangement.

Please note that dispensation for hot drinks and soft drinks for children is often given by prior arrangement for events when the kitchen has been hired.

Under some circumstances, we may allow Hirers to pay corkage on their own wine as agreed on a case-by-case basis.

### **Clearing up**

The Community Centre's glasses will be cleared by the bar staff. As this is a community facility, the premises should be left as you found them; i.e. all decorations removed, tables or work surfaces cleaned, washing-up done, the floor swept and any wet or sticky patches removed with a mop if necessary. Unless otherwise agreed, tables and chairs should be returned to the positions in which you found them. We reserve the right to charge a cleaning fee should the premises be left in an unacceptable condition.

The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

No more than **two** standard-size black bin bags of rubbish should be left behind.

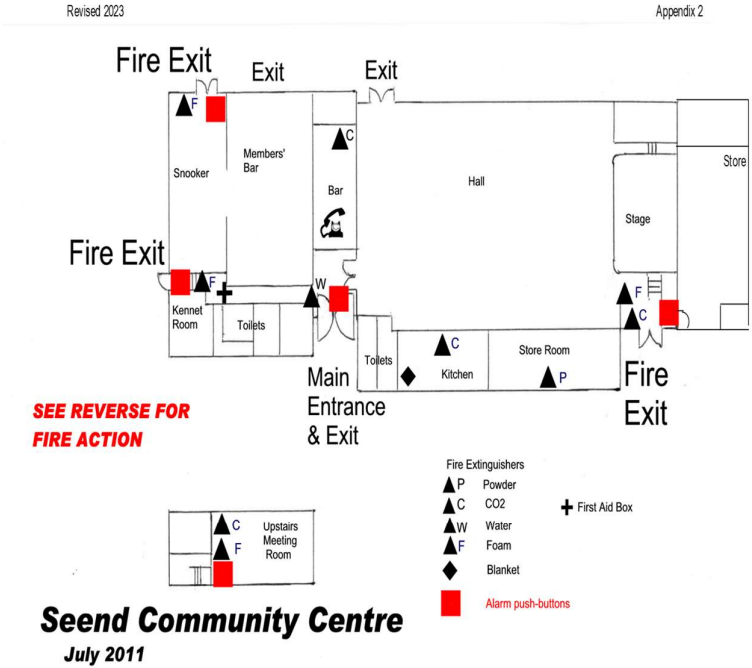
Under no circumstances should anything hazardous or items unsuitable for general waste, such as gas canisters or batteries, be left at the Community Centre.

Seend Community Centre - [seendcommunitycentre@gmail.com](mailto:seendcommunitycentre@gmail.com)

February 2024

Appendix 2

Seend Community Centre Floor Plan



(rev November 2016)

## In Case of Fire

Alert others in the building by pressing one of the **red alarm push-buttons** which are situated by fire exits and in the upstairs meeting room.

Dial **999** for the Fire Brigade. The location of the building is  
Rusty Lane, Seend.

The Post Code is SN12 6NS

IF SAFE TO DO SO, try to contain the fire using the appliances provided

**Leave the building by the nearest exit**

Assemble on the Lye Field opposite the main entrance.

Where possible, close all doors behind you

Do not stop to collect belongings

Do not re-enter the building until authorised to do so by a Fire Officer.

# Seend Community Centre

## Appendix 4

### Risk assessments

Hazard	Identified risks	Potential for personal injury	Risk management measures in place
Fire (including arson)	<ul style="list-style-type: none"> <li>• Burns to people</li> <li>• Entrapment of people</li> <li>• Damage to premises</li> </ul>	Severe	<ul style="list-style-type: none"> <li>• <i>See separate fire risk management document (Appendix 4a)</i></li> </ul>
Electricity/ electrical appliances	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Fire</li> </ul>	Moderate to severe	<ul style="list-style-type: none"> <li>• Regular full Electrical Installation inspection and updating (Appendix 10)</li> <li>• Regular testing of portable appliances</li> <li>• Provision of adequate socket outlets</li> <li>• Regular visual inspection and replacement of damaged socket outlets</li> <li>• Hirers required to ensure legislative compliance of their own appliances</li> </ul>
Stairs/stage etc	<ul style="list-style-type: none"> <li>• Tripping</li> <li>• Falling</li> </ul>	Minor to moderate	<ul style="list-style-type: none"> <li>• Handrails on all staircases</li> <li>• Emergency lighting</li> </ul>
Slippery wet floors (e.g. in kitchen or toilets)	<ul style="list-style-type: none"> <li>• Slipping</li> <li>• Falling</li> </ul>	Minor to moderate	<ul style="list-style-type: none"> <li>• Non-slip flooring installed in foyer, kitchen and toilets</li> </ul>
Heavy beer barrels etc.	<ul style="list-style-type: none"> <li>• Lifting injury</li> </ul>	Minor to moderate	<ul style="list-style-type: none"> <li>• Provision of sack truck for moving barrels and safe handling posters displayed</li> </ul>
Vaping and electronic cigarettes	<ul style="list-style-type: none"> <li>• Potential irritant and respiratory problems</li> </ul>	Minor	<ul style="list-style-type: none"> <li>• Vaping and use of electronic cigarettes not permitted anywhere in the building</li> </ul>

## Seend Community Centre - Fire risk assessment Appendix 4a

<b>Fire hazards</b>	Sources of ignition	<ul style="list-style-type: none"> <li>• Central heating boiler</li> <li>• Cooking equipment (electric cooker and microwave)</li> <li>• Barbecue (used outside)</li> <li>• High intensity stage lighting</li> <li>• Electrical faults</li> <li>• Arson</li> </ul>
	Sources of fuel	<ul style="list-style-type: none"> <li>• Oil storage tank</li> <li>• Outside rubbish bin</li> <li>• Up to 2 butane cylinders (for barbecue) kept in outside dedicated store</li> </ul>
<b>People at risk</b>		<ul style="list-style-type: none"> <li>• All users of the Centre – staff and public of all ages, some of whom may be infirm and/or disabled</li> </ul>
<b>Evaluation of risk</b>	Fire starting	<ul style="list-style-type: none"> <li>• Low</li> </ul>
	Injury to people	<ul style="list-style-type: none"> <li>• Low – but potentially serious</li> </ul>
	Damage to building	<ul style="list-style-type: none"> <li>• Low – but potentially serious</li> </ul>
<b>Risk management</b>	Measures in place	<ul style="list-style-type: none"> <li>• Emergency fire evacuation policy displayed on main notice board</li> <li>• Electronic fire alarm system throughout the building</li> <li>• All fire exits clearly marked and unlocked during functions</li> <li>• Push bar fire exits regularly checked</li> <li>• Fire action notices in all main rooms</li> <li>• Provision throughout the building of 13 fire appliances (regularly serviced)</li> <li>• Emergency lighting provided and regularly checked</li> <li>• Smoking and vaping not permitted anywhere in the building</li> <li>• Smoke alarm above staircase and in extension (to be installed) – checked monthly</li> <li>• Use of barbecues by third parties must be accompanied by appropriate risk assessment</li> <li>• All portable electrical appliances regularly checked (last checked 25 6 21)</li> <li>• Premises left secure when empty</li> <li>• Intruder alarm (regularly serviced)</li> <li>• Electrical installation checked every 5 years (most recent in 2023)</li> <li>• Fire risk assessment reviewed annually by Management Committee and amended where necessary</li> <li>• Lighting of bonfires, lanterns with a naked flame and fireworks expressly prohibited anywhere on Seend Community Trust land</li> </ul>