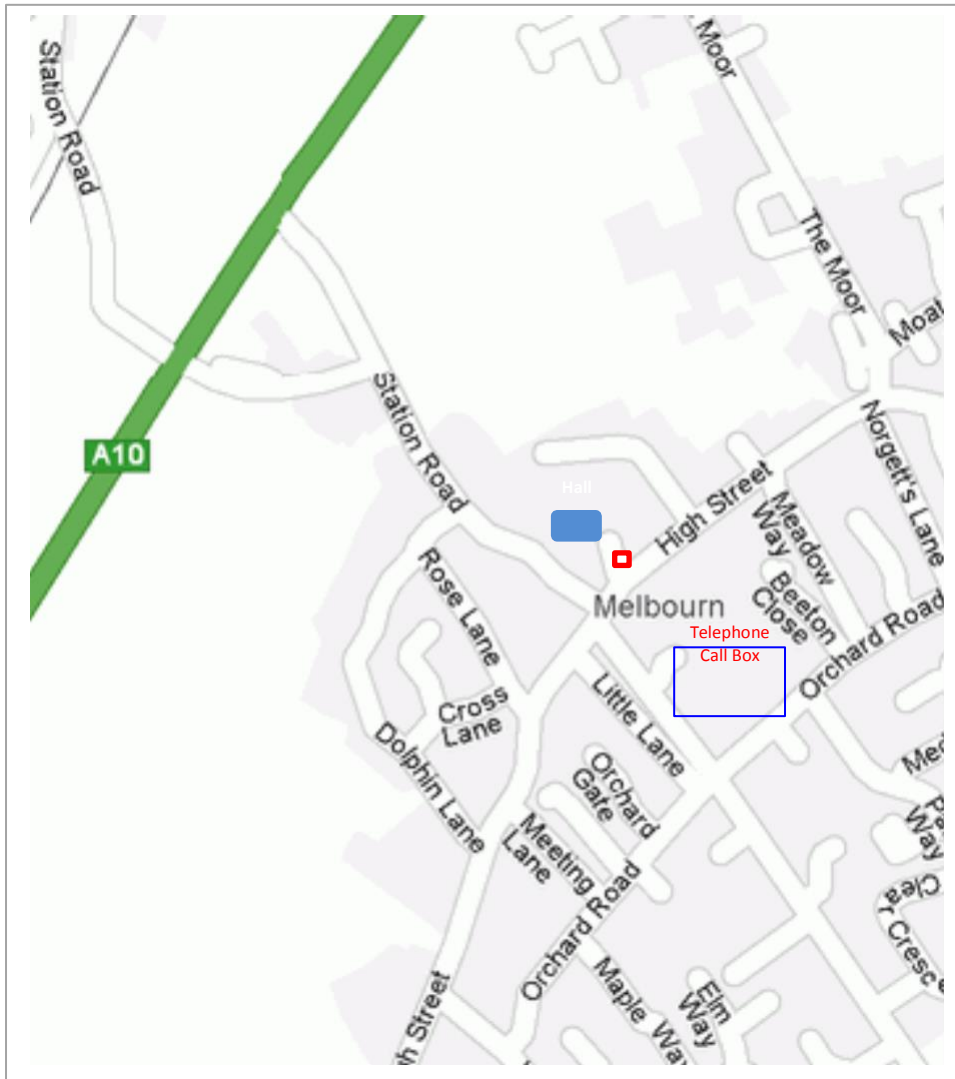


# All Saints Community Hall

## Melbourn

### Rules & Guidance For Hall Users



Please observe the guidance given in this booklet for both your own other people's safe enjoyment of the hall and its facilities.

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Booking Secretary: 07821 656033

All Saints' Community Hall  
Station Road  
Melbourn  
Cambridgeshire  
SG8 6DX

Registered Charity No. 1088178

All Saints Community Hall H and S Guidance A5 Iss 6

## Introduction

These 'Rules and Guidance for Hall Users' have been prepared by the Trustee Committee of the All Saints' Melbourn Community Hall to help users satisfy their legal obligation and to provide information that will be useful for the **Hirer** to make their use of the hall enjoyable.

**The Hirer, Event Organiser, or Other Responsible Organisation/Person** (hereafter referred to as **Hirer**) is responsible for the Health and Safety of those attending their event. This document identifies the arrangements and restrictions that are designed to protect the fabric of the building and to assist the **Hirer** in meeting their Health and Safety obligations for the event.

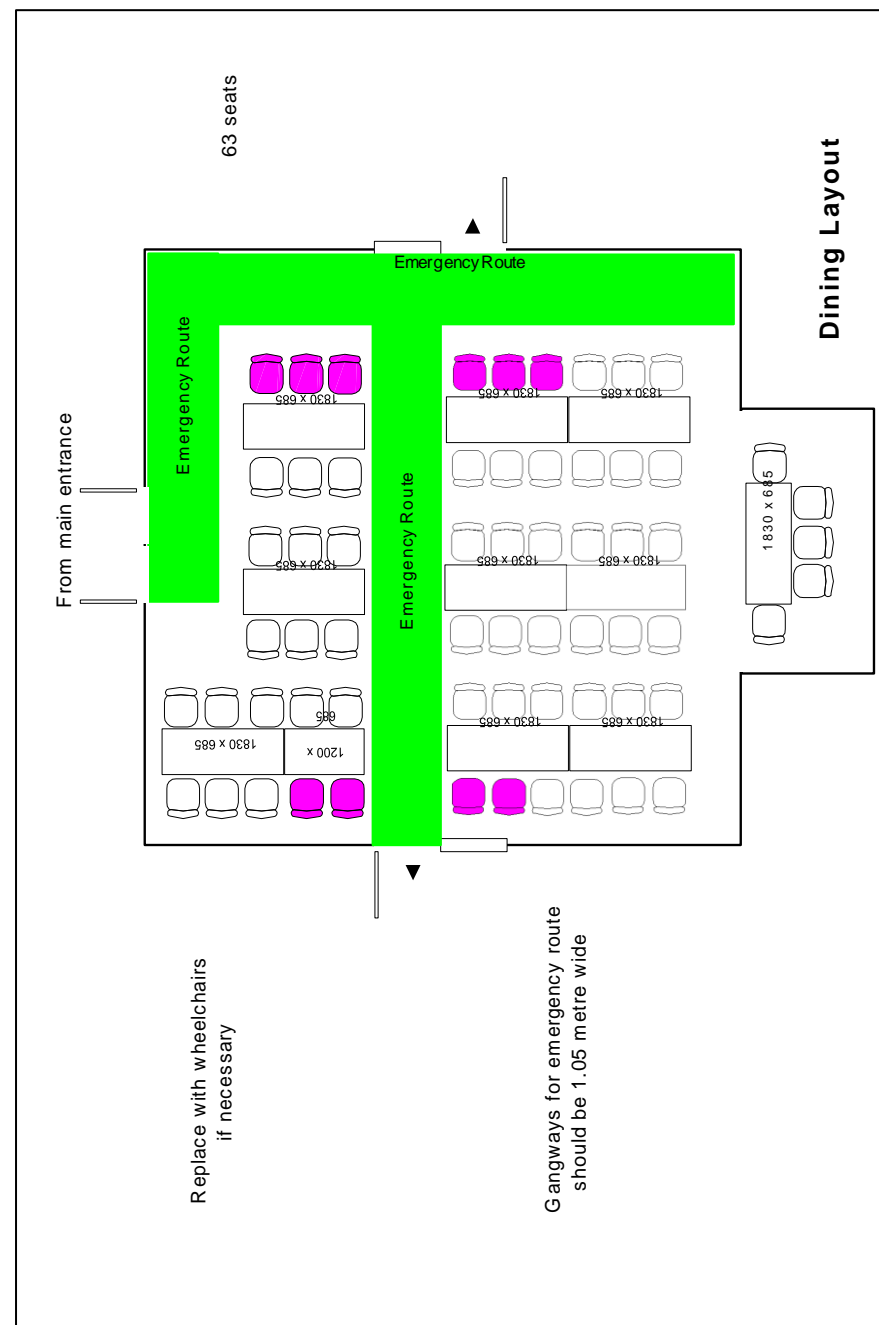
The **Hirer** is required to nominate a **Responsible Person** who will attend during the period of hire and who will coordinate the Health and Safety provision identified in this document and in his or her own Risk Assessments.

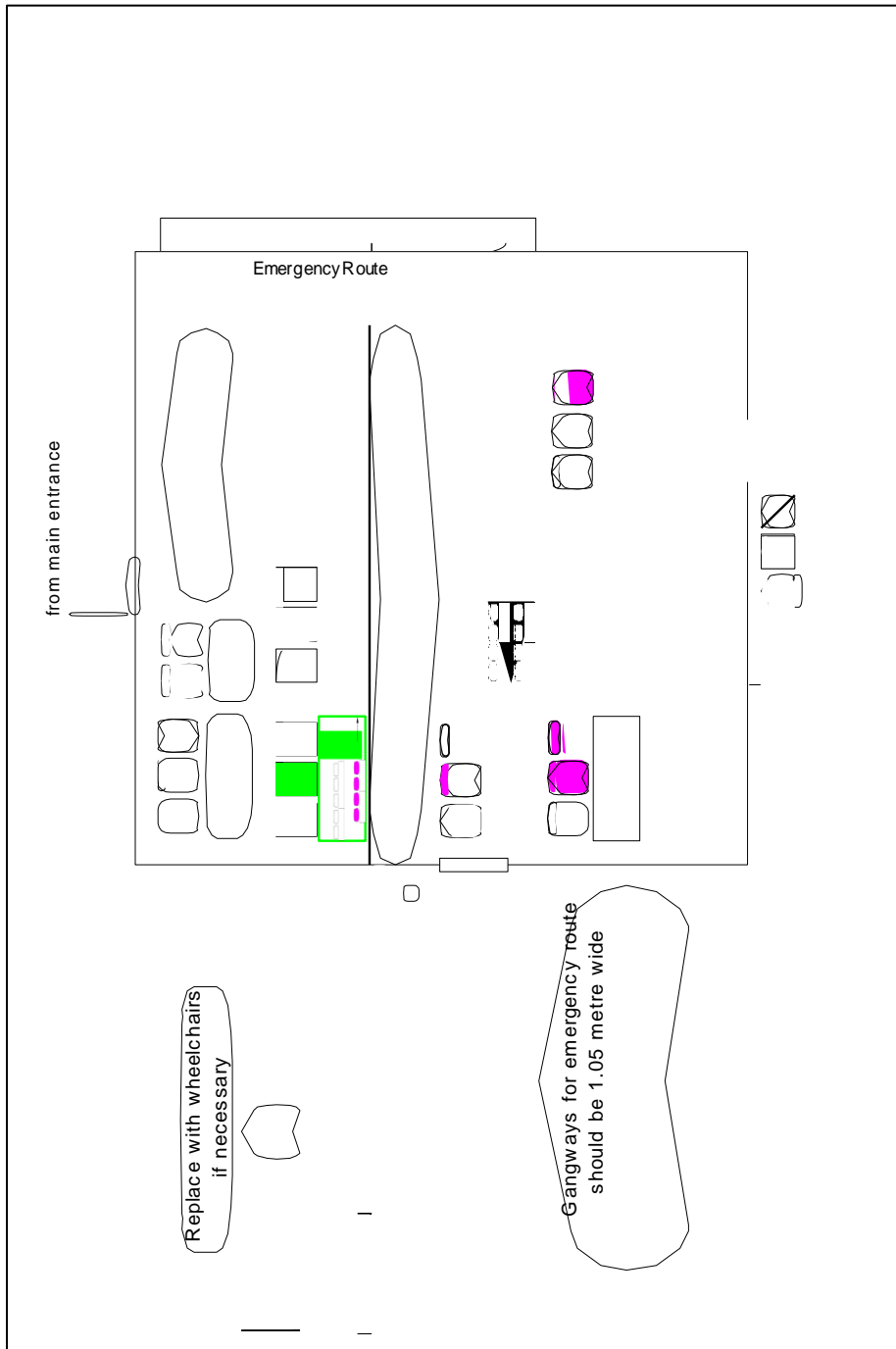
This document also identifies the arrangements for using the Hall and its facilities.

## Fire Safety

### **Planning**

- Activities involving the use of heat, naked flame or oxidising agents are not permitted without the express prior approval, by the **Booking Secretary**, for the proposed precautions to be applied for the circumstances.
- All tables, chairs and any equipment used should be arranged to provide:  
(Refer to Appendix A)
  - Unhindered use of the emergency final exit doors.
  - Unobstructed gangways of at least 1.05 metres wide.
  - Easy access and egress for wheelchairs where these are present.
  - In auditorium layout, chairs must be interlinked in rows of at least 4 chairs up to a maximum of 12.
- The audience should be advised of the arrangements for Fire Safety, including evacuation arrangements, at the commencement of a meeting or periodically for regular bookings.
- Ensure adequate assistance where children or disabled persons are present
- The **Responsible Person** shall account for all persons if the building is evacuated.
- Only Fire Doors fitted with a 'Dorgard' shall be held open. The 'Dorgard' will automatically release in the event of the alarm sounding and at 10 pm GMT each evening.





- The meeting room, corridor, kitchen and toilets should not hold more than a maximum of 16 people at any one time due to the restricted emergency escape in this part of the building. The main hall emergency escape exits are designed for a maximum of 100 people to evacuate in 3 minutes.

### Equipment for raising the alarm and fighting fires

The building is equipped with a Fire Alarm system consisting of three Smoke Detectors in the main hall, corridor & meeting room together with two Call Points for raising an alarm that sounds in the corridor. Foam fire extinguishers (suitable for paper and flammable liquids) are positioned by each of the two emergency final exit points and a CO<sub>2</sub> extinguisher (suitable for use near electrical equipment) is positioned in the main entrance foyer. There is a fire blanket adjacent to the cooker in the kitchen for pan fires.

The Fire Alarm panel is located in the service cupboard in the corridor adjacent to the kitchen door. Any activation of the alarm will require the resetting of the alarm circuit at the panel or at the smoke detector.

### Action in the event of Fire

- On discovering a fire immediately raise the alarm by activating a 'Break Glass Call Point'
- Call the emergency services 999. There is a call box at the end of the Lane or use a mobile.
- On hearing the alarm (that may be initiated by the Smoke Detector or a Call Point) make for the nearest final exit and assemble at the far side of the Car Park - do not return to the building until directed by the **Responsible Person**.
- If it is safe to do so, tackle the blaze with the portable fire extinguishers ensuring you always have a quick and unobstructed exit.
- For a low risk event, evacuation should be completed within 3 minutes of the first sounding of the alarm.

### Action at the end of use

Before vacating the premises, the building should be checked by The **Responsible Person** to ensure all electric appliances are turned off and that users have not left anything likely to cause a fire. Ensure all combustible rubbish is removed or placed in the bins provided. All internal doors should be shut. Also, see the complete Departure Check List on page 8.

## General

### Storage

Tables and chairs should be stored in the right-hand cupboard or the chairs placed around the hall perimeter. Generally, chairs placed around the room perimeter should not be stacked more than 4 chairs high. **DO NOT USE** the left hand cupboard for chairs and tables. This cupboard is reserved for Hall users' equipment. Tables should be stacked on the trolley and secured with the lanyards. Stackable chairs should never be stacked more than 8 chairs high or 7 chairs high for those with all plastic construction. A chair trolley is available for transporting stacked chairs.

After use, all equipment should be packed up in a clean and tidy state and stored.

Any defects should be reported to the **Booking Secretary** (or any committee member).

Equipment and furniture should always be stored neatly and in a manner that will prevent its unexpected collapse or overturning. Equipment belonging to an organisation is stored in the building at the Organisations risk.

No harmful or hazardous substances shall be stored in the cupboards.

### Electrical Safety

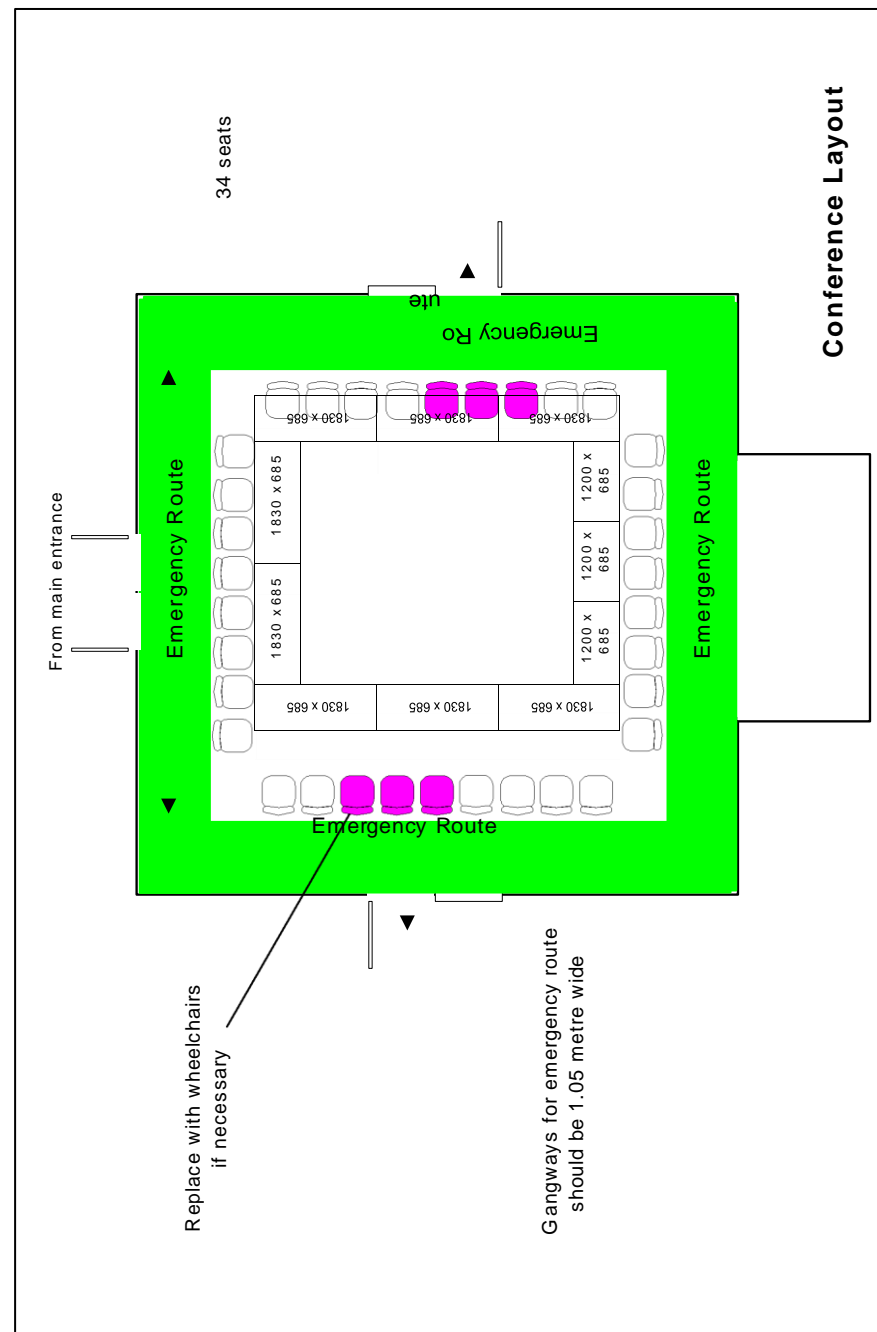
All socket outlets are protected by a 30mA RCD. The electrical cupboard in the corridor is normally kept locked but the **Responsible Person** can obtain assistance from the **Booking Secretary** in cases of emergency. Adjustments to electrical equipment must only be made by an electrically competent person.

In case of doubt, the **Booking Secretary** or deputy person should be contacted immediately on 01763 260072.

All portable (or transportable) electrical equipment used on the premises should be inspected by a competent person within the previous 12 months (equipment should be marked to verify inspection).

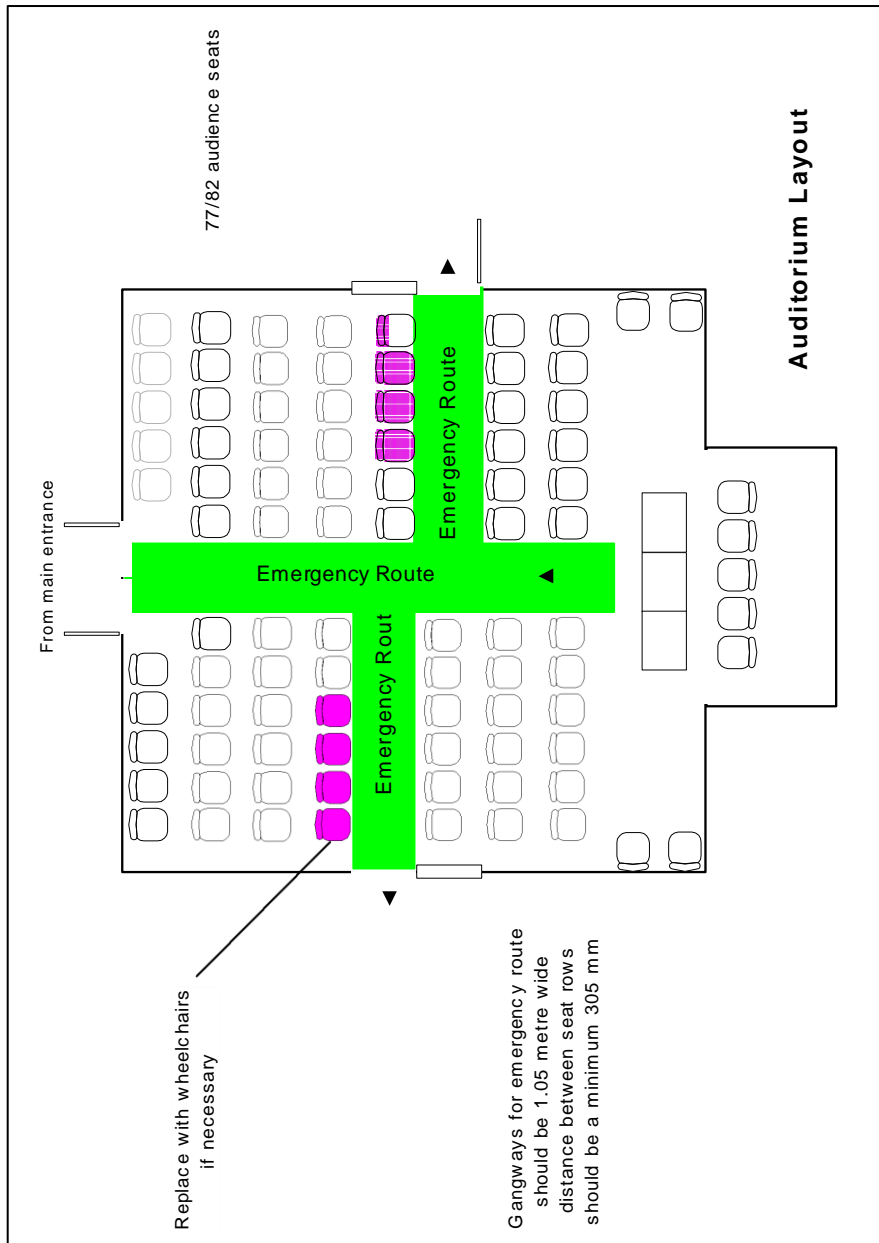
### Gas Safety

The gas boiler requires no adjustment by the **Hirer or Responsible Person**. In case of malfunction or other difficulty, contact the **Booking Secretary**. **DO NOT** adjust the boiler settings.



## Appendix A - Layout of chairs and tables

The following sketches (not to scale) show typical arrangements accommodating the emergency exit routes shown in green. In Auditorium Layout, the chairs should be linked (minimum 4 chairs, maximum 12 per row)



## Access & Egress

The car park can accommodate 13 cars (2 disabled places) with further parking in the public car park adjacent to Melbourn Stores in the High Street. Access into the building is via steps into the South porch door or via a ramp into the North porch door. The key to this door is retained on a chain by the door lock. Wheel chair access is available throughout the building.

When leaving the building and car park, please leave quickly and quietly in compliance with the conditions in the Premises Licence.

The **Responsible Person** should ensure that the use of the hall does not cause any obstruction to safe access and egress of persons. Cars should be locked and are left at the owner's risk.

### The Car Park Entrance Barrier

After opening, the bar should be raised to a near vertical position and the hook fastened through the locking holes at the base to prevent uncontrolled movement of the bar.

### Sanitary Conveniences

Sufficient toilets are available for the capacity of the hall including a disabled toilet, all with warm water, soap and hand dryers. Please ensure these are kept clean as you would wish to find them.

### Food & Kitchen Safety

The responsibility for compliance with the Food Safety Regulations (FSR) rests with the **Hirer**. The **Responsible Person** is expected to verify kitchen cleanliness and the satisfactory operation of the installed equipment (fridge, freezer, oven, dishwasher etc.) to meet the requirements laid down in the FSR. **Hirers** should provide their own calibrated thermometer etc. where necessary. All kitchen equipment should be washed after use and placed in the storage cupboards they came from.

Potable water is only available from the tap in the kitchen marked 'Drinking Water'. All other water although derived from the main water supply, is processed through a water softener and this water should not be used for consumption.

Children of 14 years or less shall not be allowed in the kitchen unless under constant supervision by an adult.

## First Aid

A general low risk First Aid box is available in the kitchen should one be required. However, the **Hirer** is expected to provide sufficient resources to meet their obligations for First Aid requirements where their activities are high risk. The **Responsible Person** is expected to inform the **Booking Secretary** if any of the items are used so that timely replacement can be arranged.

## Accidents on the premises

A blank Accident Record Sheet is kept with the First Aid box and this should be completed and handed to a committee member in the event of an accident.

## Defective equipment

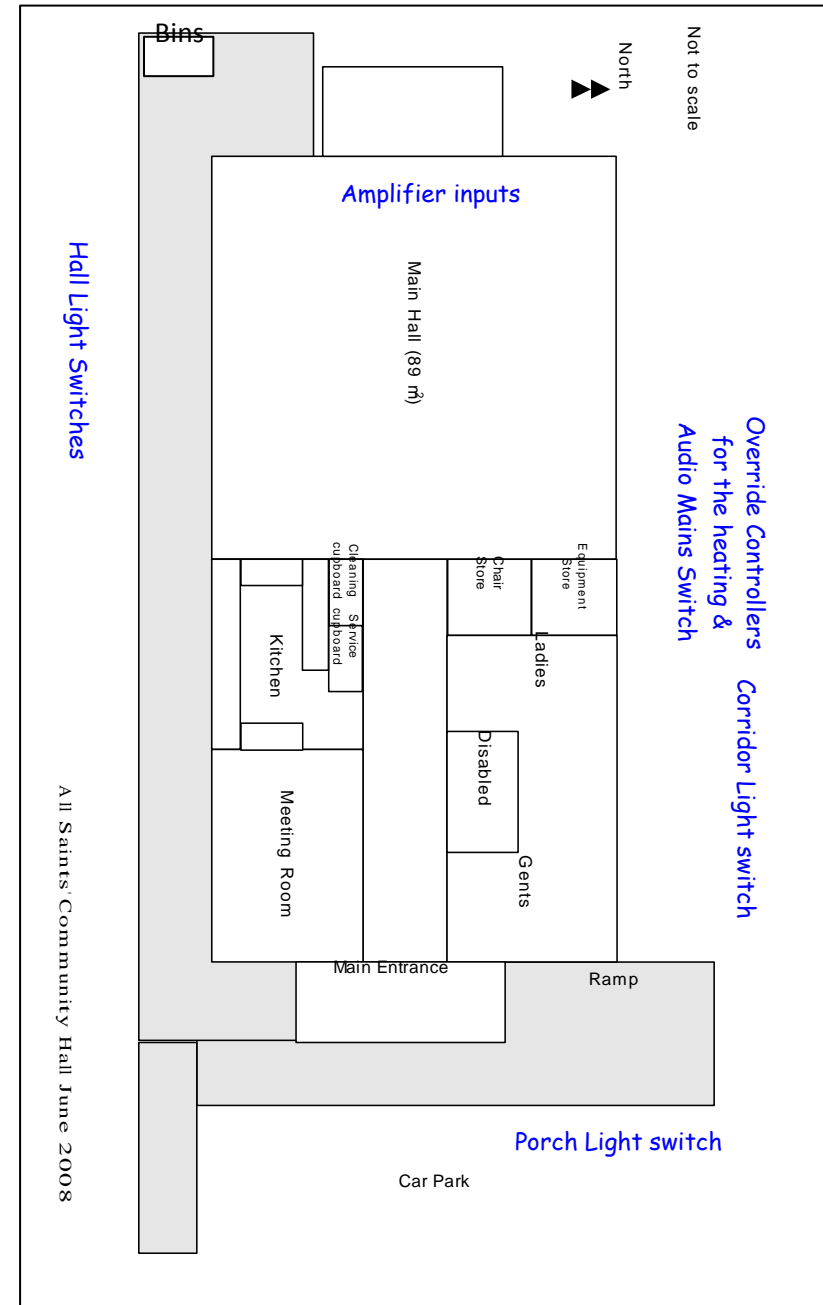
The **Responsible Person** shall ensure that any equipment marked as defective is not used. Where it becomes evident that equipment is defective, the **Responsible Person** shall ensure it is taken out of use and the **Booking Secretary** informed accordingly.

## Space Heating Controls

Space heating is controlled automatically by a PC according to booking date and times agreed with the **Booking Secretary**. The times are entered into the PC during the last week of each month for the following month. Late bookings will require a special arrangement to re-program the computer or alternatively use the override control described below and as shown on page 6.

The heating is set to provide a space temperature of 18 to 20°C that may vary slightly according to outside temperature and number of persons present. If necessary, users can **override** the automatic heating control by pressing the 'Boost' buttons on the controllers in the corridor to give  $\frac{1}{2}$ , 1 or 2 hours of operation and also adjusting the dial thermostat in the hall. There are separate buttons, one for the hall under floor heating and the other for the radiators. The under floor heating can take over 3 hours before the effect is felt in the hall but the radiators will be effective after 30 minutes warm up time.

**Please conserve energy by keeping doors and windows shut during extreme low outside temperature. When leaving the hall, please draw the curtains and close the blinds to conserve heat and keep it cool in summer.**



## Light controls

The position of the light switches for the Hall, Corridor and Main Entrance are shown on the sketch on page 10. The lights (and forced ventilation) in the toilets are automatically controlled through a movement sensor and overrun timer. These will turn off automatically after 20 minutes from the last time of movement. The outside lights are all controlled automatically - there is no light switch.

## Bicycles etc.

Bicycles **must never** be taken into the building. They can be stored in the paved area outside the Hall (at the far end from the main entrance). Bicycles should be padlocked and are left at the owner's risk. Assistance 'trolleys' can be brought into the building but they must not be allowed to cause an obstruction in an emergency route.

## Animals & Pets

Animals and pets are not allowed in the building except for guide dogs or for a specifically organised event where suitable and adequate measures to protect persons and the building have been agreed and implemented by the **Hirer/Responsible Person**.

## Waste

The **Hirer** is expected to collect and remove their own waste. However, small quantities can be placed in the bins provided in the kitchen or the containers stored outside. Care should be taken to ensure that waste is correctly segregated and placed in the correct container for the type of waste.

## Cleanliness

At the end of the hire period, the hall and corridor floor should be swept to remove the free dirt. Spills should be cleaned up immediately. Tables should be cleaned before storing. Cleaning equipment is available in the right-hand cupboard in the corridor.

## Hot Water

The hot water is available continuously but it may take time to pass through the pipes to the taps. The water is at a temperature that may cause injury to unsupervised young or elderly persons. Care should be taken when using the hot water taps as the temperature varies on the system demands.

## Heating and Audio Controls in the corridor



**Audio Mains**  
On/Off switch



**Radiator heating**  
'Boost' button.  
Allow 30 minutes

for warm up time in cold weather.



**Under floor heating**  
'Boost' button. Allow  
4 hours for warm up  
time in cold weather.

## Projection screen

The projection screen can be deployed by using the pole hook stored in the cleaning cupboard. Facing the screen pull down on the handle pulling slightly towards you to the desired position and **hold it still for three seconds** then let go and it will stay in place. To raise the screen, pull down on the screen handle to release the stay and let the screen retract into its housing.

## Licences

Activities subject to statutory control will usually involve obtaining a licence from the designated authority and the **Hirer** will need to discuss this with the **Booking Secretary** well in advance for any event requiring a licence. Some Regulated activities are covered under the current Premises Licence. A separate sheet is available from the **Booking Secretary** for clarification of the Licence arrangements together with a written application for holding a licensable activity.

## Licensing Act 2003 (Premises Licence)

For the benefit of all **Hirers**, the Association has arranged a Premises Licence covering Regulated Entertainment. The Licence places some restrictions and requirements on activities involving Regulated Entertainment and the provision of hot food after 11pm as defined in the Act. A copy of the Premises Licence is displayed on the notice board.

The Licence does **not** include the provision of alcohol which will require the **Hirer** to arrange a Temporary Event Notice with SCDC **AND** require specific permission of the Trustee Committee.

## Gaming Licence

Where any form of gaming eg bingo is envisaged please discuss this with the **Booking Secretary** at an early stage as some activities do not require a Licence.

## Performing Rights Society (PRS) Licence

For the benefit of all **Hirers**, the Association has arranged a Licence with the PRS that allows recorded music to be used for entertainment within the hall premises. However, this does not extend to some dramatic works such as musicals and these will need to be considered separately.

## Insurance

**Hirers** are expected to assess the risks from their events including any loss or damage to their equipment whilst on the premises and to provide their own insurance cover for any loss liability howsoever caused. The Association is not responsible for the safe keeping of Hirer's own equipment whilst on the premises.

## PA system

The PA system is switched on from the control switch in the corridor. A line input and balanced microphone input is available at the North West window in the hall. Should you need to use the system other than in its normal state, **DO NOT** adjust the amplifier connections without prior consultation with the **Booking Secretary**.

## Departure Check List

When leaving and just before locking-up, the **Responsible Person** shall make the following checks to ensure:

- All the event equipment is removed or correctly stored
- Tables are cleaned and stored in the right-hand cupboard with chairs placed around the room perimeter in stacks of 4 or less
- All water taps are turned off
- All electrical equipment not intended for continuous use is switched off
- All gas taps are off on the hob and that no other fire risk is evident
- All rubbish has been collected and taken away
- The main hall and corridor is swept and all the facilities left as you would expect to find them
- Curtains and blinds are drawn to conserve heat in the winter and to reduce solar gain in the summer
- All internal lights and the kitchen extractor fan is turned off (except for the automatically controlled lights in the toilets and outside)
- All the internal doors are closed and both Porch entrance doors locked
- The barrier is down and locked by the last person leaving by car