

# Legal Requirements

Hall Committees, as charities and as licence holders, are bound by certain legal requirements. This chapter focusses on the principal legal requirements of licensing, insurance, and health and safety. *If your hall has paid employees, employment law will be relevant. Please see the Staff and Volunteers Chapter .*

SCVO has useful, clear information here on the legal aspects of running an organisation. <https://scvo.scot/support/running-your-organisation/legislation>

## Licensing

Most halls will require licences, which are administered by local authorities. While general information is available nationally, hall committees should contact Aberdeenshire Council to discuss and apply for licences. Licensing can be complex, and different for individual halls and situations. While guidance is available online, it is essential for hall committees to discuss licensing requirements in person with Aberdeenshire Council. Licensable activities are outlined below, and further clarification on any licensing issue is available through Aberdeenshire Council Licensing: [licensing@aberdeenshire.gov.uk](mailto:licensing@aberdeenshire.gov.uk)

It is important to establish whether the hall committee, or the hall hirer, is responsible for the licence required. Please see the chapter on Hall Hire.

Licensable activities include:

- Providing entertainment (theatre, film, outdoor sporting, live music, dance performance, nightclub)
- Selling alcohol
- Serving alcohol (even if it's free or included in the ticket price or entry to an event)
- Serving hot food and drinks between 11pm and 5am
- Market trading
- Gambling (raffles and lotteries)
- Gaming
- Charitable collections
- TV Licence

### Public Entertainment

Public entertainment means a musical entertainment, theatrical performance, comedy show, dance performance, circus show, or show connected with a festival, or any similar event to which the public is invited, both free and paid entry.

Most Hall Committees will find that a Public Entertainment Licence is required. The Licence gives permission for the entertainment from the copyright owners. The fine for providing public entertainment without a license can be up to £20,000

The licence, administered by Aberdeenshire Council, has conditions attached which must be fulfilled; the link below details these conditions. **This link is repeated at relevant points in this Halls Guidance Document.**

<https://www.aberdeenshire.gov.uk/media/24467/pel-halls-conditions-pdf-21kb.pdf>

**It is vitally important to read and act on this document, to avoid breaching the legal terms of the licence. There are 19 conditions that must be complied with.** Complying with these conditions results in a well-run hall, as all issues of public health and safety must be addressed.

<https://www.aberdeenshire.gov.uk/media/27299/amended-event-document-4-pel-guidance-notes-02082022.pdf>

Useful information

<https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/public-entertainment/>  
<https://www.aberdeenshire.gov.uk/licensing/events/>

A quick checklist as to whether you need a licence can be found here:

<https://www.aberdeenshire.gov.uk/media/7270/eventdocument2pelflowchart20150723.pdf>

### **Alcohol**

For most halls, the **occasional license** is the most common. This covers events such as dances, discos, dinner dances, wedding receptions, and parties where a disco or live band is provided. The Aberdeenshire Council website provides comprehensive information on how to apply, and invites applicants to contact the relevant officer to discuss details.

It is important to apply **at least 6 weeks** prior to the proposed event.

<https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/occasional-licences/>  
<https://www.aberdeenshire.gov.uk/licensing/alcohol/contact-us/>

### **Market Trading**

If the hall is let for antique fairs, secondhand markets, car boot sales or similar, these events may require market trading licences. The hirer is responsible for applying to Aberdeenshire Council. You will not need a Market Operator's Licence if the market relates to a function held by charitable, religious, youth, recreational, community, political or other organisations.

<https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/market-operator/>

### **Raffles and Lotteries**

For most village hall activities, no licence is needed, but the Gambling Act 2005 requires that some raffles are registered with Aberdeenshire Council. Any **online lottery**, eg via social media, will require a licence. The two most common instances are outlined below, and further information is available from the Gambling Commission.

<https://www.gamblingcommission.gov.uk/public-and-players/guide/page/types-of-lottery-you-can-run-without-a-licence#1-run-a-small-lottery-for-charity-with-my-club-or-group>

<https://www.gamblingcommission.gov.uk/public-and-players/guide/how-to-run-a-lottery-or-fundraiser>

#### **Incidental lottery (raffle held at event using simple cloakroom tickets.)**

<https://www.gamblingcommission.gov.uk/public-and-players/guide/page/how-to-run-a-fundraiser-with-lotteries-or-raffles-at-events>

No licence or registration is needed but gambling commission rules must be followed. An incidental lottery can take place alongside a commercial or non-commercial event. The lottery cannot be the main reason for holding the event. Tickets are sold and drawn at the event.

#### **Small society lottery**

Small society lotteries are often held by charities, sports or community groups. No licence is needed, but the organisation must register with local authority. Each organisation is required to submit an annual return in connection with the registration. Tickets must show:

- the name of your society
- the ticket price, which must be the same for all tickets
- the name and address of the organiser.
- the date of the draw, or information which enables the date to be determined.

Proceeds must be less than £20,000 for a single draw or less than £250,000 over a calendar year.

<https://www.gamblingcommission.gov.uk/public-and-players/guide/page/licences-for-small-society-lotteries>

<https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/lottery-licence/>  
<https://online.aberdeenshire.gov.uk/Licence/Lottery>  
<https://www.aberdeenshire.gov.uk/media/7319/lottery-guidancenotes.pdf>

### **Gaming (e.g., holding a bingo night)**

Holding a bingo night for fundraising does not require a licence, but specific rules must be followed. The Gambling Commission has comprehensive advice.

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/how-to-run-a-game-of-bingo#bingo-for-fundraising>

### **Charitable Collections**

A permit is required for charitable collections on the street, 'door to door' or anywhere with public access. The permit is free.

<https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/public-charitable-collection/>

### **The Music Licence**

The former Performing Rights Society Licence (PRS) and the Phonographic Performance Licence (PPL) are now merged, so that only one licence, called The Music Licence, is required.

The Music Licence allows music to be legally played, and performed in the hall, whether through the radio, TV, other devices or a live performance. The hall is covered with one licence and one invoice, for the use of virtually all commercially released music available.

<https://pplprs.co.uk/>

You can check here to see if a music licence is needed:

<https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act#do-i-need-a-licence-for-music-entertainment>

<https://www.mygov.scot/copyright>

<https://www.lawscot.org.uk/members/journal/issues/vol-65-issue-07/copyright-charities-and-creative-commons/>

<https://www.soundstripe.com/blogs/a-guide-for-non-profits-on-using-copyrighted-music>

While online guidance is available, music and performance licencing can be complex, so it is always advisable to speak in person to an expert to clarify your individual situation.

There is a misconception is that non-profit organisations are protected from copyright infringement. **Copyright and fair use laws apply to all uses of copyrighted work, even using copyrighted music for non-profit, regardless of an organisation's legal structure.**

Detailed information on copyright is available here:

<https://www.scottisharchives.org.uk/wp-content/uploads/2022/08/SCA-Copyright-Guidance.pdf>

If a hypnotist books, or is booked to perform in a hall, the hall committee should check that the hypnotist has the correct licence.

<https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/hypnotism/>

### **TV Licence**

Use of a television in a village hall requires a BBC licence, which costs the same as a domestic licence. No BBC licence fee is required for a radio.

## Insurance

A hall committee should hold an insurance policy, which provides financial protection in the event of an incident. Having the hall valued and setting the sum insured correctly removes the possibility of trustees being liable for under-insured assets. Insurance is condition 5 of the Aberdeenshire Council Public Entertainment Licence .

<https://www.aberdeenshire.gov.uk/media/24467/pel-halls-conditions-pdf-21kb.pdf>

Hall committees should discuss all their insurance needs in full with their insurance provider, and this should be reviewed annually. The annual payment date should be set out in the hall's calendar so that it is never missed. It is absolutely essential to read, discuss and understand the small print to make sure what is and is not covered by the policy, and what actions or lack of action might invalidate the policy. For example, an insurer may require that cooking facilities have extraction fans and ducts, and that these are cleaned annually. If there was a fire resulting from incorrectly maintained equipment, an insurance claim may be refused.

The statement of insurance policy should reflect the hall's individual needs but may include some of the following.

### **Property**

Buildings are usually insured against loss. The sum insured normally covers the cost of demolition, site clearance, plus complete re-instatement. It is essential that the committee understand what the policy covers, what the exclusions are, and what the excess payment is. Insurance excess is the amount you have to pay towards the overall cost of an insurance claim and is usually a pre-agreed amount.

### **Liabilities**

As the body responsible for running the hall, the committee should protect itself for any loss or damage to others, for which the committee may be held liable. This may happen in the event of the committee being found to be negligent or having failed to take reasonable care. Liabilities which may be covered include:

#### **Employers' liability**

It is a legal requirement to hold such insurance if staff are employed, for example if the hall has a paid caretaker or cleaner. It is important to clarify whether your policy includes volunteers.

#### **Public liability**

This covers members of the public attending activities organised by the hall committee itself and for liabilities arising from the condition of the hall. As mentioned previously, public liability is a condition of licencing.

<https://www.aberdeenshire.gov.uk/media/24467/pel-halls-conditions-pdf-21kb.pdf>

'The Licence holders shall ensure that the Premises are covered by a policy of Third-Party Liability Insurance with a reputable company for not less than £5 million and shall exhibit to the Council, on demand, evidence that the premiums in respect of such policy have been timeously paid.'

#### **Hirer's public liability**

This allows the hall committee to hold public liability cover which extends to cover the public liability of those who hire the hall. This covers occasional activities and may avoid the need for hirers to arrange separate insurance for occasional activities. Hall Committees should clarify with their insurers how often an 'occasional' activity must happen for it to be regarded as regular. Where activities are not run by the hall committee, but are run regularly, the hirer would be expected to hold their own liability cover.

Hall Committees must agree the extent to which separate policies should be held by the separate

organisations that use the hall. For example a parent and toddler group, youth club and drama club might all hold their own insurances, or it may be best that all are regarded as being run by the hall committee and are therefore covered by the hall committee's insurance.

### **Product liability**

This covers products made or sold by the hall committee which are proven to be faulty and could give rise to a claim.

### **Personal accident**

This provides cover in the event of personal injury arising from accident or assault where the hall committee is not held legally responsible.

### **Fidelity Guarantee**

This provides insurance to cover loss arising from dishonesty by an employee

Fidelity guarantee insurance (FGI) exists to safeguard an organisation against theft of the organisation's own money, securities or property by an employee, partner, contractor, or volunteer. FGI can also be known as first-party fraud, theft, or employee dishonesty cover.

### **Trustee Indemnity**

Trustee indemnity insurance prevents individual trustees having to pay their own legal costs should a claim be made against them. This could be a claim made by the charity itself or by a third party. Additionally, these policies cover breaches of trust and claims of negligence made against a trustee, excluding reckless or wilful wrongdoing. Even if a trustee has the best intentions, it is still possible to make errors of judgment that can lead to investigations and legal proceedings. For this reason, this cover can be essential.

<https://brodies.com/insights/litigation/charity-trustees-are-you-personally-liable-the-limits-of-limited-liability/>

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/#trustee-indemnity-insurance>

### **Contents**

Cover for contents insurance is based on the value of the items held on the property. Any change to the contents, e.g. new equipment, must be reported to the insurer.

## **Health and Safety**

The hall committee is responsible for ensuring that the building and its facilities and equipment are safe to use, so far as is 'reasonably practicable'. Compliance with Health and Safety regulation is condition 13 of the Aberdeenshire Council Public Entertainment Licence. *"The Licence Holders shall ensure that the necessary health and safety arrangements are in place at the premises, to include the carrying out of sufficient risk assessments, clarifying health and safety responsibilities and effectively co-ordinating the activities to ensure compliance with the Health and Safety at Work Act and any other relevant legislation, all to the satisfaction of the Head of Protective Services."*

<https://www.aberdeenshire.gov.uk/media/24467/pel-halls-conditions-pdf-21kb.pdf>

A health and safety policy should be written by the committee outlining the responsibilities and procedures for ensuring the health and safety of everyone involved in the organisation. The document should be based on a risk assessment which involves identifying hazards then assessing

the likelihood of harm resulting from them.

Please see also the Policies chapter.

The policy document should be short and simple, with the main areas of focus being:

- fire
- water and legionnaires 'disease
- toilets
  - food
  - movement around the building, including emergency evacuation
  - electrical equipment and services
  - gas equipment and services
  - asbestos
  - infection control
  - car park – access for emergency vehicles

Information and advice are available from the Health and Safety Executive to undertake a meaningful and relevant risk assessment.

<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

<https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm>

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

<https://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf>

<https://scvo.scot/support/running-your-organisation/coronavirus-restrictions/safe-premises>

[https://www.eden.gov.uk/media/5217/village\\_halls\\_guidance.pdf](https://www.eden.gov.uk/media/5217/village_halls_guidance.pdf)

This clear, well-presented video highlights the importance of risk assessments

<https://www.zurich.co.uk/news-and-insight/risk-assessment-for-village-halls-and-special-events>

## **Fire**

Hall Committees are required by law to provide fire safety measures; including risk reduction measures, means of fire warning, fire-fighting, escape, staff training and instruction, as well as emergency procedures. <https://scvo.scot/support/running-your-organisation/legislation/fire-safety>  
Compliance with fire safety law is also condition 8 of the Aberdeenshire Council Public Entertainment Licence.

*“The Licence Holders must carry out a Fire Risk Assessment and comply with the Fire (Scotland) Act 2005 as amended and all other relevant legislation, to the satisfaction of the Chief Officer.”*

<https://www.aberdeenshire.gov.uk/media/24467/pel-halls-conditions-pdf-21kb.pdf>

The hall committee should ensure that a fire safety risk assessment has been completed for the hall. A fire safety risk assessment is an organised and methodical look at the hall and the activities that take place there. It looks at potential for a fire to occur and the harm it could cause to people in and around the premises. Other areas to consider are fire detection systems, firefighting equipment, method of raising the alarm, emergency lighting, means of escape and fire routine procedure.

All groups that use the hall must be familiar with the fire risk assessment and carry out regular fire drills so that they are aware of what to do in the event of a fire, and how to evacuate the building, ensuring all occupants get to safety.

The Scottish Fire and Rescue Service has the most up to date and relevant information on the legal requirements that hall committees should be aware of.

<https://www.firescotland.gov.uk/>

Specific pages helpful to hall committees include:

<https://www.firescotland.gov.uk/your-safety/business-advice/> Does the law apply to you?

<https://www.gov.scot/publications/practical-fire-safety-guidance-existing-non-residential-premises-2/>

<https://www.firescotland.gov.uk/your-safety/business-advice/fire-risk-assessment/>

How to carry out a fire risk assessment.

<https://www.gov.scot/policies/fire-and-rescue/non-domestic-fire-safety/#:~:text=Under%20fire%20safety%20legislation%20in,if%20the%20situation%20requires%20it.>

<https://www.hse.gov.uk/toolbox/fire.htm>

This is a useful page which has links to a guide to carrying out and recording a fire risk assessment, and 4 page blank fire risk assessment template for smaller properties

<https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/>

Again, while there is advice online, but it is essential for the hall committee to contact the fire safety officer to discuss their fire risk assessment in person.

The officer for Aberdeenshire & Moray can be contacted buy telephone 01467 622137 or email.

[N.ABMFireSafetyEnquiries@firescotland.gov.uk](mailto:N.ABMFireSafetyEnquiries@firescotland.gov.uk)

### **Water and legionnaires disease**

Hall committees must understand the health risks associated with legionella. Information and advice can be found in the following links.

<https://www.hse.gov.uk/legionnaires/>

<https://www.hse.gov.uk/legionnaires/what-you-must-do.htm>

If your hall has a private water and/or sewage system, this must be properly maintained.

<https://www.mygov.scot/browse/housing-local-services/water-supplies-sewerage/private-water-supplies>

<https://www.scottishwater.co.uk/help-and-resources/faqs/waste-water-faqs/septic-tank-faqs>

If a hall is unused for some time, the water supply must be checked.

<https://www.water.org.uk/publication/recovering-drinking-water-supplies-in-buildings-and-networks-after-prolonged-inactivity/>

If a hall is unused over winter, frost protection measures should be put in place, to avoid burst water pipes and invalidated insurance.

<https://www.villagehallinsurance.com/winter-precautions/>

### **Toilets**

Good toilet maintenance is condition 12 of the Aberdeenshire Council Public Entertainment Licence

*“Where toilet facilities are provided, the licence holder shall ensure that these are suitable, maintained in good working order and in a clean condition, all to the satisfaction of the Head of Protective Services”*

Guidance on the suitable number of toilets can be found here:

[https://www.washroomcubicles.co.uk/how-many-toilets-do-you-need/#sports\\_entertainment](https://www.washroomcubicles.co.uk/how-many-toilets-do-you-need/#sports_entertainment)

For a refurbishment or new-build, the following regulations apply:

<https://www.gov.scot/publications/building-standards-technical-handbook-2020-non-domestic/3-environment/3-12-sanitary-facilities/>

### **Food hygiene**

The Food Safety Act 1990 applies to halls where food or drink is supplied, whether it is sold for profit or available for free. Food Hygiene regulations are condition 11 of the Aberdeenshire Council Public Entertainment Licence.

*“Where food is regularly stored, prepared and/or served in the Hall, and/or if external caterers are used for individual events, then full compliance with Regulation (EC) 852/2004 - "The Hygiene of Foodstuffs" and The Food Hygiene (Scotland) Regulation 2006 will be required. If raw and ready to eat foods together, are to be handled, prepared, cooked and/or served at an individual event the Licence Holder must notify the local Environmental Health Office of this proposed activity for advice.”*

Food Standards Scotland (FFS) is the public sector food body for Scotland, and provides information and advice.

<https://www.foodstandards.gov.scot/>

Since leaving the European Union, FFS are in the process of updating their website regarding any changes to legislation. Hall Committees must be aware of current food laws.

<https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/regulation-legislation/general-food-law#:~:text=The%20main%20responsibilities%20for%20all,health%20of%20people%20eating%20it.>

FFS has advice on community and charity events which is relevant to many village halls.

<https://www.foodstandards.gov.scot/consumers/food-safety/buying-food-eating-out/community-and-charity-events>

It is good practice for anyone handling food to be trained to the level of ‘Elementary Food Hygiene’ Courses and information are available from Aberdeenshire Council.

<https://www.aberdeenshire.gov.uk/business/food-safety/courses/>

Hall Committees can discuss their situation regarding food hygiene with the Food and Safety Support Officer, who’s details can be found here:

<https://www.aberdeenshire.gov.uk/business/food-safety/training-and-education/>

Community Food Health Scotland also have an interesting and informative website.

<https://www.communityfoodandhealth.org.uk/>

### **Electrical Equipment and Services**

The hall committee is responsible for ensuring that electrical fittings and appliances in the hall are safe. Electrical safety is condition 9 of the Aberdeenshire Council Public Entertainment Licence.

*“The Licence holders shall ensure that all electrical installations at the premises are in safe working order and comply with all relevant statutory requirements at all times to the satisfaction of the Head of Protective Services.”*

There is no legal obligation to pay for an annual portable appliance test certificate, but it is useful



way to ensure that the general responsibility is met.

Any group bringing electrical equipment to the hall should be able to show that their equipment has been checked.

<https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm#:~:text=No.,it%20is%20being%20used%20for.>

### **Gas Equipment and Services**

The hall committee is responsible for ensuring that gas fittings and appliances in the hall are safe. Gas safety is condition 9 of the Aberdeenshire Council Public Entertainment Licence.

*“All gas appliances, installations, pipework or flues installed shall be maintained in a safe condition, so as to prevent risk of injury to any person. Work on such appliances and installations shall be undertaken by suitably accredited engineers registered with Gas Safe Register.”*

HSE has information here <https://www.hse.gov.uk/gas/domestic/contacts.htm>

Registered engineers can be found here.

<https://www.gassaferegister.co.uk/>

### **Oil Equipment and Services**

The hall committee is responsible for ensuring that oil fittings and appliances in the hall are safe.

Registered engineers can be found here.

<https://www.oftec.org/>

### **First Aid Kits**

The hall committee is responsible for ensuring that first aid provision is made. This is condition 14 of Aberdeenshire Council Public Entertainment Licence.

*“The Licence holders shall ensure that adequate medical/first aid provisions are made for events taking place within the premises.”*

There is a British Standard BS 8599 for first aid kits. It is not a regulatory requirement under the Health and Safety (First-Aid) Regulations 1981 to purchase kits that comply with this standard. Instead, the contents of a first aid box are dependent on the hall committee’s first aid needs assessment.

HSE provides advice on first aid kits.

<https://www.hse.gov.uk/firstaid/faqs.htm>

<https://nnvhc.files.wordpress.com/2014/10/first-aid-kitsp1.pdf>

There isn’t a law that specifically mentions legal requirements for first aid for event attendees. Still, the [Health and Safety Executive](#) (HSE) strongly recommends that members of the public are included in any risk assessment undertaken for first aid requirements.

Event organisers do have organisers have a legal requirement to assess the work involved in an event, , including any setting up and taking down work, in addition to work activities the actual ‘event’ opening hours.

For major public events, such as a fete, car boot sale or fireworks display, the organisers should provide a first aider or arrange for services like St Andrew’s First Aid to attend.

<https://www.firstaid.org.uk/get-involved/event-cover/>

### **Asbestos**

The Control of Asbestos at Work Regulations 2012 requires that hall committees maintain a

register of any asbestos known to be within the building. The register should be made available to any contractors working in the building. The register should record the location of any asbestos, and ideally include a picture. It is good practice to ask contractors to sign that they have read the register.

The health and safety executive has sources of information here

<https://www.hse.gov.uk/asbestos/index.htm>

managing asbestos in buildings

<https://www.hse.gov.uk/toolbox/harmful/asbestos.htm>

### **Cleaning materials/harmful chemicals storage.**

Those using potentially harmful materials should follow guidance from the safety data sheet from the supplier of each material and decide if precautions need to be taken when using it, e.g., gloves, goggles, mask. The safety data sheet should be clearly displayed. The Hall committee could consider substituting harmful products for less harmful ones. Store hazardous chemicals securely. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) sets out basic measures for employers and employees to take to control exposure to hazardous substances and to prevent ill health. Even if no one is employed to work at the hall it is good practice to follow the steps of a COSHH assessment.

<https://www.hse.gov.uk/coshh/basics/index.htm>

### **Infection Control**

While not legally required it is strongly recommended that you continue to consider COVID-19 as part of your assurance procedures. Disease prevention learned during the pandemic measures can also help to keep hall users safe from other transmissible infections, such as influenza, norovirus, and respiratory syncytial virus.

<https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/documents/>

<https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/risk-assessment/>

### **Movement around the building**

Hall Committees should ensure that it is safe for people to move around the building. Paths, steps, and any ramps to the hall need to be properly maintained to minimise slip and trip risks. Lighting should be sufficient to allow safe access and exit, including lighting of emergency exits. Door mats should be provided to minimise rainwater and mud being carried into the building. Rooms and corridors should be well lit and clear of clutter. Electrical leads and cables should be secured, not trailing. Permanent fixtures e.g., seats, shelving, cupboards, notice boards, signage, carpets, flooring should be maintained in good condition. If there are doors containing glass, this must be safety glass. Stairs should be fitted with handrails.

### **Car Parking and Emergency Vehicle Access.**

Hall Committees should ensure that the car park surface is maintained to minimise slip and trip risks. Vehicle and pedestrian routes/flows and car park and site entrance/exits should be clearly marked. Emergency vehicles must be able to gain access.

### **Reporting serious incidents**

Even with comprehensive health and safety measures in place, accidents and incidents can still happen. All accidents should be recorded in an accident book which allows previous completed details to be kept confidential. Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Advice and information is available here:

<https://www.hse.gov.uk/riddor/>

Accident books are available from here:

<https://books.hse.gov.uk/product/9780717666935/Accident-book-BI-510-2018-Edition-Paperback>

The accident book should be kept on the premises, and must be compliant with General Data Regulation Protection (GDPR) , explained here:

<https://www.safetyfirstaid.co.uk/are-our-accident-books-compliant-with-gdpr/>

<https://www.haspod.com/blog/management/difference-between-hazard-risk-explained>