

Wellington Community Centre

Notes for Users

We want you to have an enjoyable experience and we hope that this note provides all of the information that you might need to ensure that your events are safe and successful.

The Centre is kept tidy and maintained by unpaid volunteers. Please help keep hiring costs low by cleaning and tidying after your session, leaving the centre clean for our next user.

If you spot any problems while using the Centre or have any questions, please inform the Secretary by phoning 07355 959590.

On Arrival

Please undertake the following:

- Locate the first aid kit, fire exits and fire extinguishers (marked on centre plan)
- Check escape routes are free from obstruction
- Switch on the water heater (switch is under the sink)
- Read the risk assessment and produce your own before arrival (if applicable)
- Locate cleaning equipment in tall cupboard in the kitchen
- Familiarise yourself with other signage in the centre

Kitchen

Kitchen facilities are available for your use. You will be advised on the use of the heating system and the hot water supply.

We have a crockery, cutlery, a small gas cooker, refrigerator, water urn, electric kettle and a microwave which you are welcome to use at your own risk.

Children should be accompanied at all times in the kitchen and are not allowed behind the counter.

Tables and Chairs

Tables and chairs are provided in the cupboard in the foyer. Please use the trolley to move chairs to prevent damage to the floor. The trolley is designed to carry up to seven chairs.

Please use plastic chairs for messy activities.

Car Parking

There is space for one car at the centre. Use of the parking area is at the risk of the vehicle driver who must ensure that the fire exit is kept clear. Please reverse into the parking area. The Association does not accept any responsibility for any damage incurred in parking, entering or exiting this parking area.

Wheelchair Access

Wheelchair access to the Centre is through the fire doors which open onto the Centre's car park.

First Aid

The first-aid kit is in the kitchen.

If any first aid supplies are used, please enter the details in the document in the first aid kit and inform the Secretary. Failure to notify the Secretary could mean that we do not have sufficient supplies to meet our legal responsibilities.

Please report any accidents in the accident book underneath the first aid kit.

Smoking and naked flames

For everyone's comfort and safety, smoking is not permitted anywhere inside or outside the Centre. No naked flames are permitted in the Centre except candles on celebratory cakes.

Emergencies, Alarms and Fire Safety

If an ambulance is required phone 999 or 112 from a mobile phone. The emergency services in the UK use the what3words app, and the centre's words are **being.sketching.detection** and the postcode is TA21 8HN.

Like many small buildings which are open for public use the Community Centre does not have a fire alarm. The Centre is fitted with three types of alarms: smoke, carbon monoxide and accessible toilet audible alarms. We can familiarise you with the sounds of each of these alarms upon request.

No electrical equipment is allowed on site without the prior approval of the Secretary.

Procedure in the event of a fire

The person discovering the fire should calmly direct everyone to the fire exit and muster between Halfyard Cottage and 4 White Hart Lane.

Call the Fire and Rescue Service on 999, either by mobile phone or from the call box located in the High Street adjacent to the main entrance to the old post office.

If safe to do so, the Hirer is responsible for a sweep of the rooms in the Centre in the event of a fire and will need to report to the Fire and Rescue Service upon their arrival.

If safe to do so without compromising personal safety, tackle the fire with the appropriate appliance

Wood and paper-based fires – **Red extinguisher**

Electrical fires – **Black extinguisher**

Oil fires – **red fire blanket**

Other liquid fires – **blue or black extinguisher**

As soon as is practical please notify the secretary on 01823 666233.

Before you leave

Please undertake the following before you leave the centre:

- Turn off water heater in the kitchen; clean and unplug or switch off all appliances
- Clean and return all tables and chairs, storing them securely
- Sweep all floors in communal areas and clean any spillages
- Report any damage to the secretary
- Bag up and take your rubbish away with you
- Switch off all lights
- Close all windows, interior doors and lock external doors
- Clean and put away any equipment or kitchen items you have used