

## **HEALTH AND SAFETY GUIDANCE NOTES FOR THE USERS OF HEMYOCK PARISH HALL**

The Hemyock Parish Village Hall Committee takes the issue of the health and safety of its users seriously. The building is fully certificated for construction and for all the systems operating within the building. However, it remains your responsibility to take reasonable care of your own safety. The following notes are intended to enable you to use all the facilities on offer correctly and safely. Remember, if you are in doubt and do not understand what you are about to do, don't do it!

### **Car Parking**

Car parking is provided in the village hall car park. There is one designated space for disabled use at the front of hall. The Village Hall Committee is not responsible for any theft from or damage to vehicles whilst parked. Also, please be aware that there may be other users who may be parked who are not part of your group. When leaving, please take care that there are no pedestrians in the immediate area.

### **Fire Safety and Emergency Evacuation**

The hall is fitted with fire and smoke detectors in each room and alarm sounders throughout the building. All doors and emergency exits have permanently lit signs over them. Please take a moment to note where they are, particularly the disabled exits. If the fire alarm sounds leave the building immediately and go to the assembly point in the car park. Telephone the fire brigade 112 or 999 and check that all members of your party have left the building. A fire extinguisher is located in the main hall but unless you are trained in its use or are confident that you can tackle a fire without harm to yourself it is recommended that you do not attempt to use it. A notice of action to be taken in the event of fire is displayed in the hall lobby and also on notice board by kitchen entrance.

### **Smoking**

There is no smoking permitted anywhere in the building. Please ensure the safe disposal of any smoking materials.

### **Electrical Failure**

In the event of a power failure emergency lighting will come on. Turn off all appliances that you have switched on (but not the fridges).

### **First Aid**

The first aid container is located in the kitchen on the wall and is clearly visible.

### **Water Supply**

Hot water is supplied by electrical heaters located close to the taps in the kitchen and toilets. There will only be a short time from switching on the hot tap to hot water being available.

### **Heating**

Electric heaters in the main hall are pre-set, if you need to turn off or need heating on for longer push button in box located above the dustbin, this will reset after 1 hour. (if you need the heaters off for few minutes due to noise push red button on lighting panel in main hall) Heating in Forbes Lounge is operated by a switch on wall by light switches, push switch down and press the red button for 2 seconds, as heating goes off you will need to re-push red button. There are storage heaters in the toilets please do not alter these. Never put anything on to the heaters to dry.

### **Lights**

Light switches for the main hall are just inside main room door, wall lights are turned on from here, if they do not then they will need to be switched on at the wall adjacent to each light. The lighting in ladies toilets will automatically turn off except for mirror lights, the outside lighting will also turn off automatically.

### **Toilets**

These will be supplied with soap and paper towels together with toilet rolls. There is a baby-changing facility in the disabled toilet, which is located opposite the kitchen.

### **Hall Floor**

After use the hall floor should be left clean, this will normally only need the use of a brush. Please clean up any spills promptly. Any broken glass should be wrapped well before being placed in the bin.

### **Cleaning**

Materials and equipment for cleaning the kitchen are stored in the cupboard in foyer.

### **Chairs and Tables.**

Please use trolleys for moving chairs DO NOT DRAG ACROSS FLOOR; tables are kept on trolleys these can be wheeled out to main hall.

## **Stage**

The stage which is stored in the cupboard at the end of the Hall, comes in easy self assembly units. However, it is advisable that at least two persons are needed for erecting. The stage has two sets of stairs leading up to it. Please note that, like most stages, there is nothing to stop you falling off the front or sides of the stage and young children in particular need to be watched if they are near the stage area. Because it is 'portable' it means it can be placed – in different shapes - anywhere in the Hall to suit the event. (It is the 'hirers' responsibility to erect and dismantle the stage)

**WiFi** – The BT hub with password displayed is located in the Forbes Lounge (at ceiling height)

## **KITCHEN**

For appliances in the kitchen there is a file, located in the drawer, which contains the manufacturers operating instructions. A member of the committee will provide any additional information that you may require. Please note any additional instructions that may be attached to an appliance. Towels, tea towels, sharp knives, serving utensils are not provided. If a caterer is used it is the 'hirers' responsibility to ensure that none of the Hall equipment is removed by them at the end of hire by mistake.

### **Fridges**

There are two fridges (cooler/freezers) in the kitchen and one in the bar area. The bar area one is for chilling drinks etc only and must not be used for food, it should be switched off after use with door open. Fridges - users should check the fridge thermometer to ensure that the internal temperature is 5 degrees centigrade or less.

### **Cooker**

The switch for the range cooker is located to the left on the wall, please turn off after use. In the event of a fault there is an isolating switch clearly identified on the wall. Please ensure that all the controls are turned to off before leaving the building. The use of the cooker is one of the areas with more potential than most for risk. Before lifting hot food, trays etc out of the oven please make sure that there is no one in the immediate vicinity. Also, check that there is somewhere to put anything hot down, NOT directly onto the worktops. In case of a fire involving food being heated on the cooker hob a fire blanket is provided immediately adjacent to the cooker.

### **Water Boiler**

This appliance is intended for use where a **large** number of hot drinks are required.

Detailed instructions are displayed by this equipment; a short summary of operation is given below:

- Switch on at the mains socket on the wall. Make sure tap is in to vertical position.
- The appliance will fill with water and when it is ready for use the green "READY" light will glow brightly (it will glow dimly as soon as the machine is switched on).
- Use the hot water for drinks.
- When no more hot water is required, switch off at the mains, empty the remaining water into the sink and empty the drip tray.

### **Dishwasher**

The instructions for the operation of the dishwasher are displayed on the appliance. This machine needs to be switched on about 1 hour before being required for use, after this it runs on a 3 or 2 minute washing cycle. If you are unsure on any aspect of the use of this machine please ask a member of the committee.

### **Accident Book**

Should anyone be unfortunate enough to have an accident this should be recorded in the accident book located in back of the small blue breakages book in drawer and reported to the village hall committee who will investigate the matter.

### **Breakages**

Please record any items that get broken in the small blue breakages book located in drawer so that replacements can be made.

### **Emergency Contacts**

A list of emergency contacts is displayed on board in kitchen foyer