

# NEWTOWN LINFORD VILLAGE HALL



**Main Street  
Newtown Linford  
Leicester LE6 0AE**

## **HEALTH AND SAFETY POLICY DOCUMENT**

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## BACKGROUND

Newtown Linford Village Hall is leased from Everards' Brewery by the Newtown Linford Parish Council. The day-to-day running of the Hall is the responsibility of the Newtown Linford Village Hall Committee, which is constituted as a Charity, registered number 503283. All Committee members are voluntary and unpaid. The Trust Deed of the Charity makes it clear that all responsibility lies with the Committee; the role of the Parish Council (as "custodian trustee") is merely to "own" the lease of the building.

The Committee has entered into a contract with Martyn Wormleighton to provide caretaking services to the Village Hall. He is not an employee but he is regarded as one, for the purposes of this document.

The Checklist provided by the Health and Safety Executive<sup>1</sup> has been consulted in the preparation of this document.

## DEFINITIONS

<b>Term</b>	<b>Meaning</b>
Chairman	The Chairman of the Committee
Committee	The Management Committee of Newtown Linford Village Hall, as defined in the Trust Deed
Employees	This term includes persons who regularly spend significant time doing work for the Committee, even if they are not employees in law
Contractors	Firms or individuals who undertake paid work, generally on the fabric of the building, for the Committee.
Hirers	Any person or Organisation which is using the Village Hall for any purpose, including cases where no fee is paid.
Users	Any person taking part in any activity within the Village Hall

## GENERAL STATEMENT OF POLICY

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), committee members, contractors, hirers and users
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary
- d) Ensure hirers are made aware of their responsibilities for Health and Safety.

It is the policy of the Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors are expected to comply with the practices set out in this document, in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

<sup>1</sup> See <http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

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## ORGANISATION OF HEALTH AND SAFETY

The Committee has overall responsibility for health and safety at Newtown Linford Village Hall.

It is the duty of all employees, contractors and users to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises safe and healthy.

All faults, damage or other situation which might cause injury and cannot be rectified immediately must be reported to the Bookings Secretary (Appendix 2) 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 and, if appropriate, it should be placed in the store room.

A plan of the hall is shown in Appendix 3. This shows the location of fire exits, fire extinguishers, fuse box, stop cock, main gas valve, boiler, and other features which may have a bearing on safety.

### Responsibilities

The Committee has delegated responsibility for operating specific parts of this policy, including maintenance, testing and inspection, to certain nominated persons, and these are listed in Appendix 1.

## BUILDING SAFETY

Two members of the Committee undertake a superficial visual inspection of the building, both internal and external, on an annual basis. The inspection is done from ground level, and there is no requirement for the persons undertaking the inspection to have any professional qualification. The purpose of the inspection is to identify any obvious hazards such as slipped roof slates or permanent fittings which have become loose, and also to identify any deterioration in the building fabric which needs rectification such as flaking paint, or rotten wood. It is stressed that, while the inspection is undertaken in good faith, there can be no guarantee that this inspection will identify any particular hazard.

The persons undertaking the inspection will communicate the results to the Committee within 7 days; the Committee will then take appropriate steps to rectify any identified issues.

## FIRE SAFETY

The Village Hall was inspected by the Fire Authority who signified their satisfaction with the Hall, after its refurbishment in 2003.

All fire safety equipment is serviced and maintained by Chubb.

The location and types of Fire Extinguishers and position of Fire Exits are shown on the plan in Appendix 3.

Risks of fire starting are considered to be low, the only potential ignition sources being the gas cooker in the kitchen, the boiler or an electrical fault. Smoking is not permitted within the building.

There are illuminated fire exit signs and an emergency lighting system. There are adequate fire exit doors which must be kept clear of obstructions at all times.

## **IDENTIFICATION OF FIRE HAZARDS**

### **Sources of Oxygen**

An inlet/extract ventilation system is provided in the Main Hall controlled by switches in the lobby. The Small Hall has a ventilation system controlled by switches in the lobby. The kitchen, ladies, gents and the disabled toilets all have extractor fans.

### **Smoking**

A No-Smoking policy has been in force since 2003 and is now required by law. This removes a fire risk from use of, and casual disposal of, smoking materials.

### **Heating Systems**

The gas central heating boiler is located in the kitchen. It was replaced in 2013. It is maintained according to the manufacturer's recommendations.

### **Naked Flames/Cooker**

There are naked flames on the gas cooker. Users must ensure that the cookers are turned off when not in use and before vacating the building. Cookers are to be used under adult supervision only. Pan holders to be used for hot pans. Turn saucepans so the handles don't stick out over the edge of the hob or over another ring. Keep the oven, hob and grill clean - built-up fat and bits of food can start a fire. A fire blanket is kept in the kitchen. Fire blankets can be used to put out a fire or wrap a person whose clothes are on fire.

### **Waste Disposal**

Waste from private functions is taken away by the person making the booking. Other waste is removed by the caretaker and stored in an outside store.

### **Flammable Materials**

Stage curtains are treated with flame retardant – this was last done in 2013 when the curtains were cleaned. Contents of the store cupboard are reviewed regularly to prevent a build up of unwanted items. Paints stored for maintenance purposes or for the Drama Society are water based.

Emergency lighting and emergency exit signs were installed to current standards as part of the refurbishment in 2003, and these are tested regularly (see Appendix 1).

Fire Extinguishers are installed at key points as follows:

- Main Entrance            Water Extinguisher
- Stage                      CO<sub>2</sub> Extinguisher
- Bar Area                  CO<sub>2</sub> Extinguisher
- Kitchen                   Powder Extinguisher, Fire Blanket
- Lobby                      Water Extinguisher

Chubb services these annually under a maintenance contract.

### **Warning Signals**

Smoke detectors are installed in the kitchen and in the small hall above the dividing door

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between the two Halls. There is no smoke detector in the Main Hall.

In the event of fire the Halls should be evacuated ensuring that both Halls, kitchen and toilets are clear. Particularly when occupants of the Hall are sleeping, the person discovering a fire should ensure that everyone is aware of the need to evacuate the building.

A fire alarm is NOT installed.

### **Fire Drills**

It is the responsibility of those hiring the Hall to determine if a Fire Drill is appropriate.

### **Means of Escape**

The Main Hall has two emergency exit doors:

- Via the main door to the street
- Via an emergency exit door at the rear of the Hall

Please note that the main door is not suitable for wheelchairs as it leads directly onto steps.

In addition there is an exit via the side entrance

Emergency exit from the Small Hall is either:-

- via the Main Hall
- via the side entrance.

All exits are appropriately signed and must be kept free of obstructions.

Emergency lighting activates at all exits in the event of a power failure.

Fire exit routes are shown in Appendix 3.

### **Assembly Point**

There is no designated Assembly Point. Users may assemble either in the car park of the adjacent “Bradgate” Public House, or on the opposite side of Main Street. The choice of Assembly Point will depend on the Hall Users (for example if the Village Hall is being used by children the appropriate point will be in the Pub car Park), the time of day (daylight or night time), the precise location of the fire and the emergency exit which is used.

### **Fire Containment Doors**

The doors from the Small Hall to the storeroom are fire containment doors, as also are the doors from the Main Hall to the store rooms. There is no automatic closure on the door furthest from the stage; no flammable materials are stored in this room, and there are no potential ignition sources. The Village Hall Committee has considered the need for an automatic closure, and has decided that the minor benefit to fire safety is outweighed by the awkwardness of being unable to fully open the door. There are no other fire containment doors within the Village Hall.

### **Fire Notices**

Fire instruction signs are displayed in both halls.

## **ASBESTOS AND OTHER NOXIOUS SUBSTANCES**

An asbestos survey<sup>2</sup> was undertaken on 30 November 2017. This identified two items of pipework containing white-asbestos cement in the basement (to which there is no public

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<sup>2</sup> The survey was undertaken on behalf of the Village School, a long-term tenant.

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access). These have been removed and disposed of as required by the appropriate legislation.

The survey also identified three other cases where asbestos might be present but was not proved as the items were not easily accessible. These were:-

- Cowl to chimney stack
- Undercloaking to pitched roof
- Redundant boiler in basement (may contain asbestos gaskets)

In the first two cases asbestos, if present, was likely to be asbestos cement containing crocidolite (blue asbestos); the boiler gaskets might contain chrysotile (white asbestos).

The survey stated that the “action priority” in each case was low, i.e. “presents a low asbestos risk during normal use of the building, may require consideration during refurbishment or repair work”.

The Committee believes it is unlikely that there is asbestos as part of the building structure. Asbestos was “extensively used from the 1950s through to the mid-1980s but can be found in buildings built before the year 2000”<sup>3</sup>. However, the Village Hall was built in 1930 (before the widespread use of asbestos), and extensively refurbished in 2002 (after its use had been banned).

In the unlikely case that asbestos is present, it will only create a hazard to occupants if the fibres become airborne. This can only take place if the fabric of the building is disturbed, e.g. by drilling into the structure or during other construction or maintenance work. There is no hazard from asbestos if it is sealed into the structure.

Water-based paints and cleaning materials are kept in the small store-room, or in a cupboard under the sink in the kitchen. This cupboard is kept locked, but with the key readily accessible at a height of 1.5 m. This prevents young children accessing these chemicals.

## **ELECTRICAL**

The electrical system was fully checked and upgraded at the time of its refurbishment in 2003.

All permanent electrical installations comply with the Wiring Regulations<sup>4</sup>. The system is protected by a residual current circuit breaker; this (and the main electrical switchboard) is sited in the kitchen at ceiling level on the RH side when facing the window (see Appendix 3). All alterations or additions to the electrical installation or equipment comply with the current regulations of the Institute of Electrical Engineers.

All 13A sockets which are sited within 1 metre of the ground have safety covers to prevent foreign objects being inserted.

All portable appliances owned by the Village Hall are regularly inspected and tested under the Portable Appliance Testing (PAT) regime (see Appendix 4), to timescales as suggested by the HSE<sup>5</sup>. A formal test is undertaken every 2 years; a visual inspection – in particular to look for

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<sup>3</sup> <http://www.hse.gov.uk/construction/healthrisks/cancer-and-construction/asbestos.htm>

<sup>4</sup> The compliance is with the Regulations in force at the time of installation. The electrical system may not, however, comply with the current version of the Regulations.

<sup>5</sup> Maintaining portable electric equipment in low-risk environments, published by Health and Safety Executive. <http://www.hse.gov.uk/pubns/indg236.pdf>

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frayed, split or damaged cables – is to be done annually in years when a formal test is not undertaken.

Hall Users are responsible for the electrical safety of any other portable appliance used within the Village Hall.

On 13/14 July 2021 a full Electrical Safety Inspection was undertaken by Glenfield Electrical Ltd. This identified a few items listed as “Category c2” (requiring rectification within 12 months) and these were resolved in the Autumn of that year.

The inspection also identified a few items as “C3” (not meeting the latest version of the Wiring Regulations, but not necessarily creating a significant hazard), and Glenfield Electrical then provided further advice. We have taken that advice, and applied it to the specific circumstances of the Village Hall, and undertaken a Risk Assessment: this demonstrated that rectification of these issues was not required. The Risk Assessment is given in Appendix 6.

### **Emergency Lighting**

The Village Hall is fitted with battery-operated emergency lighting, which is tested periodically (Appendix 1).

### **GAS SAFETY**

The only gas appliances in the premises are the central heating/hot water boiler, which is maintained regularly (Appendices 1 and 5), and a gas cooker in the kitchen.

The gas shut off valve is at the gas meter box on the outside wall adjacent to the side entrance. There is also a shut-off valve in the kitchen at floor level underneath the sink which controls the cooker, and a separate valve which controls the boiler.

The gas pipe and meter were identified as “undersized” during the 2015 annual boiler maintenance; the pipe was replaced in 2017. The allegedly undersized meter is not considered to represent a hazard.

### **Carbon Monoxide**

A Carbon Monoxide monitor is installed in the kitchen (the only room with gas appliances).

The current Gas Safety Certificate is shown in Appendix 5.

### **WATER**

It appears that the only way to turn off the water to the entire building is to turn the valve adjacent to the water meter (this is underneath a circular plate near the front RH corner of the Hall, in the driveway between the Hall and the pub). A specialised tool is available in the kitchen.

There is a stop-cock located in the store cupboard next to the stage (see Appendix 3) which can be used to turn off the water supply to the Ladies’ and Gents’ toilets (but not the kitchen or Disabled Toilet). This cupboard is normally kept locked; there is a key behind a “break glass” plate adjacent to the cupboard.

The hot water supply in the disabled toilet is fed directly from the immersion heater in the



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kitchen and can therefore reach a temperature of 60 - 80<sup>0</sup> (depending on the setting of the thermostat). This is not considered to represent a significant risk because:-

- a) The disabled toilet is little used
- b) The length of pipework means that it is over 1 minute from turning on the water before it reaches full temperature
- c) There is no plug in the hand basin (so people cannot plunge their hands into hot water)
- d) The hot tap has a spray attachment to limit the volumetric water flow

## FOOD HYGIENE

The Village Hall provides a kitchen with hob and oven (both powered by gas), refrigerator, dishwasher, kettles and microwave oven for the use of Users. A permanent supply of hot water is provided.

It is the User's responsibility to ensure that the equipment is used in an appropriate manner.

The refrigerator has an internal thermometer to ensure that the thermostat is set and working correctly.

The kitchen is regularly cleaned by the caretaker, and professionally deep-cleaned as required (last done in January 2014).

## LEGIONELLA

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools<sup>6</sup>.

There are no such potential reservoirs within the Village Hall. The "cooling system" is merely a big ventilation system blowing outside air into the building.

The water supply in the Village Hall is a standard hot/cold water supply. The incoming mains water is purified by Severn-Trent Water, and the hot water supply is at a sufficiently high temperature such that *legionella* bacteria cannot thrive. There is therefore considered to be a minimal risk from Legionella.

## LONE WORKING

From time to time personnel will be working alone within the premises, and this is a significant risk. Accordingly:-

- a) Lone Workers may NOT work so that their feet are a height of more than 1.5 metres above floor level. They are, however, permitted to access the electrical switchboard if necessary to isolate an item of electrical equipment.
- b) All lone workers must make arrangements so that, in the event of an accident, they are discovered within 1 hour.

The only company providing a mobile phone service at the Village Hall is O2, although the emergency service 999 will work from all networks. There is a landline (01530 243159) and

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<sup>6</sup> See <http://www.hse.gov.uk/legionnaires/what-is.htm>

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lone workers must ensure that a contact person knows this number.

## ACCIDENT PROCEDURE

Two First Aid Boxes are located in the kitchen.

The accident book/forms are kept in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Bookings Secretary (see Appendix 2).

Since 2014 the following accidents have been reported:

- On 22 March 2022, a lady aged 89, with fragile skin, rubbed her leg against one of the fittings on a chair resulting in a “flap-type” cut. The chair was fully inspected immediately after the event, and no obviously sharp or rough areas or edges were discerned.

## RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences)

The Chairman is responsible for complying with the 2013 RIDDOR Regulations.

Incidents only need to be reported to the HSE under the RIDDOR Regulations if they are “Work-Related<sup>7</sup>”, i.e. they affect either the caretaker or a contractor. The following major injuries or incidents must be reported under RIDDOR:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor

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<sup>7</sup> See <http://www.hse.gov.uk/riddor/key-definitions.htm#work-related>

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- explosion or fire

Reports are to be completed online (see <http://www.hse.gov.uk/riddor/report.htm> ).

### “Near Misses”

All Users should report “near misses” – events which, while they did not result in an accident, had the capability of doing so – to a member of the Committee.

## SAFETY RULES

All hirers are expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions, including reading and acknowledging this document.

The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked throughout the hiring**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and **another person is present**
- **Do not** leave portable gas appliances operating while unattended
- **Do not** leave portable electrical appliances rated at 500W or more operating while unattended
- **Do not** attempt to lift heavy or bulky items (e.g. stacked tables or chairs): use the trolleys provided
- **Do not** stack chairs more than eight deep.
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building’s facilities to the Chairman
- Report every accident in the accident book to the Bookings Secretary

**Be aware and seek to avoid** the following risks:

- Creating slipping hazards on polished or wet floors: any spills should be contained in the smallest possible area and mopped to dryness immediately. Care should be taken not to enlarge the area of wetness.
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards.

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## CONTRACTORS

For all contracts the Committee will appoint someone who is responsible for managing the contract (the Responsible Person), and for ensuring that the work is as required and to a satisfactory standard. The Responsible Person does not have to be a member of the Committee.

The Responsible Person will ensure that all contracts are clear and understood by both parties before work commences. He/she will ensure that all contractors:-

- are competent to carry out the work e.g. have appropriate qualifications, references, experience
- have adequate public liability insurance cover
- are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- comply with the requirements laid down in this document
- have their own health and safety policy for their staff
- know who is the Responsible Person

## INSURANCE

Newtown Linford Village Hall has £10M of public liability insurance.

This insurance covers any accident which may be due to shortcomings in the fabric of the building, or other actions (or inactions) taken by the Committee. In certain circumstances, and if specifically approved by the Committee, the policy may provide some limited cover for accidents caused by equipment introduced by Users, or unsafe action of Users.

Name and address of insurer..... VillageGuard, c/o Allied Westminster (Insurance Brokers) Ltd.  
 Telephone no of Insurer..... 01937 845245  
 Policy No. .... VH88/0047440/BS73818  
 Date of Renewal ..... 1 July (annually)

## ANNUAL REVIEW.

This policy was adopted by the Village Hall committee at its meeting on 1 February 2016, subject to minor amendments. Minor amendments and updates were last made on 8 July 2024. The Committee keeps this document under regular review.

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**APPENDIX 1: RESPONSIBILITIES**

Item	Details of test/inspection	Responsible Person	Date	Initials	Action Needed
Information to Hirers	To be provided to all Hirers	Bookings Secretary			
Insurance	To be checked and renewed annually	Treasurer	1/7/24	JH	OK
Fire extinguishers	Part of Chubb's maintenance contract (annual)	Treasurer	April 2023	JH	None
Kitchen Equipment	Refrigerator temperature to be between 4 and 5 °C.	Caroline Brewster	Checked daily	CB	
Gas Boiler	Annual maintenance and flue gas test to be undertaken by a qualified engineer	Chairman	24/10/23	PTM	Meter undersized. Seals replaced in 2021. See Appendix 5
Gas cooker	To be inspected at same time as boiler	Chairman	24/10/23	PTM	None
Electrical Safety	Full Inspection to be done every 5 years (insurance company requirement)	Chairman	14/7/21	PTM	A few minor non-compliances – Risk analysis considered OK (Appendix 6)
Portable Electrical Appliances (PAT)	Testing <sup>8</sup> : to be undertaken every 2 years by a qualified electrician	Chairman	12/7/23	PTM	See Appendix 4.
	Inspection: to be undertaken in alternate years	Chairman	6/8/20	PTM	None
Emergency exit signs	Power to be switched off for ½ hour.	Chairman	8/7/24	PTM	Two Signs defective and replaced.
Smoke alarms	Testing	Chairman	5/7/23	PTM	None
First Aid Box	Check Contents	Sue Pritchard	16/6/24	SP	Out-of-date items replaced.
Building safety	Visual Inspection from ground floor	Peter Upton Scott Raynor	July 22	PU/JN	Downpipe blocked – cleared Sep 2021.
Security Lights on side entrance and defrib.	Check	Chairman	24/10/23	PTM	None. Battery replaced Oct 23
Defibrillator	Monthly checks being undertaken	Sue Pritchard	4/7/24	SP	Pads renewed May 23.
Accident and “near miss” Reporting	Events to be reported	Bookings Secretary			
RIDDOR Regulations	Events to be reported	Chairman			

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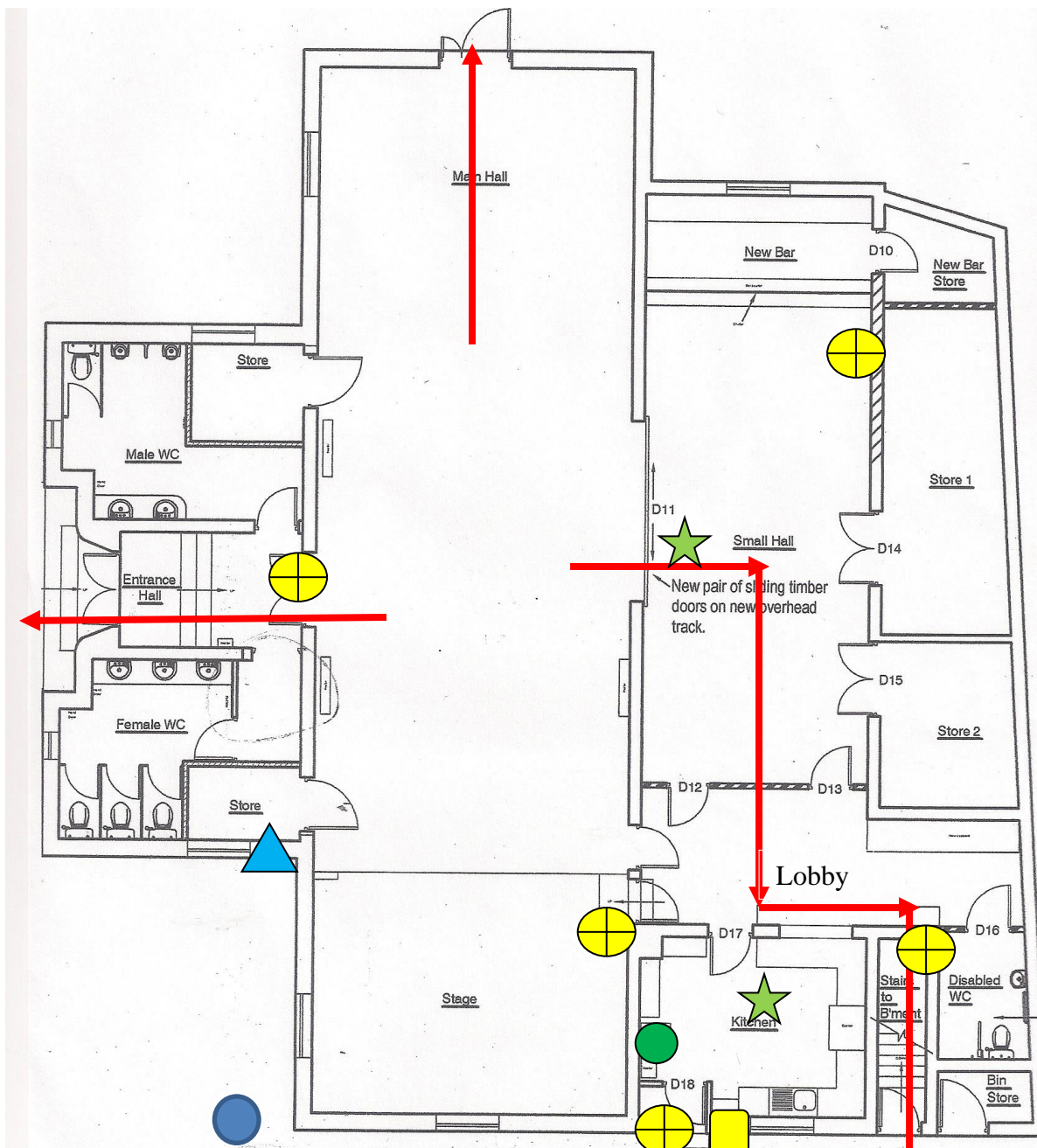
<sup>8</sup> To include the vacuum cleaner, steam cleaner (normally stored behind bar), kettles, urn and keyboard (normally stored underneath stage).

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




**APPENDIX 2: CONTACT DETAILS**

<b>Chairman</b>	<b>Toby Manning,</b> <b>26 Groby Lane,</b> <b>Newtown Linford LE6 0HH</b> <b>01530 245298.</b> <b>07798 825299</b> <a href="mailto:ptm@tobymanning.co.uk"><u>ptm@tobymanning.co.uk</u></a>
<b>Treasurer</b>	<b>Jason Hall,</b> <a href="mailto:newtownlinfordvillagehall@gmail.com"><u>newtownlinfordvillagehall@gmail.com</u></a>
<b>Bookings Secretary</b>	<b>Hannah Shaw</b> <b>248 Markfield Road, Groby</b> <b>Leicester LE6 0FS</b> <b>Tel: 01530 249945</b> <a href="mailto:clerk@newtownlinford.org.uk"><u>clerk@newtownlinford.org.uk</u></a>
<b>Caretaker</b>	<b>Martin Wormleighton</b> <b>01530 484722</b> <b>07497 164809</b> <a href="mailto:mwormleighton@gmail.com"><u>mwormleighton@gmail.com</u></a>

**APPENDIX 3: PLAN OF VILLAGE HALL**



**KEY**

	Fire Evacuation Route
	Smoke Alarm
	Fire Extinguisher
	Fire Blanket
	Water Stop Cock (toilets only)
	Water Stop cock and meter (underneath circular inspection cover outside building)
	Electrical Switchboard (at ceiling level)

**APPENDIX 4: PORTABLE APPLIANCE TESTING CERTIFICATE**

Testing done on 12 July 2023 by Glenfield Electrical..

DATE: 12-7-2023  
 Page: 1 of 1 Record No:

**PORTABLE APPLIANCE INSPECTION AND TEST RECORD**

**CONTACT NAME & SITE ADDRESS:**  
 NEWTOWN LINFORD VILLAGE HALL, LEEG OAE.

**CONTRACTORS TRADING TITLE & ADDRESS:**  
 GLENFIELD ELECTRICAL, LEB 8DX.

**TEST EQUIPMENT - Make, Model and Serial Number:**  
 SEAWARD, 30TH-0160.

**Employee Undertaking Work:** ARILE SMITH **Signature:**

Room Number (location)	Appliance Description & Make etc.	Identify No.	Class (I, II, etc.)	VISUAL CHECKS				ELECTRICAL TESTS			Comments	Date of Check	Pass (P) or Fail (F)	
				Fuse rating (A)	Suitability Plug & fuse	Lead	Cap casing	Test current (A)	Earth Bond Resistance (Ω)	Insulation Resistance MQ				Resistance mV
	URN 1	1	1	13	✓	✓	✓						12.7.23	P
	URN 2	2	1	13	✓	✓	✓						12.7.23	P
	KETTLE 1	3	1	13	✓	✓	✓						12.7.23	P
	KETTLE 2.	4	1	13	✓	✓	✓						12.7.23	P
	TOASTER	5	1	13	✓	✓	✓						12.7.23	P
	MICROWAVE	6	1	13	✓	✓	✓						12.7.23	P
	FREERER	7	1	13	✓	✓	✓						12.7.23	P
	VAC 1	8	11	13	✓	✓	✓						12.7.23	P
	VAC 2	9	11	13	✓	✓	✓						12.7.23	P
	VAC 3	10	11	13	✓	✓	✓						12.7.23	P
	STEAMER 1	11	11	5	✓	✓	✓						12.7.23	P
	STEAMER 2	12	11	13	✓	✓	✓						12.7.23	P
	RADIO	13	11	13	✓	✓	✓						12.7.23	P
	SMALL JET WASH	14	11	13	✓	✓	✓						12.7.23	P
	HOOR CLEANER	15	11	13	✓	✓	✓						12.7.23	P
	WDRR (POWER FEED)	16	11	13	✓	✓	✓						12.7.23	P
	WHEELED AUDIO EQUIP	17	11	13	✓	✓	✓						12.7.23	P
		18	11	13	✓	✓	✓						12.7.23	P
		19	11	13	✓	✓	✓						12.7.23	P
		20	11	13	✓	✓	✓						12.7.23	P

VISUAL ONLY

EXTENSION CORD ONLY

© Signal International Ltd (JULY 2018)



**APPENDIX 5: GAS SAFETY CERTIFICATE**



**Hardy Gas Services Ltd**

**Landlord Gas Safety Record**

Cert. No. **6813**

Safety inspection and reporting carried out in accordance with the Gas Safety (Installation and Use) Regulations and the Gas Industry Unsafe Situations Procedure.

<b>Company / Installer</b>		<b>Job Address</b>		<b>Customer / Landlord</b>	
Engineer	Simon Hardy	Name		Name	Mr Manning
Company	Hardy Gas Services Ltd	Address	Newtown Linford Village Hall	Company	Newtown Linford Village Hall
Address	21 Ashleigh Drive Loughborough LEICESTER		Main St Newtown Linford Leicestershire	Address	Newtown Linford Village Hall Main St Newtown Linford Leicestershire
Post Code	LE11 3HN	Post Code	LE6 0AB	Post Code	LE6 0AB
Tel No.	07867566864	Tel. No		Tel. No	01530245298
Gas Safe Reg	30773				
ID Card No.	4304290				

Appliance Details				Inspection Details																	
No	Location	Appliance Type	Make	Model	Flue Type	Landlord's Appliance	Appliance Inspected	Operating Pressure (mbar)	Heat Input (kWh)	High Combustion Reading			Low Combustion Reading			Safety device(s) correct operation	Ventilation Provision satisfactory	Visual condition of flue and termination satisfactory	Flue Performance test	Appliance Serviced	Appliance safe to use
										Ratio	CO ppm	CO2 %	Ratio	CO ppm	CO2 %						
1	Kitchen	Commercial Heating Boiler	Broag Remeha	Quinta Pro 65	RS	Yes	Yes	18.9 Dyn	57.21	0.0004	37	9.1	0.0002	15	8.3	Yes	Yes	Yes	Pass	Yes	Yes
2	Kitchen	Cooker	Berto's	G7F4P	FL	Yes	Yes	19.1	27.67	NA	NA	NA	NA	NA	Yes	Yes	NA	NA	No	Yes	
3																					
4																					
5																					
6																					

<b>Defects / Identified</b>				<b>Labels and Warning Notice Issued</b>				<b>CO Alarm(s)</b>				<b>Smoke Alarm(s)</b>									
1							No														
2							No							CO Alarm(s) fitted	No	Smoke Alarm(s) fitted	Yes				
3																					
4														CO Alarm(s) tested and Satisfactory	NA	Smoke Alarm(s) tested and Satisfactory	NA				
5																					
6																					

Emergency Control Accessible Yes	Gas Tightness Satisfactory Yes	<b>Comments</b>
Gas Installation Pipework Visual Inspection Satisfactory Yes		
Equipotential Bonding Yes		
Water quality/level of inhibitor acceptable NA		
<b>NEXT INSPECTION DUE ON OR BEFORE</b> 24-Oct-2024		

<b>Signatures</b>				<b>Date</b>	
Issued by:	Signed	Received by:	Signed	24-Oct-2023	
Print Name	Simon Hardy	Print Name			

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**APPENDIX 6: RISK ASSESSMENT RE ITEMS CODED C3 ON EICR REPORT****Background**

On 13/14 July 2021 Glenfield Electrical Ltd. undertook an electrical inspection of Newtown Linford Village Hall, and, after undertaking the remedial work for “Category C2” items, they issued an EICR (“Electrical Installation Condition Report”) certificate on 7 September 2021 (from certsure.com).

This certificate identified 5 issues categorised as “C3”:

1. No rcd protection on circuits 1-9 on Db A
2. No rcd protection on circuits 1-4 on Db B
3. Db A is a plastic Board
4. Mixed circuit breakers in Db B
5. Spots in bar area not fire rated (10no. polished chrome mains type)

We have undertaken a Risk Analysis to determine if it is considered necessary to rectify these issues. In undertaking this analysis we have sought advice from Glenfield Electrical<sup>9</sup>, the firm who undertook the Inspection. These issues are considered in turn.

**Items 1 and 2: Absence of Residual Current Protection on circuits 1-9 on Distribution Board A and circuits 1-4 on Distribution Board B**

The advice from Glenfield Electrical for both of these cases is as follows:-

- *This coding is given due to the fact it cannot be proven if a buried cable is sufficiently mechanically protected or buried at a depth of more than 50mm. If this cannot be ascertained it is suggested that additional protection in the form of RCD is implemented. As this is classed as a commercial building and it is unlikely that people will be hanging pictures on top of cable runs, it would be classed as low risk.*

The Village Hall Committee has considered this advice. We confirm that there are no plans for any structural changes to the building which might disturb potentially buried cables, and that any such changes would be undertaken by professionally qualified persons.

**Item 3: Db A is a plastic Board.**

This distribution board is sited in a cupboard at ceiling level in the kitchen, and is on the other side of the room to the installed cooker.

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<sup>9</sup> The advice from Glenfield Electrical was in an email that contained a number of typographical, spelling and grammatical errors. In quoting their response, we have corrected these errors. None of these correction alter the meaning of what was written.

The kitchen is protected with a smoke alarm to give warning in the event of a fire external to the Distribution Board. If such a fire was to break out and reach the Distribution Board, then it would be a catastrophic event; the plastic in the Distribution Board would have little impact on the seriousness of this unlikely event.

The advice from Glenfield Electrical is:-

*“this would be classed as low risk, this would be the likelihood of electrical arcing causing the plastic to melt”.*

As the Distribution Board is not generally disturbed, and then only by a qualified electrician, the NLVH Committee agree that the likelihood of any electrical arcing leading to fire is very low.

#### **Item 4: Mixed circuit breakers in Distribution Board B.**

The advice from Glenfield Electrical is:-

*“All this indicates is that a different manufacturer’s circuit breaker has been fitted and it may not comply with the consumer unit manufacturer’s design. This is again low risk”.*

We accept this statement. The Distribution Board has been professionally installed and we cannot envisage that this is likely to be a realistic risk.

#### **Item 5: Spots in bar area not fire rated (10no. polished chrome mains type).**

These lights are to be replaced by led units.

Chapter 7 of the “Best Practice Guide” produced by Electrical Safety First<sup>10</sup>, a Charity, indicates that the concern with downlighters is that their installation may jeopardise a fire barrier (“When exposed to a fire from below, downlighters may provide far less protection to a cavity ...than the plasterboard they are replacing” and “[we] recommend that ... downlighters having integral fire protection are selected for use in all ceilings where the lining to be penetrated is the sole means of keeping fire and heat out of the cavity” and (In Table 1) “[for bungalows] that fire resistance is not required and that unprotected downlighters are permitted.

The area under consideration is of single storey construction, equivalent to a bungalow; indeed, the downlighters are sited in a bar area and do not penetrate a ceiling.

We do not therefore consider that having non-fire resistant downlighters in the bar area is of concern is so far as the penetrations provide a path for fire to spread.

The advice from Glenfield Electrical is that:-

*“The lights are contained in a wooden bulkhead, which can be classed as combustible, the drivers are low voltage, so the main danger would be with the*

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<sup>10</sup> <https://www.electricalsafetyfirst.org.uk/media/1199/best-practice-guide-5-issue-2.pdf>

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*driver. Some of these lights have failed and we have quoted to replace them as opposed to repairing them. However the choice is yours, again this would be a low risk as it would take time for the wood to ignite and as you say in your letter it is not directly into the floor.*

We are happy to accept this professional opinion that the installation is of low risk.

## **General Discussion**

Glenfield Electrical has stated that :-

*“I do not believe an insurance company would levy these against your premium, as they are low risk. Many buildings both domestic and commercial have some C3 codings - these do not suggest they are unsafe, they simply do not comply with the existing regulations. To give you an example that is not often coded now, the Red and black cabling of older single phase installations and the RED/YELLOW/BLUE of 3phase installations are classed as C3 due to the fact the colours do not comply with the existing regulations - we do stick the mixed colour stickers on places that are affected by this, but it can be classed as a C3 - does not comply. If you wanted these up grading for peace of mind we would of course be happy to quote for them.”*

Peter Rose discussed the insurance aspects of these issues with Suzanne of VillageGuard on 24/3/22, and she confirmed that, so long as we have given careful consideration to whether the C3 items represent significant risks that should be remedied, there are no further aspects to deal with under our insurance policy.

## **Conclusions**

Newtown Linford Village Hall Committee has carefully considered this document, together with the detailed advice from Glenfield Electrical, and we have concluded that rectification, other than replacing the bulbs in the bar lights with led units, is not necessary.

Peter Rose  
Toby Manning  
31 March 2022