

Todmorden Learning Centre and Community Hub
 Visible Standards Compulsory Documents Checklist and Action Plan
 V3 saved Dec 2018

Visible Standards Compulsory Documents Checklist			
Indicator	Document/evidence Links where appropriate	Comment	Action
Governance - The Board	Governing Document FCA registration Meeting minutes Communications with Co-ops UK solicitor Meeting timetable	<p>Governing document</p> <p>Professional guidance taken</p> <p>Sufficient regular meetings</p> <p>Regular communication between meetings</p> <p>Sufficient Board capacity CBS Constitution document includes letter of FCA registration The Todmorden Learning Centre and Community Hub (TLCH) was registered as a Community Benefit Society on 26th June 2017. The Constitution was signed by the three founder members and witnessed by the Secretary of the organisation at the time.</p> <p>There is a requirement that the trustees should be familiar with the Constitution and must keep it under review. The TLCH Board has only been in the position of being a Board with the potential responsibility for running a building from 12th February 2018 when Calderdale Metropolitan Borough Council (CMBC) agreed that an asset transfer for the building previously known as Todmorden Community College would be progressed with TLCH through its Board of Trustees (Board).</p> <p>First Annual General Meeting (AGM) took place in December 2018 – Communications to members about the meeting, agenda, Chairman’s report, signing in sheets and minutes are all completed.</p> <p>All trustees are expected to keep themselves up to date by actively participating with the news, views, training and meeting opportunities offered by Locality and Coops-UK. The Constitution will be reviewed annually as part of the preparations for the AGM. Any identified issues can then be included on the agenda for the AGM. The Constitution was reviewed prior to the 2018 AGM.</p> <p>The TLCH is a Community Benefit Society. It has a duty as such to be an inclusive, member-based democratic organisation accountable to the local community.</p> <p>In terms of being inclusive, the minimum membership has been reduced from the original minimum shareholding of 10 shares of £1 to one share of £1 although potential members are encouraged to buy at least 10 shares if they are able to.</p> <p>There are currently six Board members, two in the positions confirmed by election at 2018 AGM In addition to the three founder members there is one co-opted member who was co-opted for her ability to take on the role of Treasurer. There is also a co-opted non-member who is currently filling the role of Chairman because of her particular skills in setting up an organisation and her knowledge of the processes required.</p> <p>There is currently one vacancies for trustees elected by and from the members. There is a plan in place to conduct an election for the remaining Board role within 6 months of the AGM. Since the AGM the Board has filled the positions of Secretary to the Board and Membership Secretary with two very highly qualified people.</p> <p>During the first months of the asset transfer three of the co-opted trustees resigned and caused damage to the reputation of the TLCH through taking measures based on social media</p>	<p>Adopt shared drive and upload – done – review October 2019? Timetable constitution review. Poss recommendations by 2019 AGM? Timetable Board election for remaining seat.- following asset transfer</p>

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		usage which lay outside of the correct processes stated within the Constitution for member disputes. This has been resolved by working with CMBC and Locality to solve these issues without undue confrontation and to restore the independence of the Board.	
Board roles and responsibilities	TLCCH Board Roles	A Board roles document has been compiled and included in the Trustee Induction Pack The Chair is a co-opted non-member. Her term will end in July 2019 A Board Secretary was appointed in December 2018 A membership secretary was appointed in December 2018	
Knowledge and Understanding	Trustee Induction Vision and Values Statements Delivery Plan Signed 'fit and proper person' forms Signed statement of interests forms Legal advice	A comprehensive Trustee Induction Pack has been produced. The Board has access to a range of sources of advice and can evidence making use of them. These include Co-ops UK, Locality, CMBC, the Information Commissioners Office, Adrian Ashton	Adopt shared drive and upload - done Ensure all forms signed by all Board members and stored on shared drive - done
Conflict of interest and Connected Persons	Conflict of Interest Policy	The policy should explain what might constitute a conflict of interest and a full explanation of connected persons, how declarations of conflicts of interest are declared, how they will be dealt with by the Board, when the express authority of the FCA is required and that conflicts of interest are declared at the start of the agenda for every meeting of the trustees. Need to check this is all in there. The TLCCH conflict of interest policy was adopted has been adopted' Board members have detailed their connections outside of the TLCCH Board on their Statement of Interest forms	Upload to shared drive - done Upload to website - done Review annually Ensure all connections between Board members are detailed on Statement of Interest forms. – all updated and DPO appointed
Trustee/Volunteer Expenses	Expenses policy	Currently no policy and no expenses being paid	Write and adopt Trustee/Volunteer expenses policy Upload to shared drive and website
Governance –Reporting Responsibilities	Annual report 2018 Annual accounts 2018 AGM 2018 minutes FCA annual return Funding reports	The Annual Accounts were presented at the Annual General Meeting. As TLCCH has an income of less than the £500,000 this is subject to independent examination which is completed prior to publication with the Annual Report. Where grants or funds have been raised these are accounted for separately and will be available for the funders to inspect at any time.	Adopt shared drive and upload Find out what are SORP requirements? Are we subjected to them?
Governance -Financial Management	Annual Accounts 2018 Auditors Report 2018 Profit and Loss statement Management account spreadsheets Minutes of discussion at Board meetings Budget spreadsheets Funding decisions	The reporting of income and expenditure against budget will be reported at every scheduled Board meeting so that decisions can be made to ensure that any deficits will not cause TLCCH to be unable to pay all the expenditure which it budgeted without using the Reserves Fund. The Board does not intend to fundraise in the street and will not require a license to do so. There is not a current need to register for VAT. However it would be wise to seek guidance in advance of the asset transfer.	Ensure standing item on Board Agenda Ensure shared drive folder Ensure all Board members can access training to understand their legal financial obligations. Seek sufficient guidance in respect of VAT (pursuing via P2C)
Governance -Financially Viable	Budget Funding Strategy Funding Applications Funding Decisions Other communication with funders	The budget, including a Contingency Fund and a Reserves Fund will be set for the coming year after the Annual Accounts for the Year have been independently examined and the Risk Assessments completed. Once the Reserves Fund (if any) and the Contingency Fund amounts have been decided and any profits for the year have been allocated to improvements to	Adopt shared drive and upload- done Ensure timely updating and recalibration – in process

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	Reserves Policy and annual reserves report	<p>the building or the subsidising of courses for example, a detailed budget is drawn up and monitored monthly throughout the financial year until the Annual Accounts are completed.</p> <p>Separate but linked Budgets will be developed for each funding strand (including fees and other income, Project Funding etc)</p> <p>The amount of reserve for the following year is set when the Annual Accounts are published following the calculations discussed by the Board. These will be based on the Risk Assessments which are produced for the Annual report.</p> <p>During the first year of operation TLCCH will rely on the ability to be able to draw on a loan if reserves are required.</p>	<p>Agree reserves target and review annually – by AGM 2019</p> <p>Reserves to include full redundancy and ‘wind-down’ costs.</p>
Governance -General Policies			
Equality and Diversity	Equality and Diversity Policy and Procedure	<p>Date adopted/link</p> <p>Language in this area has developed since the Equalities Act 2010, our policy and procedures should include a comprehensive equality and diversity statement and policy which is up to date and reflects the Equality Act 2010 and development of language and understanding since then. The policy should include or be backed up by a Code of Conduct and procedure indicating the process for any breach of the policy. This policy is now in draft form.</p>	<p>Revise in modern parlance of ‘Equality and Diversity’ and ensure compliance with EA 2010 and correct procedures. Ensure that the following are cross-referenced – how we recruit and employ staff, how we recruit volunteers and how we elect trustees.</p> <p>Adopt shared drive and upload</p> <p>Check liabilities under Human Rights Act (ie PSED).</p> <p>Check knowledge and recognition of all protected characteristics.</p> <p>Check knowledge and recognition of characteristics not included but that we may wish to consider (ie class, income vulnerabilities, welfare compliance)</p>
Data Protection and GDPR, Confidentiality, Whistleblowing	Data Protection Policy and Procedures Confidentiality Policy Whistleblowing Policy	<p>Need to address issues arising from no shared drive and review and update our policy</p> <p>Draft policies have been produced to fulfil all the following requirements.</p> <ul style="list-style-type: none"> •Legal obligations to protect any personal information held on living individuals who can be identified from this information •Compliance with General Data Protection Regulations 2016 •Clarify what relevant personal data is •Refer to the eight data protection principles in that information is gathered fairly and lawfully, for the purpose intended, is accurate, kept safe, stipulates how long data will be kept and acknowledges the right of access to the data by the individual concerned. •Describe how personnel and DBS records are kept and secured •That the accident reporting scheme provides for data protection legislation and confidentiality i.e. a tear off official accident book <p>The confidentiality policy to include information about what information cannot be kept confidential and procedures to ensure that information is kept confidential as appropriate.</p>	<p>Policy to be reviewed, edited and signed off - done</p> <p>Adopt shared drive and upload - done</p> <p>Ensure access to appropriate GDPR training. - DPO appointed</p> <p>Write confidentiality policy - done</p>
Safeguarding	Safeguarding Policies and Procedure	<p>Registered with Capital eBulk Services for DBS.</p> <p>No current reason for Board members to be interacting with children or vulnerable adults as part of their work. Five of the Board hold a current DBS due to work or activities away from the TLCCH.</p> <p>Keep Under Review.</p>	<p>Adopt shared drive and upload - done</p> <p>Sign off draft policies. - ongoing</p> <p>Ensure DBS of new Board members and active volunteers (such as membership secretary).</p>

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		Ensure best safeguarding practice in any future recruitment of employees.	Ensure access to level 1 training for all Board and Volunteers.
Volunteers	Volunteering Policies, procedures, Induction and HR	<p>Draft policies include:</p> <ul style="list-style-type: none"> •Acknowledgement of the importance of the contribution of volunteers to the organisation and the need to recognise that this needs to be supported by formal support for the benefit of both parties – the organisation and the volunteers •Payment of volunteers’ expenses so that they are not out of pocket or simply cannot afford to give their time because of the cost of child care, travel, parking etc. The Policy should state what expenses can be claimed and how they can be claimed. •The need for development of a description of the tasks to be done (job description) including the expected time commitment. •The need for application procedures to comply with equal opportunities and diversity, including reference to the Rehabilitation of Offenders Act, and DBS checks where appropriate. •Interview process: interviews should be held to accept the most appropriate persons. References should be taken up. •The requirement for volunteers to have a named supervisor who will provide regular support, arrange a detailed induction, and offer any necessary training. •The requirement for volunteers to be familiar with and abide by the organisation’s policies. •The opportunity for an annual review, as useful for the organisation and the volunteer. <p>The Volunteer Policy should include</p> <ul style="list-style-type: none"> •How volunteers can complain •The process to be followed if the organisation believes the volunteer is unsuitable (after a trial period?) 	<p>Sign off policies</p> <p>Review, add and amend as necessary (involving membership secretary/volunteer co-ordinator role)</p> <p>Adopt shared drive and upload - done</p>
Employment	<p>Staff Handbook and Induction Pack</p> <p>Sample contract</p> <p>Job description and Person Specifications</p> <p>Pay Policy</p> <p>Leave policy (including sick leave, maternity and paternity leave)</p> <p>Expenses policy</p> <p>Training Matrix</p> <p>Training Policy</p> <p>Confidentiality Policy</p> <p>Whistleblowing Policy</p>	<p>Handbook must cover the written Conditions of Service if these are not covered in the Contract of Employment. The Conditions of Service need to be accessible to all employees and must be regularly reviewed to ensure that they are current and meet current legislation.</p> <p>The following need to be covered in the Staff Handbook:</p> <p>Induction, Development and Support: this should include the introduction of the employee to both the organisation and the people who work for and with it.</p> <p>Other Personnel, Trustees and Partners; the Building, Facilities and Equipment: this includes the documents which are already listed in the Trustee Induction Procedure – Constitution, Policies (including Confidentiality which is listed as potentially being a contractual requirement along with Safeguarding). There should be reference (although it does not seem to fit with the heading) for employees being given:</p> <ul style="list-style-type: none"> •The opportunity for development •The opportunity to try new challenges in a supportive environment •The opportunity to be able to improve their performance and motivation by feeling they are achieving •The provision of regular, on-going, dedicated and support and supervision sessions with their line manager. <p>Pension Arrangement: A written statement of any pension arrangements must be available. Even if a pension is not being offered, this must be stated. A stakeholder pension must be available as a minimum if there are employees who combine to be the equivalent of five full-time employees.</p> <p>Sickness Leave, Maternity/Paternity Leave, Compassionate Leave: It is sufficient for the organisation to say that it will meet current statutory legislation requirements unless they have superior conditions of service (such as those on TUPE)Not applicable yet</p> <p>Contracts to include:</p> <ul style="list-style-type: none"> •Name of employer and employee •Date employment began 	To develop as required

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		<ul style="list-style-type: none"> •Job location •Pay •Hours of work •Annual leave entitlement •Reference to any other conditions of service – see section on Staff Handbook below •Notice requirements •Line management arrangements •Probation period <p>Need to put in that all contracts of employment will be reviewed regularly at stipulated time scale to ensure that they still meet statutory regulations.</p> <p>JD and PS Model developed for board roles; Job Description must clearly state the task(s) that need doing. There should be a regular review of job descriptions. The Person Specification should describe the person who could best do the tasks in the Job Description. This should include personal attributes e.g. being self-motivate or being a team worker.</p> <p>References should be made here to Equal Opportunities (saying it is non-discriminatory and specifically include that it will include non-discrimination of those with disabilities).</p> <p>Useful Note on Annual Leave Entitlement Annual leave entitlement must reflect the working time regulations (e.g. the statutory holiday entitlement of 28 days per annum, including Bank Holidays). Employees must take 20 days of the statutory holiday during the holiday year and are only allowed to carry over the remaining 8 days of statutory holiday to the following year to comply with EC Regulations.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Race Relations Amendment Act? <input checked="" type="checkbox"/> The Sex Discrimination Act? <input checked="" type="checkbox"/> The Disability Discrimination Act? <input checked="" type="checkbox"/> Employment Equality (Religion or Belief) Regulations 2003 <input checked="" type="checkbox"/> Employment Equality (Sexual Orientation) Regulations 2003 	
Disciplinary and Grievance Compliments and Complaints	Disciplinary and Grievance Compliments Policy and Procedure	Draft Policies have been produced to tie in with the ACAS Guidance notes. A draft Compliments and Complaints has been produced	Sign of draft policies Shared drive & upload - done Draft compliments and complaints policy and procedure. – done and adopted
TUPE		Ongoing negotiation with CMBC Joined Pension Provider service. To review and ensure suitable pay-scales.	To ensure full requirements in place prior to Asset Transfer
Management of the building			
Letting and hiring	Lettings Policy Lettings Panel Report Charging Policy Sample lease Sample Hire Contract Insurance Policies Licenses	The Board has written, consulted with the local community and members and adopted, a comprehensive lettings policy in advance of the asset transfer. We have convened a lettings panel comprised of a Board member and two independent respected local people to make early recommendations. The TLCCH has a consistent charge of £80 per square metre for all spaces which are either leased or hired out on a day, sessional or hourly rate. The day rate is based on 100 days per year, the sessional fee is based on 200 sessions per year i.e. morning, afternoon or evening and the hourly rate is one third of this. This applies to office space and also to any spaces such as toilet, corridors, lobbies that are used for the sole use of a lessee. •Offering free hire for local groups meeting their charitable objectives	To develop Charging Policy, Sample Lease and Sample Hire Contract based on lettings policy

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		<ul style="list-style-type: none"> •A reduced charge for other organisations which have similar charitable objectives and operate mainly or solely in the same area of benefit •A reduced charge for affiliated groups •A premium rate for commercial organisations – subsidising these groups would be entirely inappropriate. This may include anything run for personal gain and/or employment such as dance classes, Weight Watchers and even the nursery •Charging for public services where the organisation has its own budget such as election or blood donor sessions •Additional charges for identifiable extras such as additional staff hours, a bar, use of the kitchen and other equipment such as data projectors or stage equipment •Premium charge for popular times such as evenings and weekends <p>We need to draft sample lease and hiring contracts (although each lease and hire will be negotiated individually) The sample lease and hiring contracts must:</p> <ul style="list-style-type: none"> •Cover the responsibilities and expectation of both the hirer and the organisation •Be signed by both parties – hirer and organisation •Include the name of the hirer and the name of the organisation •Include date and time of the hiring •Include the cost of the hiring •Include which room will used •Include what the hirer will be using the facility for •Include the numbers who will be attending •Include and extras such as the use of the kitchen or other equipment •Include cleaning responsibility •Include any deposits required •Include damage deposits and when they will be repaid and under what circumstances •Include when full payment must be made 	
Health and Safety	Health and Safety Policy	<p>Draft Certificate, Statement and Policies have all be produced</p> <p>The trustees are responsible both as operators of a public building and as employers for the health and safety of employees, visitors, users of the building and contractors This responsibility cannot be delegated.</p> <p>Employees also have statutory responsibilities for health and safety and this will be made clear to them within the Staff Handbook and in all contracts of employment, including volunteer contracts. Check that this is part of the Staff Handbook, contracts of employment for both staff and volunteers</p> <p>The Lettings Policy clearly states that all persons leasing rooms or hiring them must comply with the TLCCH Health and Safety Policy which they will be given.</p> <p>All building alterations, provision of shelving or other improvements, painting and decorating will be considered under the statutory obligations for Health and Safety. This will include work done by contractors but also by volunteers. Where appropriate a full Health and Safety Plan will be produced. Safety Briefings in accordance will the Plan will always be carried in accordance with construction regulations.</p>	<p>Sign off draft Certificate, Statement and Policy. Adopt shared drive and upload - done Check that there is something in the classrooms about the Health and Safety Policy and that there is something in the contract with teachers that they know that they have to do the Health and Safety talk before a class.</p>
Risk Management	Risk assessments Meeting minutes	<p>Relevance prior to Asset Transfer would include public meetings and events. Some risk assessment carried out prior to July Special Meeting and AGM. Recorded in minutes</p> <p>Post asset transfer – Risk assessments for the building including the Fire Risk Assessment.</p> <p>The Health and Safety Policy includes the requirement to appoint Health and Safety Representatives from among the users and to provide a schedule of Safety Tours of the building</p>	To develop during asset transfer

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		<p>at a minimum of monthly. These Safety Tours will be carried out by the Manager of the building with quarterly Safety Tours by a member of the Board</p> <p>Health and Safety Risk Assessments will be undertaken prior to the asset transfer as part of the lease agreement with those who have been offered rooms on the ground floor. Activities planned for the ground floor will need to take into account the fact that there will be a number of substances being used by tenants where practical activities take place. The need to ensure that cross-contamination between these activities is avoided, noise levels agreed etc will be part of these assessments. COSSH sheets will be produced when required and mitigation measures for the avoidance of cross-contamination put in place where necessary.</p> <p>Other Risk Assessments will be undertaken as and when risks are identified after the asset transfer. This will be over and above the mandatory ones and will not necessarily be limited by the statutory need to do so only when there are more than five employees.</p> <p>Health and Safety Risk Assessments should demonstrate the importance of risk assessments and that they are comprehensive and reviewed regularly in light of new activities and services or changes in legislation. While we only require one sample at this stage please be aware that a visible assessment will require evidence that the organisation does risk assessments on both buildings and services and activities within the building. Fire risk assessment is essential. Although an organisation with fewer than five employees does not legally have to have written risk assessments it is good practice to do so particularly if the organisation is operating a building open to the public, and is a requirement for the visible standard.</p>	
Fire Protection	Fire Protection Policy and Procedures	<p>Fire Protection is covered by legal requirements.</p> <p>As well as the periodic Safety Tours, there will be a need for the caretaker to sign and check daily that the fire doors and fire exist are clear. This will need to be signed off by the caretaker or, in his/her absence the delegated person.</p> <p>The requirement to ensure that fire doors and exits are clear is a duty of the caretaker who must check these on a daily basis.</p>	<p>Recruit and induct buildings manager – funding accessed feb 2019 Spec in development Make sure that it is on maintenance “job sheet”.</p>
Storage	Storage policy	<p>Adherence to good practice in storage is included on the items to be checked on the Safety Tours.</p> <p>It will also be included in all leases where appropriate. It will be a part of the lease agreement to avoid situations where there is insufficient storage for the proposed activities and, where storage becomes a problem this is identified to the Manager of the building who will try to find extra space elsewhere.</p> <p>To ensure policy is included in leasing and hiring.</p>	<p>Make sure that it is on the list in the Health and Safety Policy. Develop storage policy and guidelines</p>
Evacuation	Evacuation procedure	<p>The evacuation procedure is published on the notice-boards in every room in the building whether it is leased or hired. It is a requirement of all lessees that they maintain the notice-board and ensure that it is visible. This will be checked on the periodic Health and Safety Tours.</p>	<p>Check with CMBC Ensure good information through-out the building Arrange evacuation practice.</p>
Services and activities	Sample risk assessment	<p>Task-based risk assessments based on the services and activities within the building as appropriate</p>	<p>To recruit and induct buildings manager – in process</p>

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Building and equipment	Schedule of checks	<p>Maintenance and Regular Checks of Equipment Maintenance and checks of equipment schedules for the building including Lifts Stairlifts Spills PAT testing Period checks of fire equipment Gas appliance Checks Ladder checks Visual checks of chairs Periodic Health and safety tours Health and Safety Risk Assessments</p> <p>Most of these will continue the good practice as demonstrated by CMBC. Where extra ones are required these will continue the same good practice standards.</p> <p>This demonstrates the importance of risk assessments and that they are comprehensive and reviewed regularly in light of new activities and services or changes in legislation.</p> <p>While we only require one sample at this stage please be aware that a visible assessment will require evidence that the organisation does risk assessments on both buildings and services and activities within the building. Fire risk assessment is essential. Although an organisation with fewer than five employees does not legally have to have written risk assessments it is good practice to do so particularly if the organisation is operating a building open to the public, and is a requirement for the visible standard.</p>	To recruit and induct building manager – in process
IT and Office Equipment	Inventory	<p>The office equipment which is used in rooms which are leased are provided by the persons leasing them. It is the responsibility of the lessee to provide ergonomically suitable office furniture and IT equipment depending on the amount time that is being spent using them. The TLCCH will provide office equipment for the Manager, who will not be expected to spend more than a few hours per day working with IT equipment and will therefore not require eye tests.</p> <p>Where lessees spend a large proportion of their working days at IT screens within the TLCCH, it will be their responsibility to ensure that their eye sight is not put at risk.</p>	To develop IT Policies
Personal safety First Aid and Accident Reporting	Personal safety guidelines Accident reporting policy First aider details Lone worker policy	<p>The First Aid and Accident Reporting section of the Health and Safety Policy includes the provision of an adequate number of first aiders on the premises and appropriately stored equipment.</p> <p>The checking of the contents of the first aid box is included on the Health and Safety Checks.</p> <p>The Health and Safety Policy includes instructions as to how accidents should be reported. This includes RIDDOR reporting and the need to include the need for data protection when accidents are reported. It is also considered good practice by TLCCH to report any near misses so that potential accidents can be avoided. Include in Health and Safety Policy.</p> <p>The reporting of accidents and near misses will be reviewed by the Board in accordance with the Board's reporting schedules. State where these are.</p> <p>This could include lone working, personal alarms, protective clothing and manual lifting.</p>	To develop
Food Hygiene and Handling		Food Hygiene It is a requirement of those using the TLCCH that food hygiene procedures should be followed. Individual kitchens	To develop as appropriate

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		<p>will be included within the Health and Safety Tours. This will include the Cookery Classroom on the second floor of the building. Teachers who use this classroom for must have a basic qualification in Food Hygiene.</p> <p>All users will be expected to have the knowledge and put this into practical use when using kitchens within the building. This will include food storage at correct temperature, the correct use of the correct equipment for tasks and keeping that equipment clean.</p> <p>Until a café can be provided within the building, those who lease rooms will be allowed to use kettles and microwave ovens in designated areas only. The rules of hygiene will apply to these areas and they will also be included within the periodic Health and Safety Tours.</p>	
<p>Cleaning and Hazardous substances</p> <p><input checked="" type="checkbox"/> Cleaning</p> <p><input checked="" type="checkbox"/> Control Of Substances Hazardous to Health (COSHH)</p>		<p>Cleaning</p> <p>All public areas will be cleaned by persons employed by TLCCH. This includes all corridors, lobbies, stairways, lifts, toilet facilities and baby change facilities in public use. It also includes the entrance, offices used by TLCCH staff and classrooms including the Cookery Room.</p> <p>Other areas can be included within the cleaning schedule by arrangement and at extra cost. Otherwise it will be responsibility of those leasing rooms to ensure that good hygiene standards are met.</p> <p>Where the standards are not met, and this is reported during a periodic Health and Safety Tour, lessees will be required either to use the cleaning services used by TLCCH to bring their premises up to the required standard to ensure for themselves that their premises are given a more thorough clean.</p> <p>Control of Substances Hazardous to Health (COSHH) -</p> <p>All lessees are required to have COSHH sheets for any substances which they use in their leased rooms or workshop which are hazardous to health. These must detail what the substance is made of and used for. There should be adequate information of what to do in the case of spills, ingestion or damage to skin or eyes. Hazardous substances must be kept safely in a closed cupboard or drawer where they cannot be accessed by children or vulnerable adults.</p> <p>COSHH sheets for any substances used by TLCCH. All substances used by TLCCH will be natural products whenever possible which are not hazardous to health, as this is in keeping with the ethos of TLCCH.</p>	<p>Recruit and induct cleaning staff/volunteers</p>