



# **Alfrick and Lulsley Village Hall**

## **Users Guide to the hall Incorporating Health and Safety Advice**

**Draft 2**

**Issue 2022**



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## **0. INTRODUCTION.**

This user guide is intended to provide anyone who is not familiar with the hall with the basic information to safely use the facilities in Alfrick and Lulsley Village Hall. The village hall committee has done all it can to provide a safe environment and that there are no avoidable or inherent risks to users. It does this by carrying out routine risk assessments to the latest Health and Safety Executive guidelines. The main risk to users comes from being in an unfamiliar situation and we would ask that hirers just take extra care before taking any actions.

We hope that you have a pleasant and safe experience whilst using the hall. If you come across anything that is not operating properly please report it to a committee member so that it can be corrected promptly.

The postal address of the hall is:  
Alfrick and Lulsley Village Hall  
Clay Green  
Alfrick.  
Worcestershire  
WR6 5HJ

## **1. ARRIVING AT THE HALL.**

**Entry to the car park is off the C2065 Alfrick to Knightwick road about 100 yards West of the war memorial.** Turn left into Clay Green and the car park is on your right.

- 1.1. Car Parking. The hall committee has taken all possible steps to ensure that the car park is safe for users. The surface was renewed in 2018 and is of a standard equivalent to that of a council provided commercial car park. There are separate entry and exit points, clearly marked and with clear sight lines and the parking bays are angled for ease of entry and exit and wider than standard. Please park within a bay and not on the cross hatched lines. The main and over-flow parking areas can be floodlit at night and have wall lighting for pedestrians. There is a 3.3 metre wide route through the car park, available at all times, for emergency vehicles and oil tanker deliveries/ tractors for hedge and grass cutting. There are 4 disabled parking bays, 3 close to the hall entrance and one by the shop. The car park serves both the hall and the community shop and is also used by walkers and children going to the playground so we would ask users to be careful, especially when backing out of a bay. The overflow car park is clearly marked down the gravelled road to the left of the hall. There are parking spaces on the gravel and further down you can park on the grass –the first section has a heavy duty plastic mat with the grass growing through that enables this area to be used even when the ground is wet. The main doors are up the ramp to the right of the hall; handrails are fitted on both sides.
- 1.2. Entry into the hall. Walking up the ramp brings you to the main doors of the hall, if you are arriving after dark a small flood light above the door will come on automatically to help you see what you are doing. To gain access to the hall you will need a key for the front door and either a key fob (a small round disc) or have been given the code for switching off the alarm. You may have:
  - a) Been given a key and fob. If this is the case unlock the front door and enter the lobby, at this point the alarm will sound a warning beep...beep note. You have 45 seconds to switch the alarm off before the alarm activates. Open the right hand door in front of you (if you open it wide it will stay open), go into the main corridor and turn left, the alarm control panel is on your left just above the corridor

light switch. Hold the key fob about an inch away from the alarm panel and the alarm will go silent –do not put the key fob near the alarm panel again at this stage as it will re-set the alarm.

b). You may have been given a door key and the code for the alarm. Proceed as above but when you reach the alarm panel open the cover outwards and downwards to expose the key pad. Enter the code and the alarm will switch off. It is a condition of hire that you do not reveal the code to a third party.

c). You may have been given the code for the key safe on the outside wall just to the left of the main doors. Remove the waterproof cover and carefully press the buttons to enter the code, then squeeze the two black buttons inwards and the box will open. Remove the key and key fob and proceed as in a) above. To close the box re-enter the code and replace the water proof cover.

## 2. LIGHTING.

2.1. Interior lights. All rooms and public spaces except the main hall have standard circular lighting units, either wall or ceiling mounted, which use long life bulbs. At least one lighting unit in each area is fitted with a rechargeable battery which will keep the light on for at least one hour in the event of a power failure, these units can be identified by a green glow. Light switches are conventional surface mounted boxes. All emergency batteries were replaced in 2020 as part of routine maintenance.

2.2. Exterior lights. These are controlled from a panel in the lobby to the right of the main doors, all switches are clearly marked

-Lobby: switches on the interior light in the lobby area.

-Outside: switches on the lights either side of the main doors as well as the small floodlight that illuminates the access ramp.

-Lights O/S back: switches on four wall lights along the rear wall of the hall, two over the patio area, one lighting the area by the kitchen door and one lighting the emergency escape ramp.

-Car park: switches on three floodlights, one above the main car park and two to the rear car parking areas.

-for the operation of the two circular push buttons please see Section 12 Leaving the Hall.

2.3. Control of lights in the main hall. The lighting in the main hall is controlled by two switches located to the left of the doors into the hall, one switch controls the ceiling mounted fluorescent tubes and the other operates the wall lights along each side of the hall. Pressing the switches down in the normal way will put the lights on, after releasing the switch and pressing up or down will increase or decrease the brightness of the illumination. To turn the lights off press sharply downwards on the switch.

2.4. Emergency lights in the main hall. The four emergency lights are permanently on and again have battery backup in case of mains failure. Two are located above the emergency exits to the rear of the hall and two are above the interior doors.

Please report any lights that are not functioning to a member of the hall committee.

## 3. FIRE PREVENTION.

Please note that smoking or vaping is not permitted anywhere in the village hall.

3.1. Fire alarm system. The hall is fitted with a fire alarm system with smoke detectors in all areas except the kitchen which latter has a heat detector. The alarm control panel is located in the lobby. In the event that the fire alarm sounds everyone should leave

the building and assemble in the car park and a check made that everyone attending is accounted for as well as calling for the fire brigade. In the event that it is clear that it is a false alarm the system can be silenced by entering the code 3112 into the control panel and pressing the silence button. In all cases of accidental operation a member of the hall committee should be informed.

- 3.2. Extinguishers. These are located in the corridor, the main hall and the kitchen. There are two types, water based for dealing with burning materials and CO<sub>2</sub> types for electrical fires, there are instructions with each group of extinguishers for their use. You should only attempt to deal with a small fire if you can do so without risk of injury to yourself or others.
- 3.3. Certification. The alarm system is fully tested each year together with an examination of all the extinguishers; these are refilled or replaced as necessary. This work is carried out by a qualified company and the whole system recertified for a further year. The current certificates are displayed in the lobby area.

#### 4. HEATING.

The main hall, kitchen and some storage rooms are heated by hot water radiators run off an oil fired boiler. The corridor and most of the remaining rooms are heated by electric radiators; these will be switched on at an appropriate time and should not be altered. The meeting room is heated using fan heaters which should be switched on as required.

- 4.1. Hot water radiators in the main hall. During the period Autumn to Spring the boiler will be left in the "ON" setting with the heating controlled by a thermostat, this is located at the rear, left hand side of the stage. If heating is required in the main hall the thermostat should be turned up to an appropriate setting, normally around 20<sup>0</sup>C, turning the thermostat back down to its previous setting when you leave. Please note that the boiler does not provide hot water and you should not change the settings on the boiler.

#### 5. HOT WATER.

- 5.1. Hot water to the sinks in the kitchen. This is provided by an electrically heated hot water cylinder in the loft space above the kitchen. The immersion heater is set to come on during times of likely demand and the supply should be adequate for most users, there is an electric kettle to supplement the hot water supply.
- 5.2. Other sinks. The toilet and cloakroom sinks have in-line under-sink heaters that operate when you turn the hot tap on.

See also under Section 8 "Kitchen Equipment".

#### 6. MEETING ROOM.

The meeting room is normally laid out with a square of tables with seating round the outside, in this format it will seat up to 12 people but it can be altered to take up to about 16. If you change the layout for your use please return it to the original format when you leave. Heating is by 2 electric fan heaters, if you use them please ensure that they are switched off and unplugged before you leave.

#### 7. TABLES AND CHAIRS.

- 7.1. Storage. The tables and chairs for use in the main hall are in the storage rooms off the main hall. Looking from the stage the room at the back left contains the tables, the room to the right the chairs. The chairs and the round tables are stored on wheeled trolleys, to move these into the hall you will need to open the half doors to the storage rooms, unlatch the top and bottom clips.

7.2. Tables. All the tables provided are standard commercial products in common use. All have folding legs and as with any such arrangement there is a risk of getting fingers trapped. For your own safety please be careful when folding the legs in or out and pay full attention to what you are doing. There are three different types of table available as follows:

a). Large round tables. These will seat up to eight people. They are stored on a wheeled trolley and it is recommended that you move the tables on the trolley to the point where they are required; you will find it easier to do this with two people. First release the foot operated brake and ensure that the fold down ramp is in the up position before you move the trolley into the main hall. To unload the tables put the foot brake on and the ramp down before rolling a table off the trolley. Fold out the legs and ensure they are securely locked before lifting the table into the upright position. To put away reverse this procedure and ensure that the tables are loaded onto the trolley with pairs of tables stored top face to top face.

b). Rectangular tables. These will normally seat 4 but can accommodate 6. These are straightforward to use, carry the table to the point of use and fold out the legs until they lock into place. To fold the legs back down squeeze the outer bar until it clears the clips and the legs can be folded down.

c). Square tables. The legs on these tables have to be opened and closed in the correct sequence and need more care in use than the other tables. There are detailed instructions for their use fixed to the underside of each table.

7.3. Chairs. The chairs are stored on two wheeled trolleys and it is recommended that two people are needed to move a loaded trolley. For a theatre style layout we suggest rows of up to 10 chairs, this will give room for a central aisle and a walkway down each side. When returning the chairs to the trolleys please hang the chairs on the arms upside down and ensure that the inside curve of the seat back is towards you.

## 8. KITCHEN EQUIPMENT.

8.1. Cutlery and crockery. Cutlery is stored in the drawers in the island bench, crockery and glassware is stored in the wall cupboards and in the cupboards below the island bench, all drawers and cupboards are marked with their contents. There is sufficient cutlery and crockery for a three course meal for 100 people. Please return any used items to their correct storage position.

8.2. Range cooker. This provides two ovens and four hobs, all electrically heated. Cooking utensils are stored in the cupboards under the sink and on the shelf in the corner adjacent to the cooker. Please ensure that the cooker is turned off when you have finished using it.

8.3. Microwave oven. This is located on the bench opposite the range cooker.

8.4. Fridge. The fridge is permanently switched on and is set to operate at approximately 3°C, there is a thermometer in the fridge to check the actual temperature.

8.5. Dishwasher. This is located under the bench at the opposite end of the kitchen to the range cooker. It is important to note that it is a commercial dishwasher and is entirely different in operation from a domestic dishwasher. Full instructions on its use are on a notice on the wall. In particular, please note that whilst it washes on a very short cycle (1 to 4 minutes) you need to wait for the green "ready" light to come on before starting another cycle. The dishwasher detergent and water softener tablets are maintained by the committee.

8.6. Hot water boiler for teas/coffees. For small numbers of hot drinks the kettle is the most efficient means of providing hot water but where a large number of drinks are required you should use the hot water boiler which is able to provide a near



continuous supply of hot water. Instructions for its use are on the wall close to the machine.

Note: There is also an old type tea urn in the kitchen, this should not be used as there is a danger of it tipping over and showering people with hot water, it is used as a backup for big events such as the village show.

8.7. Extractor fan. There is an extractor fan if needed, please switch off before you leave the kitchen area.

## 9. TOILET FACILITIES.

9.1. There are ladies and gents toilets, a separate disabled toilet and a changing room with a toilet and shower; all are located off the main corridor. Points to note- all are fitted with exterior fans which are initiated when the doors are opened. The ladies and gents toilets have self closing doors but the other two require the doors to be manually closed, so please ensure that if these areas are used, the doors are shut before leaving the hall otherwise the fans will continue to run.

9.2. The disabled toilet is fitted with an alarm that can be triggered by pulling the red cord. To unlock the disabled toilet door from the outside use a key or knife from the kitchen to turn the lock. To reset the alarm press and hold the reset button on the control panel to the right of the toilet door in the corridor until the alarm ceases to sound and the red warning light goes out. There is also a control panel inside the toilet area.

There is a baby changing facility in the disabled toilet area.

9.3. The changing room has a small area of benching and coat hooks, a toilet and an electric shower.

9.4. All of the above areas have electric hand driers.

## 10. ELECTRICAL SAFETY

10.1 The hall is subject to a complete electrical safety check by an independent qualified electrician every 5 years and all permanently wired – in equipment is included in this check as well as being certified on installation.. Additionally, all portable electrical equipment, which is appliances which are plugged into the mains are subject to routine PAT testing. The main distribution board is located in the kitchen but should not be accessed by hirers.

## 11. IN CASE OF EMERGENCY

11.1 Emergency exits. As well as the main doors, there are two emergency exits from the main hall; one from the kitchen and one from the corridor near to the meeting room. The Emergency Assembly Point is on the hall car park.

11.2. Calling for assistance. There is a Wi-Fi signal on the outside of the hall for mobile phones, the location of the hall is given in the INTRODUCTION to these notes.

11.3. Defibrillator. There is a defibrillator located on the outside wall of the hall close to the bottom of the access ramp.

11.4. First Aid. There is a box containing basic first aid materials located in the kitchen.

11.5. Accident Book. In the event of an injury the facts should be recorded in the accident book kept in the kitchen and the attention of a committee member drawn to the event.

## 12. LEAVING THE HALL

It is understandable that once your period of hire is over you will want to leave the hall as quickly as possible but it will be in everyone's interest that you carry out a check as you leave that everything has been returned to the condition that you found it. In particular, please ensure:

That all lights are switched off

That if the heating has been used the thermostat is turned down

That all the internal doors are shut.

There is a full checklist in the lobby.

12.1 When you are certain that everything is off and everyone is out of the hall the last person to leave should follow the procedure below.

a. In the lobby turn all the mains switched to off.

b. If it is dark and you need some light press the top circular button (marked Door Front Light) to temporarily put on the light by the front door and over the ramp. Press the lower button if you require temporary illumination to the rear of the hall, this will give you about 5 minutes of lighting.

c. Set the alarm by either using the key fob or by entering the code you have been given. The alarm will sound a beep- beep noise until you close the front doors; there is no time limit on this. As you close the front door the alarm will go silent.

d) Lock the front door and, if you obtained the key from the key safe, return it to the safe and replace the weather proof cover.

## 13. OTHER FACILITIES

13.1. Stage Lighting. The hall is equipped with stage lighting operated by a control deck. It is normally for the use of the local amateur dramatic society (Alfrick Players). If you wish to use it for your event you will need to make arrangements for the instructions on its use.

### 13.2. Audio- Visual System

There is a projector and sound system which can be configured to operate from either a DVD player or a computer. Its use is restricted as it not straightforward to operate; should you wish to discuss this, please contact Mr Norman MacLeod.