



## Hallmark 2

**Health, safety, security and licences:** Hallmark 2 focuses on health, safety, security and licences. It assesses compliance with legislative issues.

Please arrange for a minimum of two people and **no more than four** to be present at the visit, one of whom should be an officer of the committee. It would be helpful if one of these could be a representative from a user group.

### **Documentation to be made available to the visitors by committee:**

1. Food Handlers notice
2. Copy of Food Premises registration (*if applicable*)
3. Accident record book
4. Records for maintenance, emergency equipment/doors/lights
5. Risk assessment record and Safety rules
6. Health and Safety file to include:
  - a) Fire evacuation procedure notice
  - b) Electrical and gas safety certificates
  - c) Reporting accidents, diseases and dangerous occurrences (RIDDOR) forms

- d) Copy of plan of the building which should show location of services, pipes, gas mains, water pipes, overhead power lines on site
- e) List of contacts from which expert advice and guidance can be obtained
- 7. Health and safety policy
- 8. Policy on practices and procedures
- 9. Hiring Agreement
- 10. Employment contract (where applicable)
- 11. Summary Premises Licence and/or record of TENS
- 12. Inventory of equipment
- 13. End of session check list

**Hallmark 2 Checklist and Evidence:**

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

	Check	Evidence
	<b>GENERAL</b>	
1	<b>Check bold items in Hallmark 1 and action points from report</b>	Applicable if more than one year has lapsed since Hallmark 1 achieved. This must be satisfactory in order to proceed.
2	<b>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</b>	This should be separate from the hiring agreement
3	<b>Hirers are made aware of their responsibilities with regard to children and other vulnerable users</b>	Hiring agreement

4	<b>Contract of employment issued</b> ( <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
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	<b>HEALTH AND SAFETY</b>	
5	There is a Health & Safety policy	View
6	<b>Risk Assessment undertaken</b>	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	<b>Health and Safety poster on display (or evidence that employee has been given HSE leaflet) where appropriate</b>	View if applicable
8	Food handlers notice on display	View
9	<b>First Aid Kit is well stocked, easy to find and accessible</b>	View and note location
10	Nominated person is responsible for keeping it well stocked and up-to-date	Ask who keeps it stocked. Record of someone signing to indicate they have checked contents and dated
11	<b>Accident Record kept</b>	View and note if evidence of use. Should be loose leaf-file with previous accident not on view
12	<b>Fire Risk Assessment has been undertaken</b>	View evidence and policy that set practices and procedures in place. The visitors role is not to assess the adequacy of the policy
13	<b>Fire extinguishers are checked annually by authorised person</b>	View extinguishers and Certificate of Inspection
14	<b>Fire extinguishers are stored in allocated position</b>	View extinguishers and Certificate of Inspection

15	<b>Correct emergency exit signs indicated by 'Running Man' sign</b>	View signs
16	<b>Instructions in case of fire</b>	Check that there are clear instructions in the hall
17	Evacuation procedure in place	Check that there are clear instructions in the hall
18	<b>There are instructions on how to use the lift in the event of a fire. (if applicable)</b>	View
19	<b>Evidence that emergency lighting/doors checked regularly, as working</b>	View record
20	<b>No emergency exit blocked by equipment or rubbish</b>	View
21	<b>Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.</b>	View This is required to pass information to hirers and fire fighters in case of an emergency

	<b>MAINTENANCE AND SECURITY</b>	
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	<b>Location of services is indicated e.g. electric/water/gas</b>	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 (see 26 above)	Ask and view record

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
31	Doors to rooms/stores are marked with their use	View
32	<b>Items kept in the building are stored safely and tidily</b>	View
33	Policy for hirers storing equipment at the hall e.g. must have committees permission, no inflammable substances	View Records
34	General hall equipment and items available to hirers are accessible, clean, safe and in good condition e.g. Chairs and tables	View
35	<b>The Kitchen has clean and sound work-surfaces</b>	View
36	<b>The kitchen has clean, impervious, non-slip floor covering</b>	View
37	<b>The kitchen walls are in good decorative order</b>	View
38	<b>There is hot water to the sinks</b>	View
39	<b>There is separate hand washing facilities-where necessary</b>	View

40	<b>Cleaning supplies and equipment are in good condition</b>	View
41	<b>Cleaning supplies and equipment are stored safely</b>	View
42	Cleaning supplies and equipment are accessible for hirers	View
43	<b>Toilets are clean/toilet paper provided</b>	View
44	<b>Toilets have hand-drying facilities</b>	View
45	<b>There is hot water and soap in the hand basins in the WC's</b>	View
46	The appropriate waste bins are provided	View
47	The floor surface is clean and in good condition	View

	<b>LICENCES</b>	
48	<b>Halls that hold a premises licence must have it on display</b>	Check booking schedule or discuss list of activities at hall for confirmation that a hall does not require a Premises Licence  View on notice board may be in file available for users to view
49	<b>Halls that hold a premises licence must evidence conditions are kept e.g. electrical, gas etc. checks done at a frequency required by licence conditions or set out in operating schedule</b>	Evidence of conditions being kept should be found in fire or risk assessment records
50	<b>Halls that hold a premises licence must have lists of</b>	Should be in the hiring agreement

	<b>activities licensed and relevant conditions of the licence to pass to hirers (through hiring agreement or additional information)</b>	Ask committee members what is given to hirers. .
51	Check if Temporary Event Notices (TENs) are used for all/ some licensable activities	Ask committee members. <b>Hall users must use either a TEN or be covered by the Premises Licence</b>
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	<b>The hall complies with alcohol licensing regulations</b>	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	<b>Hirers including regular users are advised about the licence requirements for the sale of alcohol</b>	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	<b>The hall has a Performing Right Society Licence (PRS)</b>	Payment noted in accounts, invoice, certificate, and or sticker displayed
57	<b>The hall has a Phonographic Performance Licence (PPL)</b>	<ul style="list-style-type: none"> <li>• Evidence to demonstrate that the PPL is not needed</li> <li>• Correspondence with PPL, invoice, certificate, payment noted in accounts</li> </ul> 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
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For more information on any of the above see ACRE village hall information sheets. Or e-mail [halls@wrccrural.org.uk](mailto:halls@wrccrural.org.uk)