

Entering the building

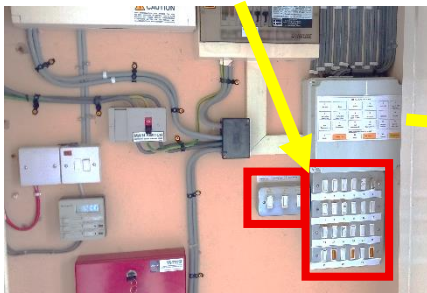
The front door is locked with one key for the two identical locks. Pull the door gently towards you when unlocking and locking to make it easier to turn the key.

Do not lock the door when you are in the building – it is a fire exit.

Switching the lights on and off

The switches are in the cupboard on the right in the Entrance Hall.

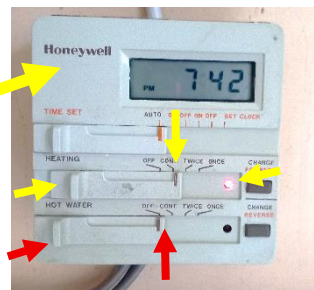
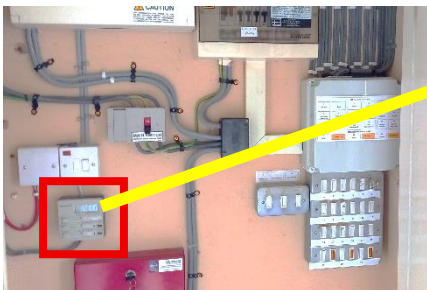
Light Switches



Key to switches



Turning the heating and hot water on and off



Turning on

1. To turn the heating on open the lighting cupboard and locate the heating control (see above).
2. Slide the HEATING switch to the right to 'Constant' shown as 'Const'. The red light comes on.
3. Do the same with the HOT WATER switch if you need hot water for your event.
4. Now locate the thermostat that controls the heat in the area you have hired. There are 2 thermostats. The one in the Main Hall (right of the Hall door) controls the Main Hall and Bar. The one on the wall outside of the Men's Toilets controls the Kitchen, Meeting Room, Toilets and Entrance Hall.
5. Set the thermostat to the desired temperature.

Turning off

1. When you are finished, please be sure to turn the heating and water off by sliding the relevant switch left to 'Off'. Make sure the red light goes out.
2. Now turn the thermostats down to around 12 degrees.

Cleaning up

When your activity is over you are required to leave the premises clean and tidy ready for the next booking.

There is a Hoover which is usually in the corridor.

There are also brooms and a dustpan and brush in the Broom Cupboard which is on the left outside the Kitchen door.



Dealing with your waste

The black bins (collected every three weeks), the recycling bins (every week) and the food waste bin (every week) are outside the Kitchen fire escape door.

Bins location

Drawer with spare bags



Food waste

You are not permitted to leave food waste in the kitchen. It needs to be left in green bags in the food waste bin outside.

Recyclable waste

This needs to be put in the correct recycling boxes outside.

Non-recyclable waste

Please put in black bin bags and tie before placing in the wheelie bins outside.

If you use the Hall on a Sunday, please leave the recycling containers on the verge in front of the Hall so the Bin lorry can collect them on Monday morning.

Fire alarm – what to do

There are no smoke or fire detectors in the building. It relies on people to notice something is wrong and to sound the alarm

1. If you see a fire press the nearest manual fire call point to activate the alarm.
2. When the bell rings / siren sounds, everyone must leave the building by the nearest fire exit and go to the Fire Assembly Point.



3. The Organiser then needs to find out who activated the alarm and why.
4. You can tell if a call point has been activated because it looks like this:



5. If no call points in the building look like this (there are 6) then it is a false alarm.
6. Read the instructions next to the Fire Control Panel in the Entrance Hall and

Silence the alarm
Reset the call point
Reset the alarm
Let everyone back inside and carry on your event

7. However, if the Organiser finds an activated call point they need to rapidly ascertain if it was accidentally activated (in which case follow the steps in point 6 above) or if it was deliberately activated because someone noticed smoke or sees any sign of fire. If it is a real alarm, the Organiser must call the Fire Brigade on 999.

The 'What 3 Words' location for the Hall is '**paper.able.remarried**'

8. **Do not re-enter the building.**
9. **Wait for the Fire Brigade** who will check the premises and advise when it is safe for you to re-enter.

As soon as the incident is over (false or real alarm) you must notify Will Lloyd (07870 572 230) or Colin Lavelle (07737 421 703) that the alarm went off while you are using the site so they can record the activation and follow up.

Fire extinguishers

- There are a number of water and CO² extinguishers in the building a fire blanket in the kitchen.
- Only tackle any fire with an extinguisher if you think it is safe to do so and you have been trained to use them - getting out of the building is the safest option.
- Do not put your own or anyone else's life in danger – the building can be replaced – you cannot.

Fire prevention

- No smoking is allowed anywhere on the premises.
- Pyrotechnics and candles are not permitted to be used in the building.
- DO NOT block any fire exits with tables or chairs.
- At the start of your event, you must tell the attendees what to do if the fire alarm goes off.
- Point out the fire escapes and the Fire Assembly Point.

Access for emergency vehicles

Cars must not be parked in the entrance drive if they will block access for fire engines or ambulances. Please park outside in the carpark.

First Aid

There is a blue first aid box in the kitchen for use in emergencies.

There is a defibrillator on the outside wall of the Hall to the left of the Front Door.

If you need to call an ambulance dial 999 . The **'What 3 Words'** location is **'paper.able.remarried'**.



If you have had cause to use the defibrillator, you must notify immediately Will Lloyd (07870 572 230) or Colin Lavelle (07737 421 703) so the equipment can be made ready again.