

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 the 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 on 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. There is a designated smoking area in the car park. 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 hot cupboard in kitchen, this will reset after 1 hour (if you need the heaters off for few minutes due to noise push red button on lighting panel) 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 heaters to dry.

Lights

Light switches for the main hall are by the door leading to kitchen, wall lights are turned on from here, and 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 as will the outside lighting.

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 broom. Please do not use a wet mop on the floor as it takes off the special (and expensive) polish. 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 one of the cupboards under the sinks.

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

Please ask about the sighting and setting up of stage blocks. 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.

Kitchen

For appliances in the kitchen there is a file, located in the window, 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 may be attached to an appliance. Although ordinary cutlery is provided please bring your own preparation/serving utensils (eg carving knives, ladles etc) also your own tea towels.

Fridges

There are two fridges in the hall. The one in the bar area is for chilling drinks etc. only and must not be used for food, it should be switched off after use with the door left open. The second fridge, located among the cupboard units facing the island work top, is for food only. It should be left on permanently and users should check the fridge thermometer to ensure that the internal temperature is 5 degrees centigrade or less.

Cooker

The cooker is permanently wired in and will normally be left switched on. 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 a 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 the case of a fire involving food being heated on the cooker hob a fire blanket is provided immediately adjacent to the cooker. Please note that the cookers are on meters and each take £1 coins.

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. Turn tap to horizontal 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 above 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 on kitchen foyer notice board and reported to the village hall committee who will investigate the matter.

Breakages

Please record any items that get broken in the breakages book located with instruction file so that replacements can be made.

Emergency Contacts

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