



Neuadd Glannau Ffraw

Aberffraw Village Hall

Handbook

Charity registration number: 523631

Updated November 2019

Object of the charity

For the purposes of a village hall for the use of the inhabitants of Aberffraw and the neighbourhood, without distinction of sex or political, religious or other opinions and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

Introduction

This Handbook and the advice and guidance contained herein is for the use of all those associated with the management and use of the hall. All Committee members and volunteers should familiarise themselves with the contents, especially where it relates to any role that they may carry out. The intention is to ensure that the Hall is an enjoyable, safe and well run establishment for all who may be involved with or use it.

Chairperson, Mike Mahon, Aberffraw Village Hall 2019

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Management of the Hall

The Hall, its upkeep and running is carried out by the elected members of the Neuadd Glannau Ffraw / Aberffraw Village Hall (Hereafter referred to as the Hall) Committee. The committee comprises of: Chairperson, Vice Chairperson, Secretary, Treasurer, Other Committee members (These members may hold office for various tasks as defined by the committee).

Committee Meetings

Meetings of the Hall Committee shall take place monthly, on the second Wednesday of each month and shall, unless otherwise stated, commence at 19.00 hours in the J O Williams Committee Room. An agenda for each meeting will be distributed prior to each meeting and minutes of all meetings will be taken and made available to view. A financial position statement will be included at each Committee meeting.

Key Holders

Sets of keys or codes for the Hall will be held by:

- The Caretaker
- Chairperson
- Secretary
- Council Clerk
- Line Dancing Tutor
- Bingo Organiser
- Whist Drive Organiser

Booking of the Hall

All bookings for the Village Hall must be made through the Management Committee Secretary, either in person or by telephone 07708174629 or 07419 201050. The Hall Management Committee Secretary is responsible for keeping the Hall Schedule document updated with any bookings made and ensuring that any requirements for Hall facilities are made available and that the Hall is open for said event and securing the Hall after the event. In some cases where a regular event is taking place, nominated other persons may be allowed to unlock and lock the hall after use.

The Hall Schedule document should also be posted on the main hall notice board monthly.

In some cases, new potential uses of the Hall may require prior approval of the Committee at its regular monthly meeting.

Payments for Hall Usage

Payments for Hall usage shall be made to the Hall Treasurer. See Appendix A for the current charges

Smoking Policy

As with all public used buildings, factories and offices, the Village Hall has an obligation to set out clearly and to make known to all users, its policy on smoking.

The Village Hall policy states that NO Smoking, No use of E-cigarettes or vaping is allowed anywhere within the Village Hall buildings.

This policy is there to promote good health, comply with the law and not to demonstrate to other persons the use of these practices, especially young people.

All Hall committee members are responsible to make visitors aware of this policy.

Attendance of Young People

Our policy is to encourage the use of the Hall by young people. Our policy is that young persons are accompanied by an adult and where an event is in being held for unaccompanied young people then ***prior written permission*** must be given by the parent or guardian of that individual. On the written permission ***clear contact*** details for the parent of guardian must be stated.

Where an adult is responsible for overseeing an event by young people, then that person must have a current Enhanced Certificate of Disclosure. These certificates are to be obtained by the Hall Secretary via customerservices@db.s.gsi.gov.uk and records kept.

Parents need to be encouraged to become involved in running these activities.

Individual Responsibilities

All committee member, volunteers and helpers hold an individual responsibility to ensure that care is taken to ensure their own Health and Safety and that of others who may be affected by their acts or omissions and should familiarise themselves with the Hall Health and Safety arrangements and instructions.

Aberffraw Village Hall

Health and Safety Policy

The Aberffraw Village Hall Management Committee acknowledges that our activities are carried out in premises, and on sites, where hazards may exist. We therefore commit to conducting our activities in a manner that seeks to prevent injury and ill health to our volunteers, to users of the Hall, and to others who may be affected.

In that regard we are committed to the following:

- Providing a safe and healthy environment for volunteers, members of the public, committee members and business owners when using the Village Hall or attending our events.
- Providing adequate resources for the Village Hall Management to meet its health and safety responsibilities.
- Providing adequate and competent supervision of all activities we arrange.
- Providing sufficient health and safety training for Management Committee members and Volunteers to carry out their health and safety responsibilities.
- Achieving continuous health and safety improvements through the effective organisation, planning, implementation, monitoring and review of health and safety management systems and performance.
- Responding to internal and external changes that may affect normal health and safety arrangements.

The Village Hall Management Committee will take all reasonable steps to identify and reduce hazards to a minimum but all volunteers and users must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance.

The successful implementation of this policy depends on the awareness and commitment of all members of the Management Committee and all volunteers who support the activities of the Village Hall. Accordingly, all new members and volunteers will be made aware of the existence of the policy when first joining and made aware that they will be expected to conform to its requirements.

Compliance with this policy will be monitored and reported to the Management Committee on an annual basis.

Further Health & Safety materials may be found in the Village Hall Handbook

Mike Wilson – Aberffraw Village Hall Management Committee Chairman

Reviewed & Revised 25/05/2017

Neuadd Glannau Ffraw / Aberffraw Village Hall

Health and Safety

As Individuals we all have obligations to each other to take all reasonable care of ourselves and others in all things we do or do not do. As an Employer, the Neuadd Glannau Ffraw / Aberffraw Community Hall Committee (hereafter referred to as the Hall) have further obligations under the Health and Safety at Work Act 1974 places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act. Like the Act, they apply to every work activity.

The main requirement on employers is to carry out a risk assessment. Employers with five or more employees need to record the significant findings of the risk assessment. Whereas the Hall does not employ more than five people, it will, in the spirit of good practice and duty of care, carry out and record suitable risk assessments. All Committee members, helpers and volunteers should be aware of these assessments and where appropriate, make themselves aware of the advice contained therein.

Any hazards that are noticed or found within the Hall or during its activities should be reported to the Chairperson or Vice Chairperson, recorded in the Hall Hazard report Book and appropriate remedial action taken.

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- Lone Working (including Working at Height)
- Use of cleaning and other chemical agents
- Personal protective equipment

- Electrical Safety
- Manual handling

Lone Working (including Working at Height)

When coming to the Hall where you will, for any length of time, need to take sensible precautions to ensure that you have made arrangements with another person as to what time you expect to finish, so that they may, if you are overdue, be aware of who to contact from the Hall Committee to check on your safety.

If you are working alone you should not undertake any activity which requires you to work at height, i.e; using ladders or steps. This type of activity should only take place when there is at least one other person present.

Use of cleaning and other chemical agents

When using any cleaning agents, other chemical agents or paint, care must be taken to first read the manufacturers safety advice which can be found on the containers. These instructions should be followed and note taken of what actions to take if accidental exposure takes place. In any case of concern about any product, that product should not be used until consultation has taken place with the Hall Chairperson, who will take responsibility to ensure adequate information is available and suitable precautions are put in place.

Personal Protective Equipment

When using any cleaning agents, other chemical agents or paint manufacturers may advise the use of Personal Protective Equipment (PPE), in all cases this advice must be followed.

Electrical Safety

All portable electrical equipment used in the Hall will be inspected and carry an appropriate label to identify that this has taken place. A log of all portable electrical equipment belonging to the Hall shall be kept. If any concern or fault is found with any equipment it should be removed from use, reported to the Chairperson or Vice Chairperson, recorded in the Hall Hazard report Book and appropriate remedial action taken.

Any portable electrical equipment brought into the Hall and not belonging to the Hall, is the responsibility of the person bringing the aid equipment in. The hall committee member who is the liaison individual with the event should ensure that they make the person with the equipment aware that they must ensure that the equipment is used in a safe manner.

All committee member, helpers or volunteers should ensure that they are aware of where the electrical fuse boxes are located and how to isolate electrical supply should the need arise.

Manual Handling

Each of us must be aware of our own capabilities and ensure that we do not put ourselves at risk but ask for assistance when needed.

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task.

Good handling technique for lifting

Here are some practical tips.

- Think before lifting/handling.

- Plan the lift.
- Can handling aids be used?
- Where is the load going to be placed?
- Will help be needed with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, consider resting the load midway on a table or bench to change grip.
- Adopt a stable position.



Physical Operation

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).

The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). ***Don't flex the back any further while lifting.*** This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips.

Turning by moving the feet is better than twisting and lifting at the same time. Keep the head up when handling.

Look ahead, not down at the load, once it has been held securely. Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Please refer to the HSE Guide to Manual Handling contained within the Hall Handbook folder.

For further advice on any H&S queries contact the Committee Chairperson

Aberffraw Village Hall Welsh Language Policy

The Aberffraw Village Hall Management Committee acknowledges the fact that under the Welsh language (Wales) Measure 2011, the Welsh Language has official status, and should be treated no less favourably than the English language.

- We believe it is good practice to provide services in the language of choice of those using and attending the Village Hall and believe it shows respect to our volunteers to encourage and facilitate the use of their chosen language when they are contributing to the activities of the Hall.
- We commit to making constant progress towards achieving this ambition, and this Welsh Language Policy sets our current commitments in relation to using Welsh and, where appropriate, sets targets to help us develop our use of Welsh.
- The scope of our commitments in this policy should be interpreted reasonably. They reflect our understanding of the current numbers of Welsh speakers in our community and the extent to which we currently believe there is need within that Welsh-speaking community for the use of Welsh or bilingual services.
- To that extent, this policy will be kept under constant review to ensure that it continues to reflect the numbers of Welsh speakers in our community and their needs and aspirations.

Our commitments:

- Face to face communication
 - We will seek to ensure that there is at least one member of the Management Committee who is able to communicate in Welsh to our volunteers and members of the community.
- Permanent Signs
 - Our permanent signs are currently mainly in English only but will be replaced, on renewal, with bilingual signs.
- Printed Publications
 - Our printed publications are currently in English only. We will introduce the use of some Welsh in such materials to a degree commensurate with the numbers of Welsh speakers in our community.
- Website
 - Our Website is currently in English only. We will introduce some Welsh into our website when we have a person able to carry out the translation and IT usage.
- Exhibitions and marketing materials
 - Our exhibition and marketing materials are currently in English only. We will introduce some Welsh into our marketing and exhibition materials when we have a person able to carry out the translation and IT usage.
- Leadership
 - We will appoint one member of the Management Committee to be responsible for implementing, championing and monitoring this policy.
- Awareness
 - This policy will be conveniently available for our volunteers and for our community to read.
- Tracking Language Choice
 - We will track and record the language choice of the community and will develop our Welsh language systems and policies accordingly.

The successful implementation of this policy depends on the awareness and commitment of all members of the Management Committee and all volunteers who support the activities of the Village Hall. Accordingly, all new members and volunteers shall be made aware of the existence of the policy when first joining and made aware that they will be expected to conform to its requirements.

Mike Wilson – Aberffraw Village Hall Management Committee, Chairman 1/05/2018

The Aberffraw Village Hall Management Committee acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts. We will strive to make a positive contribution to protecting and enhancing the local and global environment through the implementation of the following measures:

- **Reduce:** Non-essential documents and emails will not be printed.
- We will endeavour to avoid disposable cups and food packaging.
- We will ensure that, wherever possible, all printing and photocopying of documents is double-sided.
- We will communicate between Committee members by phone or email where possible to reduce paper use.
- Where appropriate, we will use the Village Hall website to communicate matters to reduce reliance on paper.
- **Re-use:** Wherever possible we will try to find a second life for items no longer required by the Hall by sale or donation to local organisations. Wherever possible will seek to repair items rather than replace them, within the bounds of safe and functional use. Re-cycle (only after considering reducing or re-using)
- Paper, cardboard, cans, plastic, glass, batteries and electrical equipment will be re-cycled whenever possible.
- Green and organic waste will be composted.
- Recycling bins will be provided by Anglesey Council for use by users of the Hall
- **Purchasing:** We will purchase fair –trade goods whenever possible.
- We will buy locally produced goods where possible and financially viable.
- Within reasonable financial limitations, we will seek to purchase goods and services which are less harmful to the environment.
- We will purchase recycled and recyclable paper and paper products whenever possible. ☑ We will purchase environmentally friendly cleaning products.
- **Travel:** We will promote walking or cycling to Village Hall meetings.
- Within reasonable financial limitations we will seek to obtain goods and services from local sources so as to minimise travelling.
- **Energy:** We will seek to minimise the use of energy in all our activities.
- We will use energy efficient light bulbs.
- Lights and equipment will be switched on only when in use and not left on ‘standby’.
- Heating will be controlled by thermostat and timing controls to provide heat only when use of the Hall requires.
- New electrical goods will be ‘A’ rated where available.
- Construction projects shall use appropriate sustainable materials and address energy wastage wherever possible subject to reasonable financial constraints.
- **Water:** We will conserve water where possible.
- When renewed, we will incorporate dual flush toilet cisterns.
- Hazardous Materials and Chemicals. We will take all possible measures to not expose the environment to chemicals that can harm people or nature.

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Mike Wilson –Aberffraw Village Hall Management Committee Chairman

01/05/2018

Updated 2/6/2019 Mike Mahon

APPENDIX A

Hall Charges for Use (as of 01/10/2019)

Hall Fixed Costs & Charges

Main Hall

Corporate Hire For organisations that make a income/profit from activity ***Charge £15 per hour***

Other Booking, including villagers a 20% discount ***Charge £12 per hour***

Weekly Activities with regular booking ***Charge £8.00 per hour***

Funeral teas, etc will be charged with discretion dependant on various factors

Committee Room

Regular local events will be charged at ***Charge £6.00 per hour***

All other users will be charged at ***Charge £8.00 per hour***

Hire of Tables – wooden ones only, £10 for a period of two weeks, with a deposit paid and an additional charge of £1 per day if not returned after 14 days

Hire of plastic chairs, £1 per chair, for a period of two weeks, with a deposit paid and an additional charge of £1 per day if not returned after 14 days

The charges for the hire of table and chairs and the additional penalty costs to be included on a new hire form

Deposit

In some cases the Hall Management Committee reserve the right to request a deposit to be paid