

Whatton Jubilee Hall

Equal Opportunities Policy Statement

The management committee of Whatton Jubilee Hall is committed to the principles and practice of Equal Opportunities.

In making this commitment we aim to avoid the possibility of discrimination on the basis of gender, sexual orientation, race, ethnic origin, religion, disability, age or background, and to promote equality of opportunity for all.

In our employment or volunteering arrangements and our management decisions we aim to avoid discrimination whether direct or indirect and to promote equality of opportunity for all.

In our external contracting arrangements we will follow the principle of equal opportunity for all.

In managing the hall event programme and lettings we will aim to have activities and events that will appeal to as many sectors of the community as possible.

This policy will be brought to that attention of all committee members and will be kept up to date through annual reviews and will take account of any new legislation or good practice which affects the delivery of equal opportunities.

Adopted at meeting 9th March 2009

Health and Safety Policy Statement

The management committee of Whatton Jubilee Hall encourages a healthy and safety conscious culture throughout all its activities.

We will conduct our activities to ensure the health and well being of our employees, volunteers, users of the Hall, contractors and anyone that our activities affect.

All aspects of the health and safety policy and arrangements will be kept under review and improvements made whenever required by experience, legislation or good practice.

All committee members, employees, volunteers, contractors and users of the Hall have a responsibility to comply with all relevant Health and Safety legislation, Acts, Regulations, Codes of Practice, other relevant guidance and the Hall's health and safety policy and arrangements. The committee is accountable for ensuring the health and safety policy is observed.

We will provide suitable and sufficient information, instruction and training for employees and volunteers to ensure they are aware of their obligations and the processes and procedures adopted to ensure healthy and safe environment.

Adopted at meeting 9th March 2009

Vulnerable Person's Policy Proposed

The management committee of the Whatton Jubilee Hall have a duty to safeguard all users of the hall including vulnerable users.

We will take account of the needs of all users, paying particular regard to vulnerabilities whatever the origin. We will observe legislative requirements and consider good practice in our management decisions, access provision, lettings and other uses to ensure no person is excluded or exposed to controllable risk, discrimination, or exploitation.

We will respond to concerns raised by anyone regarding actual or potential risk, discrimination or exploitation that arises to a user from use of the hall with a view, where it is feasible, to decreasing or eliminating the vulnerability.

Vulnerability in this context can arise from age, infirmity, physical disability, mental difficulties, gender orientation, minority interest and those caring for a vulnerable person.

Management Policies

These policies are to provide guidance to the committee when making decisions about the management of the Hall and grounds. Each statement below represents the agreed current policy which will be reviewed annually and agreed by the management committee. *Items in small italics are not part of the policy statement but are included as explanatory background.*

1. People

- 1.1 The Hall is for use by all members of the community. Therefore all equipment purchases and proposed changes to the fabric or facilities will take account of requirements to maximise access and use by all disability groups.
- 1.2 Suitable training will be provided for volunteers and employees for the duties that they are to perform. Training will be carried out by a suitably qualified person.

2. Finance

- 2.1 The hiring fees will be reviewed annually with an intention that income from these covers the regular costs of running the hall.
- 2.2 A set of current accounts will be presented at each committee meeting.

3. Social Provision

- 3.1 When considering social and fund raising events the committee will aim to provide a variety of events that will appeal to different sectors of the community.

4. Health and Safety

Equipment and storage

- 4.1 Equipment purchase decisions will take into account health and safety considerations such as lifting, moving, and storage.
- 4.2 The Hall usage instructions will contain guidance on moving equipment in a safe manner.
- 4.3 The design of new storage facilities in the Hall will take in the account of security of unauthorised usage or removal, health risks of items intended for storage, and the safe storage or removal of items.

Electricity and electrical items

- 4.4 All electrical sockets at child height will be fitted with removable covers which will be kept in place when the socket is not in use.
- 4.5 The design of new or modified electrical circuits in the Hall will take into account the need to eliminate the use of extension leads wherever possible and practical.
This should include consideration of lockable external sockets for use when maintaining the grounds with electrical tools.
- 4.6 The mains electrical supply and system will be tested annually.
- 4.7 Electrical equipment will be inspected in accordance with 'Maintaining portable electrical equipment in offices and other low risk environments' published by the Health and Safety Executive.

Fire

- 4.8 The Fire Risk Assessment will be reviewed annually and after completion of any major changes to the fabric of the Hall or accesses.

General

- 4.9 Risk assessments will be reviewed annually to ensure they are up to date and after any changes that may affect their validity.

5. Environment

- 5.1 Wherever possible and practical low energy will be used to replace existing bulbs. New light fittings will be of a type that uses low energy bulbs.

Existing stocks of filament bulbs will be used up, and some existing light fittings may not take lower energy bulbs until they are replaced with new fittings or controls

- 5.2 Electrical equipment purchases will take into account the rating of models under consideration and wherever possible A rated appliances will be selected.

- 5.3 Comparisons will be made annually between energy used over the past two years to assess if action is needed to reduce energy consumption.

- 5.4 Purchasing decisions for cleaning materials, toiletries and related consumables will take into account a preference for products that harm the environment as little as possible while providing a satisfactory level of hygiene.

The intention is that disposable paper and cloth products be made of recycled material where possible and chemicals should be sourced from product ranges that are designed to minimise harm to the environment

- 5.5 When making decisions to change hand drying facilities account will be taken of the latest guidance on the most environmentally and hygienic options.

Cloth, electric and paper towel options all have varying impacts on the environment and as technology is developed the balance changes between which is the most the most economic, hygienic and environmentally friendly option.

- 5.6 When making decisions on changes to water or space heating account will be taken of the latest guidance on the environmental impacts of each option available that will satisfy the needs of the Hall.

Fuel availability, the efficiency of devices, emission technology and the needs of the Hall users will all affect the environmental and economic balances of the available options

6. Maintenance

- 6.1 Kitchen areas, the bar, toilets, and other facilities will be inspected for cleanliness, tidiness, and provision of materials at least monthly and before any major event.

The norm will be fortnightly at the regular coffee morning but the policy allows for the quiet periods in August and December/January.

- 6.2 If there is evidence of rodent or insect activity this will be brought to the attention of the committee and appropriate action determined to eliminate the problem.

7. Management

- 7.1 These policy statements will be reviewed annually by the committee to ensure they remain current and are being observed.

- 7.2 Where possible Minutes will be recorded in an archivally sound way.

The essence of this is that the Minutes should be retrievable and readable in their original form many years into the future. Archivally sound paper should have a long life that is not degraded by atmosphere or insect attack. The ink needs to be none fading in normal sunlight. An

alternative to this might be storage in a fireproof case stored in a reasonable non acidic cool atmosphere. Alternative electronic storage will also be considered. The preferred electronic format would be Adobe Acrobat as that is universally readable and backwards compatible and files can be locked from editing. MS WORD would be acceptable as it is a widely available program but is more susceptible to editing by others .

- 7.3 Any decisions that are determined outside of committee meetings (ad hoc meetings, e-mail etc) will be confirmed and recorded at the next meeting.
- 7.4 Anyone who believes that an activity contravenes any of the policies in this document or the constitution of the Hall should bring this to the attention of one of the officers who will take necessary immediate action or, if appropriate, bring it to the attention of the committee at the next committee meeting.

These management policies were adopted at meeting 9th March 2009