



# **WOOLAVINGTON VILLAGE HALL**

## **POLICIES AND PROCEDURES**

# **ADDITIONAL INFORMATION FOR HIRERS**

## **Additional Information for Hirers of Woolavington Village Hall**

**It is important that you read and understand this information before your booking commences so that you know what to do in the event of an emergency and what to do at the end of your function.**

### **Opening closing the Village Hall**

1. Hirers with regular bookings for the village hall will be given their own set of access keys.
2. Hirers booking the hall for a 'one off' event will be given the code to the security key safe at the main entrance by the booking's secretary prior to the event.
3. Hirers are responsible for ensuring the village hall is completely secure when they leave and that keys are returned to the key safe.
4. Where outside caterers, other contractors or bar staff is employed they are to be made aware of the time they can gain access and the time, by which, they must vacate the building.

### **General Safety**

1. The Village Hall has a No Smoking Policy.
2. In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate emergency exits and the Fire and Rescue Service called by telephoning 999 or in the event of no mobile signal, 112. There is no public telephone in the hall. (See additional notes in the Fire Safety paragraph below).
3. Please use the trolleys provided for moving and storing tables and chairs to avoid injury. Please stack tables and chairs in the manner shown in the storage area.
4. The Village Hall Health and Safety File is kept in the Management Committee office.
5. There is a first aid kit and accident book situated in the kitchen.

### **Fire Safety**

1. The hirer is responsible for familiarising themselves with the Fire Risk Assessment for the hall (see the village hall website) and for fire safety for the duration of any hire.  
Before admission of the public hirers must:
  - a) Familiarise themselves with the Fire Notice (what to do in case of a fire) in each room/area.
  - b) Familiarise themselves with the location of the fire panel and the instructions and diagrams adjacent to it.
  - c) Ensure all exit doors are unlocked and the push-bar mechanism on fire doors is tested and working
  - d) Ensure all escape routes are free from obstruction and are accessible.
  - e) Firefighting equipment is in its correct place, unobstructed and ready for use.
  - f) There is nothing combustible stored in areas that are open to the public
  - g) Exit signs are illuminated.
  - h) There is no obvious fire hazard in or near the building.

- i) Whenever possible, give a fire safety briefing to those using the hall before any activity begins.

## Fire Alarm Panel

1. The panel is situated at the main entrance door to the hall. It will be activated either by:
  - a) The operation of an emergency call point
  - b) The activation of a smoke detector
  - c) The activation of a heat detector
2. The fire alarm is not connected to the Fire and Rescue Service. In the event of a real fire being discovered:
  - a). The fire alarm, if not already sounding should be activated by operating one of the 'break-glass emergency call point' units situated in and around the hall (see diagram at the hall entrance), or by shouting '**FIRE FIRE**'
  - b). A quick attempt may be made to put out the fire using one of the fire extinguishers situated around the hall. **Do not put yourself at risk by using more than one fire extinguisher.**
  - c). At the same time, the building must be evacuated as quickly and as safely as possible using the fire exits. People should go to the assembly area at the top of the car park, and someone should be nominated to dial 999 (112 if there is no mobile signal) for the Fire and Rescue Service.
  - d). The location of the hall is Higher Road, Woolavington, TA7 8DY.      What3words location '**offstage-tapers-duration**'

***No-one should re-enter the building until a Fire Officer has given all clear.***

3. Should the fire alarm be activated accidentally, it can be reset by a responsible person following the procedure below:

**Note:** If a break-glass unit has been activated and the glass has been broken, it must be replaced before the fire panel can be reset. By following the procedure steps 1) - 4) below, a user can silence the alarm, but the panel cannot be reset. This procedure can only be completed after the glass has been replaced by the Competent Person named below.

Fire Panel Reset when no break-glass unit has been activated:

- 1) If a smoke detector has been activated (for example, by burning something being cooked), the area should be well ventilated to remove any smoke before attempting reset the fire panel
- 2) Go to the slave fire panel in the main foyer break the glass in the red key panel below and left of the panel marked Fire Panel/Fire Documents Box.
- 3) Remove the key marked 'Fire Panel' and insert it in the lock on the right of the panel and turn the key.

- 4) A light appearing next to the words 'activate controls' will indicate the panel controls are now active.
- 5) Press the button marked 'Silence Alarm'
- 6) Once the alarm stops, press the button marked 'Reset Alarm'. This will now return the panel to its working condition. If the system will not reset the competent person should be called.
- 7) Turn the key to lock the panel and return the key to the key box.
- 8) Report the incident to a member of the committee as soon as possible so that the keys can be made secure again. If the alarm will not reset contact the Competent Person listed below.

## **Electricity and Lighting**

1. Should the mains power fail; emergency lighting will automatically cut in. This will illuminate all public areas to allow an orderly evacuation of the building in an emergency. The main electrical control panel is situated in the library behind the bar area. There is an emergency light above the fuse board to enable inspection of the trip switches and re-setting where necessary. There is also a subsidiary control panel in the Belcher Room high on the wall opposite the sink.

### **If you are not confident in resetting fuses then please contact one of the emergency numbers below**

2. The main hall lighting control panel (zoned lighting) is situated in the bar area adjacent to the door leading to the kitchen. The panel is illuminated via a PIR light. Once on, the brightness of the main hall lights can be controlled using the dimmer rocker at the bottom right of the panel. Once turned off, the main hall lights will gradually dim over approximately 20 seconds to allow time to leave the building.

## **Heating**

1. The heating in the village hall is remotely controlled by an automatic system which is managed by the committee, and which turns the heating on/off before and after the building is occupied. Hirers cannot change any of the heating settings apart from, in exceptionally cold weather, 'boosting' the heating if required.
2. The control for boosting the heating is in the main kitchen in the cupboard above the hand-wash sink. Instructions for initiating a boost of the system are located inside the door.

## **Car Parking**

1. The village hall car park is divided into parking bays and will accommodate several cars.
2. Car owners should park within the bays and be considerate of pedestrians.
3. Cars may not park on the car park entrance road at the side of the village hall, they may however be parked on the road in front of the village hall but must not create an obstruction.
4. Cars are parked at owner's risk.

## Wi-Fi

Wi-Fi is available throughout the building. Logon details are displayed in each room. Please see the Standard Conditions of Hire for more information about the Wi-Fi system.

## Keys

Hirers are responsible for the safe custody of any keys they have been given. Lost keys should be reported to the committee. Any replacement keys will be charged for.

## Cleanliness

Hirers are expected to leave the hall in a clean and tidy condition. All floors are to be either swept or vacuumed depending on surface. You are not expected to mop floors except when there has been a spillage. There is cleaning equipment available in the cupboard in the kitchen and a mop and bucket in the bar area.

## Furniture

Tables should be wiped down and tables and chairs returned to their appropriate storage area and stacked as per the diagrams displayed.

## Waste Disposal

The village hall does not have a regular waste collection. A limited number of bins with black sack liners are for use by hirers but it is recommended hirers bring additional supplies. It is the responsibility of the hirer to remove from site, any waste resulting from their hire.

## End of Function Checks

1. Before leaving the building, the hirer is responsible for ensuring that:
  - a) Cooking range and oven are turned off at the isolator switch.
  - b) The dishwasher is drained and turned off at the isolator switch.
  - c) All other electrical appliances are turned off and unplugged apart from fridges and the water boiler in main kitchen.
  - d) There is no sign of a fire or any threat that could cause a fire after your departure.
  - e) All items of furniture are returned to their correct storage area and are safely stacked/stored as per the instructions displayed there.
  - f) All windows are closed and secured.
  - g) All lights are turned off.
  - h) All external doors are secured.
  - i) All waste is removed from site

Committee Member	Tel No:
Eddie Marsh (Chairman)	01278 229268
Competent Person	07494 375591

**Emergency Telephone Numbers:**

AlanThompson (Treasurer)	01278 683002
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**Key-safe Access:**

The key-safe containing the key to the front doors is situated to the left of the main door.

To open it:

- pull the black cover forward and push down the 'Clear' button.
- Enter the 4-figure code and turn the knob clockwise to open.
- To close turn the knob anti- clockwise.

You will be given the code prior to the start of your hire.