

# GET INVOLVED

Getting Started

## Managing a Hall or Room

**This section explains the roles and responsibilities of a TRA managing a hall or room.**

Many TRAs have the opportunity to run a community hall or room in their area. To do so, the TRA will have to sign a Hall or room Licence Agreement. To obtain the Licence – two TRA committee members are required to sign our Tenants & Residents TRA Hall & Room Licence, in the presence of a witness, at an agreed date.

Along with this agreement come rules and responsibilities which the TRA will need to follow, primarily to ensure the hall or room is safe, does not fall into disrepair and is used for the benefit of the community.

Despite this responsibility, the benefits of managing a hall or room are very worthwhile. These include:

- A potential steady revenue stream for the TRA
- The ability to host local community events
- A convenient meeting space

For any support regarding managing a hall or room please contact the Community Facilities Officer (see Contact Us section on back of booklet)

### Developing Further

The rules and responsibilities that a TRA must comply with when managing a hall or room primarily fall under the following categories:

- Hall Management
- Health & Safety(H&S)
- Insurance

### Hall Management

**Management Responsibilities of the TRA/ Keyholder:**

#### 1. General Management

- a. LBHF will retain a set of keys in addition to the TRA. The locks are not to be changed

without written consent from the Resident Involvement Team. These keys are kept in a safe & secure place to be used in an emergency as directed in the Hall Licence

- b. As stated in the Hall License, the hall cannot be used outside of permitted hours of 8am to 11pm. It is imperative that no persons or groups are allowed to occupy the hall outside these times and the keyholder(s) should ensure that the building is locked outside permitted hours to protect against unwanted use and alarms should be enabled, where fitted
- c. The hall should be locked when no committee members or groups are using the facilities for security purposes
- d. Utilities bills should be paid promptly



- e. The premises should be left in a clean and tidy state. Litter should not be left in and around the premises and rubbish should be routinely disposed of or recycled
- f. The premises have a maximum capacity which should not be exceeded under any circumstances
- g. Allow access for routine maintenance and repairs

### 2. Hiring out your hall

There is a template Hall Hire Agreement separately developed for you to give to external parties.

- a. The TRA should ensure that users and hirers of the hall do not allow the noise level of their functions to cause inconvenience for the occupiers of nearby properties
- b. The TRA should not allow any hiring to take place where the person hiring the premises is under the age of 18 or will not be on the premises for the entire duration of the activity
- c. All hirers of the hall should be informed of the emergency evacuation procedures for premises and should be made familiar with what firefighting equipment is available
- d. Gambling laws must be adhered to

## Health & Safety (H&S)

### TRA Health and Safety Responsibilities

#### 1. Movement around the building

- a. Ensure that corridors are clear of clutter
- b. Ensure floors are clean to minimise slip and trip risks
- c. Ensure all rooms and corridors have sufficient lighting to allow safe access and exits:
  - i. Replace any light bulbs that are safe to do so. Do not replace any bulbs which require moving installations or require residents to climb high ladders
  - ii. Report any other lights or light switches to the Council
- d. Equipment should be plugged in and arranged in such a way that leads and cables do not trail
- e. When permanent fixtures (shelving, cupboards, notice boards, and signage) fall out of good condition, report it to the Council. Do not make any alterations to permanent fixtures without Council approval
- f. When carpets or flooring fall out of good condition, report it to the council
- g. When windows or door windows are damaged, report it to the council
- h. No equipment/bulk should be stored in gas/electricity intake areas

#### 2. Electrical Equipment and Services

- a. Allow access so that any fixed electrical installations should be inspected and tested by a qualified electrician before use
- b. Any portable or fixed electrical equipment (cooker or vacuum cleaner etc.) should be visually checked, and where necessary tested at suitable intervals by an electrician, to ensure that they are safe to use. Any damaged electrical equipment should be replaced
- c. The council is responsible for annual PAT testing

## 3. Gas Equipment and Services

- a. Arrange and allow access for annual examinations of gas appliances (boiler, cooker, water heater etc.) by a qualified Gas Safe Engineer

## 4. Asbestos

- a. Report any Asbestos to the council

## 5. Fire

- a. Complete checks detailed in log book including:
  - i. Weekly testing of fire alarm/smoke/heat detector, where fitted
  - ii. Have an evacuation plan which has been tested
  - iii. Regular checks to ensure that escape routes and fire exit doors are unobstructed
  - iv. Checking combustible substances or waste are listed and stored safely
  - v. Firefighting equipment is visually checked to ensure it is in good condition, where provided.
  - vi. Checking that any automatic doors work as intended when the fire alarm is sounding and allow unrestricted access

## 6. Responsibility

- a. Ensure all users and hirers of the hall have the relevant H&S information, i.e. knowledge of nearest fire exits and meeting place in case of fire. Any other H&S ground rules can be covered at the start of the session or given to hall hirers before the session
- b. Keep testing inspection documentation for all equipment
- c. Hirers bringing in equipment should provide the TRA with all relevant Health & Safety documentation, including public liability insurance if necessary

## Insurance

Public Liability Insurance protects you if clients or members of the public suffer personal injury or property damage because of your TRA. A TRA member tripping and falling over something at one of your meetings would be a common example and could result in a compensation claim.

You may choose your insurance supplier but the Public Liability Insurance must cover claims of up to £5,000,000.

Every TRA managing a hall is required to purchase Public Liability Insurance. If the TRA is managing a room in a council building it may be covered by the council's insurance.

A number of companies provide insurance specifically for voluntary groups. Further information can be found on the Volunteering England website ([www.volunteering.org.uk](http://www.volunteering.org.uk)). Here are some recommended insurance providers:

### Endsleigh Insurance;

<http://www.endsleigh-business.co.uk/Tailored/Pages/community-groups.aspx>

01242 866906

### Or; Zurich Municipal

PO Box 4384, Dunstable, LU6 9GT

[community@zurichmunicipal.com](mailto:community@zurichmunicipal.com)

0845 602 3896

If you would like any further help with choosing the level of insurance cover then please contact the Community Facilities Officer on 0208 753 6652.

### **TRA Hall Hire Agreement**

Once your Licence has been issued we can provide you with our Hall and Room Hire Policy document.

This outlines proposed rental charges and deposits to be levied, and provides a Memorandum of Understanding between the TRA and Hirers. It is an aid and guide; you may come up with your own Hall Hire Agreement.

### **The Hall Licence And Policy Forms You Need**

To obtain the relevant Licence and Policy documents you need, please contact our Resident Involvement and Governance Officer see section Contact Us section.