

Event Planning Guidance for Users of Kingsclere Village Club

Past experience has shown that health and safety isn't always in the forefront of people's mind when using the Village Club for leisure, charitable or other purposes. The Trustees of the Village Club have prepared this Event Guidance in order to ensure hirers better understand the pertinent considerations so that you and your visitors have a pleasant and safe experience using our facilities. Please do take the time to read it together with your hiring agreement or licence.

Contents

Legal Duties – Ours and Yours

Our Risk Assessment of Kingsclere Village Club

General Advice and Risks You Need to Plan For:

1. Communication and Emergency Contact Information
2. Maximum Number of People in the Building
3. Fire Safety and Evacuation
4. First Aid
5. Slips, Trips and Falls
6. Working at Height
7. Accessing the Premises
8. Hazardous Substances
9. Electricity
10. Hot Surfaces
11. Stored Equipment
12. Manual Handling
13. Cleaning and Maintenance
14. Film Club Screen
15. Food Safety
16. Alcohol and Other Licensable Activities
17. Children and Vulnerable Adults
18. Film and Music
19. Sale of Goods
20. Animals

Annex 1: Evacuation Procedure

Annex 2: Fire Plan

Annex 3: Event Planning Checklist

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Legal Duties – Ours and Yours

The Village Club has a legal duty to take reasonable measures to ensure the venue, access to it and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. As a Charitable Organisation, we also have health and safety duties (and fire safety duties) for those who use the venue. We work to ensure that we keep the building in good repair and have appropriate fire precautions in place.

We are also obliged by our licensing conditions to remind hirers of their wider legal responsibilities. Some of the most important responsibilities included in this Event Guidance, your hall hire, lease or occupational licence are summarised in the checklist in this document.

Hirers (you) also have health and safety responsibilities that mean you must identify and manage the risks, so far as reasonably practicable, which arise from your own activities when you have control of the premises or control of equipment on the premises. Whatever the scale of the event there should be a clear understanding of who will be responsible for safety matters, if this is not defined then it will default to the event organiser.

As the hirer, you are potentially liable for injury or damage that arises from your activities therefore you should consider the need for your own risk assessment and the need for your own insurance.

Hirers also have a wider legal obligation towards people who are participating in their activities. These will depend upon what the activity is, but may include matters such as licensing, food health and hygiene and sale of goods for instance. This guidance highlights key things to think about when planning your event.

Health and Safety Executive Guidance in Relation to Events

<p>1. The event organiser should identify:</p> <ul style="list-style-type: none">● Scale, type and scope of the event● Type and size of audience● Location● Duration of the event● Time of day and year the event will be held	<p>3 Formulate a safety plan that includes:</p> <ul style="list-style-type: none">● Who is responsible for what to do in the event of an incident or emergency● How is information in your safety plan going to be communicated
<p>2. Use these factors in a risk assessment to help you decide what resources and facilities will be required. For further and more detailed advice go to http://www.hse.gov.uk/event-safety/running.htm</p>	

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Our Risk Assessment of Kingsclere Village Club

The Village Club has undertaken a risk assessment of the building and all the rooms that may be used by those hiring the venue. We have reduced the hazards as far as possible but would like to make you aware of the remaining hazards so you can reduce the residual risk. If you wish to see our risk assessment for the use of the building, please visit our website at www.kingsclerevillageclub.co.uk.

General Advice and Risks You Need to Plan For

1. Communication and Emergency Contact Information

No telephone is provided in the building – ensure you have a mobile phone with network coverage so that you have a means of communication in an emergency.

Emergency Contacts

- Police, Fire or Ambulance emergency 999
- Gas Emergency 0800 111999
- Southern Electric 0845 7708090
- Premises Address: Kingsclere Village Club, 35 George Street, Kingsclere, Hampshire, RG20 5NH
- Nearest doctor's surgery: Kingsclere Medical Practice, North Street, Kingsclere, 01635 299600
- Nearest hospital Accident and Emergency: Basingstoke and North Hampshire Hospital, Aldermaston Road, Basingstoke, RG24 9NA; 01256 473202
- Booking Secretary: Emma Hartley 01635 297913 or 07849 653809
bookings@kingsclerervillageclub.co.uk
- Chairman: Sharon Morris 01635 298370 or 07576 249814 chairman@kingsclerevillageclub.co.uk
- Treasurer: Helen Andrew: 01635 297390 or 07887 521359 treasurer@kingsclerevillageclub.co.uk
- Committee **Member Fiona Sawyer 01635 297221**

2. Maximum Number of People in the Building

The safe upper limit of people who can attend your event depends upon the type of activity, function or event. Regardless of the what they activity, function or event is, the absolute maximum of people – including volunteer and helpers – cannot exceed the following:

Main Hall – no more than 90 individuals

Holding Room – no more than 25 individuals

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Other meeting rooms – no more than 6 individuals

3. Fire Safety and Evacuation

Obstructions must not be placed in gangways or exits. The room layout of your event must allow sufficient space for the premises to be evacuated. Items such as tables, chairs, equipment, instruments must not block or impede fire exits.

Familiarise yourself with Kingsclere Village Club's fire procedure and plan which are annexed to this guidance to understand what you will need to do if the fire alarm sounds and how to give the fire brigade the information they require.

Smoking is not permitted in the building. Highly flammable substances shall not be brought into or used in any part of the premises.

Neither the emergency lighting supply nor the illuminated exit signs are to be turned off. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.

If the fire alarm sounds, all persons shall immediately vacate the building by the nearest safe route and assemble on the grass in front of the fire station. (The stairlift is battery powered and can safely be used in fire evacuations). Organisers of activities must ensure that all persons in their group have been safely evacuated.

Fire Safety Considerations

- Do not obstruct fire exits
- No unauthorised heating appliances are to be used without the written permission of the Management Committee
- Make sure you have familiarised yourself with the fire and evacuation procedure for this building
- Make a fire plan including an evacuation plan, and how this will be communicated to those present
- Note the location of our 'Information for the Emergency Services' to give to the Chief Fire Officer

4. First Aid

There are no first aiders on site, and importantly there is no telephone on site to call for assistance either. You will need to ensure that you provide first aid cover that is proportionate to your particular event, and provide a means to communicate with the emergency services.

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

First aid boxes and accident reporting books are provided in the:

- Servery
- Kitchen
- Holding Room

If first aid is administered, please complete the accident book and contact the Booking Secretary as soon as reasonably practicable to report used items. We are under a duty to report certain incidents to the Health and Safety Executive within strict deadlines.

First Aid

- Assess the level of first aid support needed for your event or activity
- Keep emergency contact numbers and a working mobile phone to hand
- Record details of any incident and forward to the Booking Secretary

5. Slips, Trips and Falls

The Kingsclere Village Club is an old, listed building. It has uneven floor surfaces in the following locations:

- Hallway
- Holding Room
- Upstairs landing
- Sloped access from patio doors into main hall
- Small rooms upstairs in the building
- Stairs
- Few of the areas within Kingsclere Village Club are carpeted. Whilst anti-slip vinyl has been installed in the men's toilet, ladies' toilet, disabled toilet, main stairs, holding room, therapy room, upstairs toilet and upstairs landing spillages will invariably cause a slip hazard in these areas.

Locations where an anti-slip floor finishes have not been installed – meaning extra care is needed – are:

- Main Hall
- Servery
- Kitchen

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Avoiding Slips, Trips and Falls

- Be aware of the uneven floor surface and take care while moving through the building
- Be aware that these floor surfaces can be slippery when wet, tread with care
- Children under the age of 11 are not permitted in the servery or Kitchen
- Wipe up spillages straightaway and mark wet areas with a wet floor sign
- The chairs provided for regular users and hirers meet British Standards however please supervise children at all times when they are using these chairs and do not hang anything on the backs of these chairs.

6. Working at Height

Light fittings can only be changed using a ladder or maintenance tower.

Avoiding Falls from a Height

- Do not attempt to change the light bulb yourself
- Should a light not work please report using the whiteboard in the hallway

7. Accessing the Premises

There is no parking at Kingsclere Village Club itself. Public parking is available in bays located opposite the Village Club and in the public car park next to the Bowling Club. Parking space in nearby residential streets is at a premium, please do not block driveways or access for emergency vehicles.

Bike racks are available for use and a bus stop for use in both directions on the Newbury to Basingstoke route is located adjacent to the club.

All parking areas and the bus route from Basingstoke will require you to cross the main road through the village.

Advice for Parking

- Please park responsibly and avoid causing obstructions on the main road, nearby crossing or on residential roads
- Take care when crossing the road, using the crossing with the island if possible

8. Hazardous Substances

Cleaning products are considered as a hazardous substance and are found in the following locations:

- Shelf in men's toilet
- Cupboard in Servery

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Avoiding Accidents with Hazardous Substances

- Children under the age of 11 years must be accompanied by an adult when using the toilet
- Children under the age of 11 years are not permitted in the servery
- Do not place hazardous substances in a vessel or cupboard where they can be mistaken for a food product
- Keep out of the reach of children
- Follow the usage instructions on the packaging

9. Electricity

There are two fuse boxes inside the building – one in the entrance hall and the other in the main hall. Sockets are provided in all rooms except the various toilets. There is also an electrical supply to the garden.

Avoiding Electrocutation

- All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989
- Electric fuse boxes and sockets are not to be tampered with
- Socket protectors are provided if you wish to use them. They are stored in the drawer in the servery

10. Hot Surfaces

Surfaces that can become hot can be found in the following locations:

- Kettles in Servery
- Cooker in Kitchen
- Heaters in Main Hall

Avoiding Burns from Hot Surfaces

- Children under the age of 11 are not permitted in the servery or kitchen
- Be cautious when using the kettle – it may be hot already
- When not in use please unplug the kettle from the wall

11. Stored Equipment

The Village Club allows a few of the regular user groups to store their equipment in various locations. Tables and chairs that may be used by users of the venue are also stored at the Village Club. Stored equipment can be found at the following locations:

- Kitchen and Servery

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

- Pilates and yoga cupboards within Store Cupboard in Main Hall
- Store cupboard in Main Hall
- Store cupboard at the end of the downstairs corridor opposite the Committee Room
- Store Room upstairs
- Village Bunnies cupboard within Store Cupboard in Main Hall

Avoiding Injury from Stored Equipment

- Store chairs and tables as per plan provided in cupboard
- Stack chairs as per the instructions displayed on wall within storage cupboard
- Stack padded chairs no more than 8 high
- Store large tables on table trolley
- Store small tables against right-hand wall
- When not in use please unplug the kettle from the wall
- No children under the age of 11 are permitted in the store cupboard in the Main Hall or other storage rooms
- Sharp knives will not be stored at the venue, please bring your own if required and take away when you leave. Any sharp knives left will be removed and disposed of

12. Manual Handling

On occasion, it may be necessary for you to use tables and chairs found in the following locations:

- Main Hall
- Holding Room

Avoiding Injury from Lifting Heavy Items

- Children under the age of 11 are not permitted in the servery or kitchen
- Children under the age of 11 are not permitted to move chairs and tables
- Lift no more than 2 chairs at a time
- Use the table trolley to reduce the need to carry tables in the Main Hall
- Lift no more than 1 table at a time; ideally 2 people should move the large tables
- Use the chair trolley to move more than 2 chairs. Do not drag chairs across the floor

13. Use of Film Club Screen

The projector screen in the Main Hall is not owned or maintained by the Village Club. **It is fragile** and not available as part of the rental or use of the hall. If you wish to project images, a white wall is provided at the rear of the Main Hall. Alternatively you will need to contact the Film Club to gain their permission and assistance to use the screen.

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

14. Cleaning, Maintenance and Security

The Village Club is almost exclusively run by volunteers – which is one way in which we keep our charges down. We rely on users leaving the areas that they have used in a tidy and clean state. A broom together with a dustpan and brush are provided in the Cleaner Cupboard opposite the kitchen. Cloths to wipe down tables are provided in the Served. Tables must be wiped down with surface cleaner before and after your event.

No waste disposal service is provided, so you will need to take your rubbish home – this includes nappies and food waste.

As users of Kingsclere Village Club, you are well placed to spot any maintenance issues that require attention. Please alert us to these by leaving details on the dry-wipe board in the Entrance Hall or by notifying the Booking Secretary.

Bear in mind that this is a public building and keep valuables where you can see them. On vacating the premises please ensure all windows and exterior doors are firmly closed and lights are switched off.

As You Leave the Premises

- Please leave the areas you have used in a clean and tidy state, ready for the next hirer
- Take all your rubbish home with you – including nappies
- Report any maintenance issues
- Please ensure the building is secured before vacating

15. Food Safety

The Kingsclere Village Club is not registered as a Food Premises because selling food does not make up 25% of our trade. We must still follow the rules for food safety and food hygiene and for controlling the temperature and storage of any food you transport.

You are responsible for ensuring you understand and observe the food health and hygiene legislation that applies to your event, function or activity if food is prepared, served or sold. These guidelines for community events can be found [here](#).

We are looking to upgrade our kitchen facilities. In the meantime a domestic cooker as well as fridge are provided to help you maintain the required temperatures. Please clean after use in readiness for the next hirer.

Avoiding Illness from Food

- Very limited facilities for the preparation or serving of food are available.
- You are responsible for understanding and observing the food health and hygiene legislation that

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

applies to your event, function or activity if food is prepared, served or sold.

16. Alcohol and Other Licensable Activities

Written permission of the Kingsclere Village Club Management Committee is required if your event involves the supply of alcohol or other licensable activities. The Village Club Management Committee may be able to give permission for your activities under the terms of their licence – depending upon what the licensable activity is and when it is taking place. Alcohol measures are available for use when alcohol is being served and will be stored in the Servery. If the Management Committee decline or your activities are outside the scope of what they can permit you can apply to the Local Licensing Authority. Please submit requests to the Treasurer in writing, providing all relevant details about your event.

The Management Committee require an absolute minimum of two weeks to consider a request application. The Local Licensing Authority require a longer notice period.

The table below shows the activities that you can ask permission of the Management Committee to engage in under the Village Club's licence.

Licensable Activity	Is there a licence in place?	Times for with the activity is licensed
a) The performance of plays	√	Mon-Sat 18.00-23.00
b) The exhibition of films	√	Mon-Sat 18.00-23.00
c) Indoor sporting events	X	
d) Boxing or wrestling entertainment	X	
e) The performance of live music	√	Mon-Sat 18.00-23.00
f) The playing of recorded music	X	
g) The performance of dance	√	Mon-Sat 18.00-23.00
h) Entertainment similar to those in a) - g)	X	
i) Making music	X	
j) Dancing	X	
k) Entertainment similar to those in i) - j)	X	
l) The provision of hot food/drink after 11pm	X	
m) The sale of alcohol	√	Mon-Sat 18.00-23.00

Alcohol Additional Risks

If alcohol is served at your event this enhances health and safety risks, and this must be reflected in your risk assessment.

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

17. Children and Vulnerable Adults

If children or vulnerable adults will be at your event, function or activity, expressly address this in your risk assessment by identifying the specific safety risk and safeguarding issues and planning how to manage them. Bear in mind that these risks will be further enhanced if alcohol is available at your event.

Establish whether you have safeguarding obligations and be ready to provide the Management Committee with your Child Protection Policy and evidence of DBS checks on request.

18. Film and Music

With regard to showing films you will need to ensure that you have the appropriate copyright licence and that age-related film classifications are adhered to.

Strictly speaking, playing music where anyone else other than you can hear it constitutes a public performance and breaches the terms of the copyright in recordings and broadcasts in the Copyright, Designs and Patents Act 1988. This includes streaming music from services such as google and Spotify. You will need to consider whether your event needs to have a public Performance Society Licence and/or a Performing Rights Licence.

19. Sale of Goods

If your event includes a sale, that must comply with fair-trading laws and codes of practice. For instance, total prices of all goods and services need to be displayed, as shall the organiser's name and address, and refund arrangements.

20. Animals

No animal or birds except assistance dogs are to be brought onto the premises without the written permission of the management committee

21. Use of Garden

The garden can be used by anyone who hires the village club. Please adhere to the following rules while using the garden.

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Use of Garden

- The patio slopes towards the main hall therefore take care while entering the main hall from the patio area.
- The garden is not 100% secure, therefore children under the age of 11 must always be supervised by a responsible adult.
- Ensure that all gates from the garden which lead to the pavement and road are kept shut. Check that gates are shut before and after use.
- There are a number of hazards in the garden which may cause minor injury such as brambles, wire fencing, stored timber, garden waste at times and uneven surfaces, therefore children under the age of 11 must always be supervised by a responsible adult.

Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Annex 1: Evacuation Procedure

ON DISCOVERING A FIRE: raise the alarm by activating a nearby break-glass point

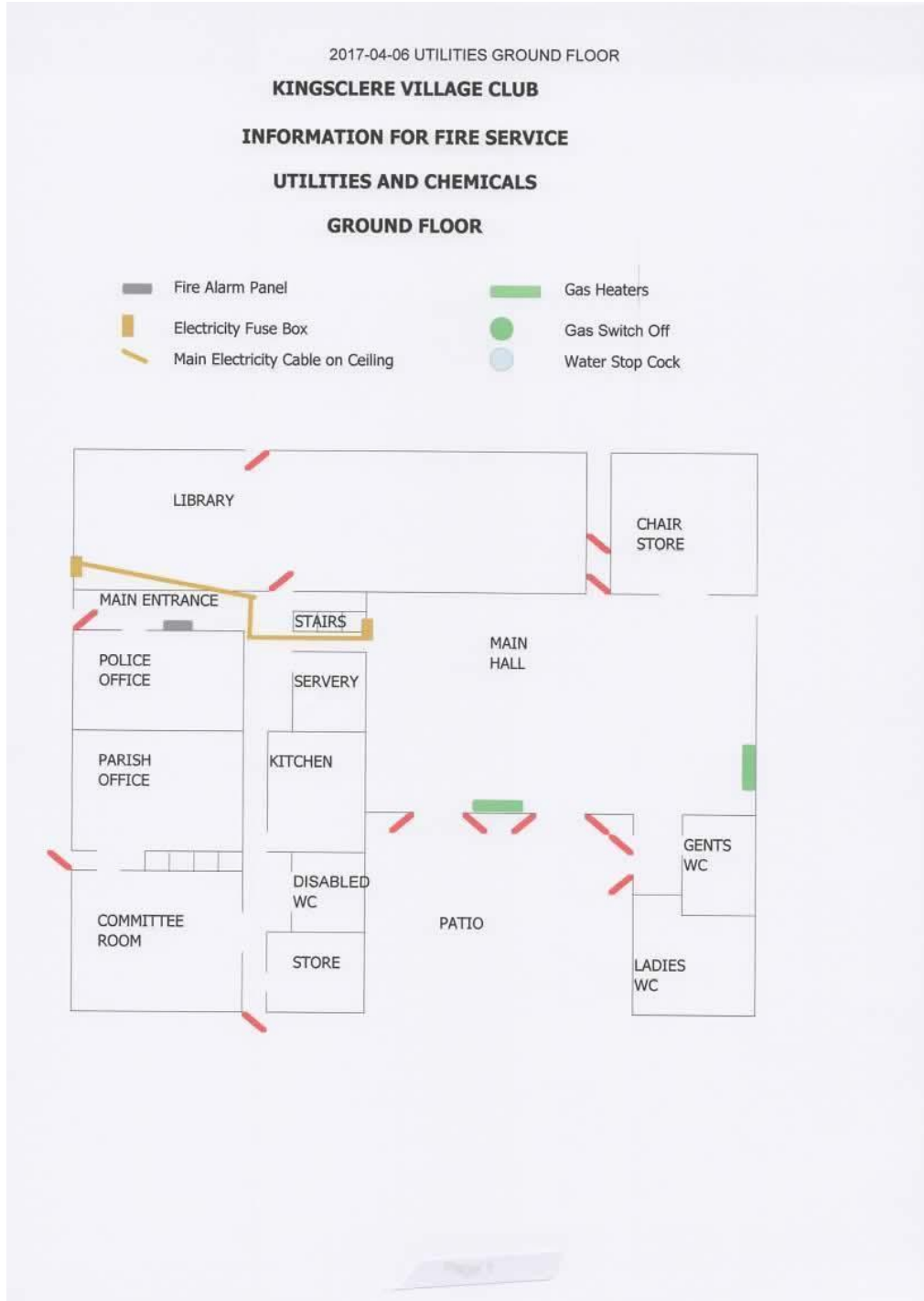
ON HEARING THE FIRE ALARM

- Remain as calm as possible
- Evacuate the building by the nearest safe exit, closing doors and windows after the last person has left.
- Less abled people may need help
- Assemble on the grass in front of the fire station taking care when crossing the road
- Dial 999 and follow instructions
- Undertake a roll call
- Ensure a Village Club Trustee is notified as soon as possible – see list below
- Do not re-enter the building until the Fire Service has given the all clear

Kingsclere Village Club Charity Registration Number 1189234

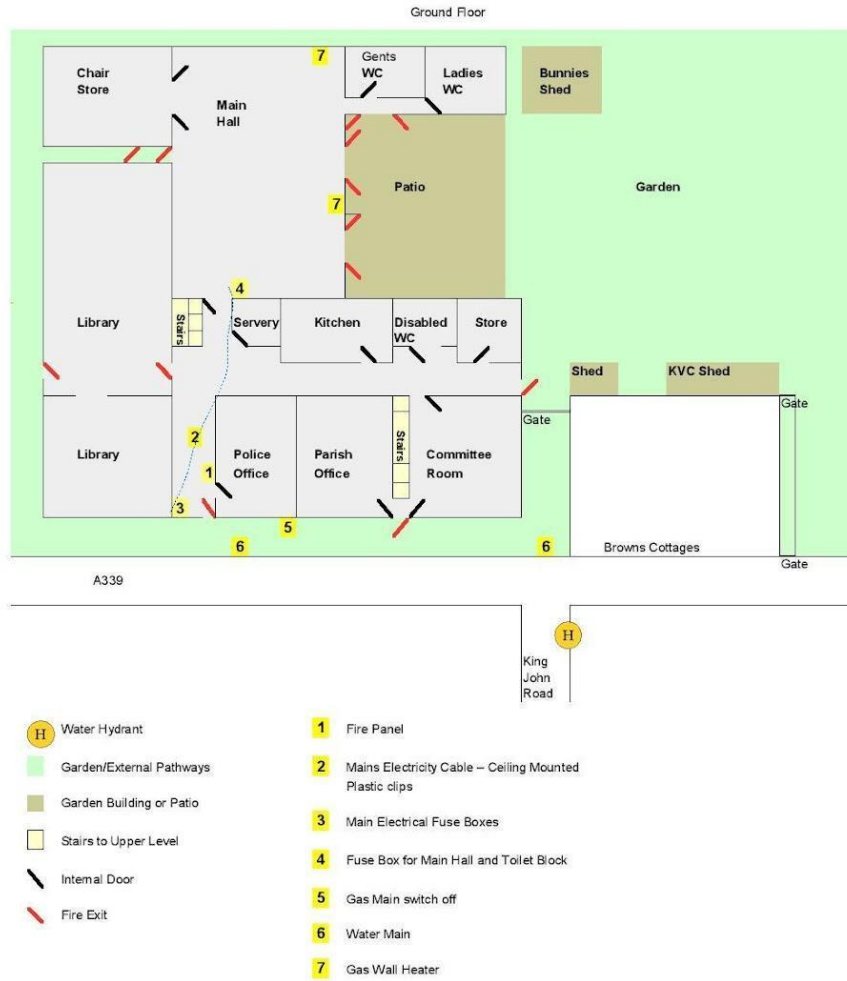
Event Planning Guidance for Users of Kingsclere Village Club

Annex 2: Fire Plan of Building



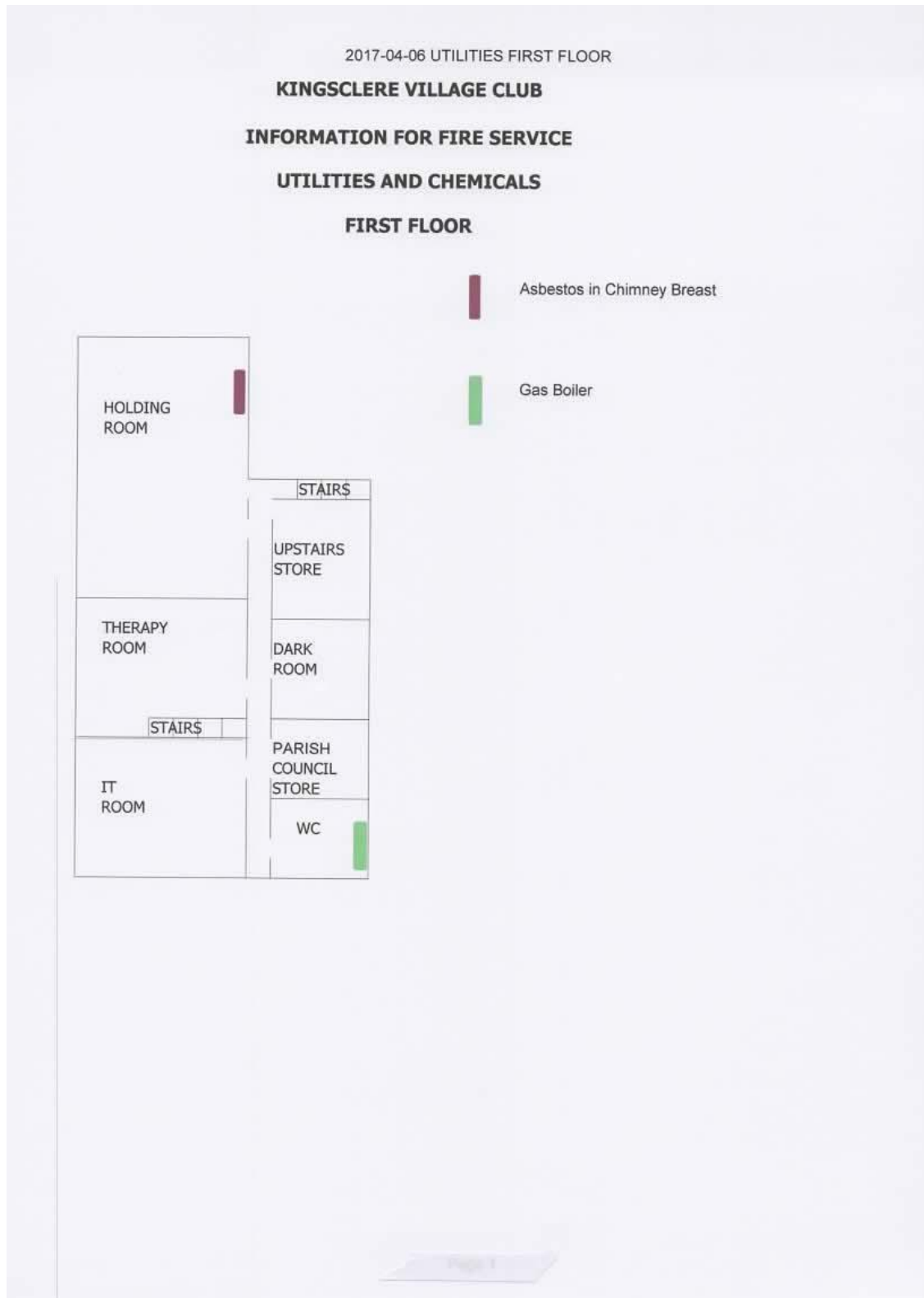
Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club



Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club



Kingsclere Village Club Charity Registration Number 1189234

Event Planning Guidance for Users of Kingsclere Village Club

Annex 3 Event Planning Check List

Consideration Relevant to this event	Completed?	Person Responsible
Risk Assessment		
Communication and Emergency Contact Information		
Maximum Number of People in the Building		
Fire Safety and Evacuation		
First Aid		
Slips, Trips and Falls		
Working at Height		
Accessing the Premises		
Hazardous Substances		
Electricity		
Hot Surfaces		
Stored Equipment		
Manual Handling		
Cleaning and Maintenance		
Film Club Screen		
Food Safety		
Alcohol and Other Licensable Activities		
Children and Vulnerable Adults		
Film and Music		
Sale of Goods		