

INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL

FIRE ALARM

To stop the fire Bells (in the event of a false alarm). Press Silence Bells as instructed on the Fire Alarm Panel in the Foyer.

ELECTRIC COOKER

There are instructions for using the cooker on the wall—please read and adhere to them carefully.

Do not force the cooker knobs.

DISHWASHER

If you are going to use Village Hall glasses or plates and cutlery we would prefer you to use the dishwasher.

There is an instruction book in the cutlery draw.

HEATING IN ALL AREAS (except Storeroom)

The under floor heating is controlled via a thermostat in each area. The figure displayed is the current temperature in the area. Press the Up/Down Arrow to change the thermostat setting. To quickly reduce the temperature in the room it is best to open the windows for a short period providing that it is safe to do so.

VELUX WINDOWS

The remote control for the Velux windows in the Main Hall is in the top left cupboard in the kitchen, please ensure that this is replaced after use. Also note that the Velux windows will automatically close if it should rain. These windows also contain Blackout Blinds operated via the remote control.

ALARM IN DISABLED TOILET

Alarm will sound and light will flash if alarm cord is pulled. Pressing either the reset pad below the flashing light or on the control panel on the wall outside the disabled toilet will reset alarm.

LIGHTING

The lighting throughout the hall is from High Frequency, (energy efficient), fluorescent lighting fittings. The lighting in the Main Hall is on four circuits. One switch for the lights on **each** of the short walls, One switch for half the lighting fittings on the long walls, and a dimmer switch, (press and hold), to control the lighting level of the remainder of the lighting fittings. This system allows for complete control of the lighting level from full output to very dim, (as maybe required for a films show etc).

TOILETS

The light switch for each of the toilets is located on the wall outside the toilet. A ventilation fan in the toilets will come on automatically when you walk in and will turn off a few minutes after you leave. The flush for the urinals in the gents is automatic and the cistern will stop filling about 30 minutes after the last person leaves the room.

PA SYSTEM

Please contact Maintenance Officer to get access to PA system and for training.

LIGHTING & POWER CIRCUIT FAILURE

In the event of a failure in any or all of the lighting circuits the emergency lights for the relevant circuits will come on immediately. The Fuse Trips for Lighting & Power are located in the Electrical Cupboard.

EQUIPMENT BREAKDOWN

If any equipment stops working, please report to the Maintenance Officer as soon as possible.

MAINTENANCE OFFICERS – 01403 710670 or 01403 710388 or 01403 710908

OPERATING INSTRUCTIONS

EMERGENCY PROCEDURES

There are copies of the emergency procedures in the Foyer.

This includes a plan of the hall showing the location of fire exits.

FIRE PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS ARE ALLOWED IN THE HALL.

DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS. NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL.

You should point out the location of the fire exits to your guests/other users of the hall before any event begins.

You must ensure that fire exits are not blocked or obstructed at any time both inside and outside the hall.

ELECTRICAL EQUIPMENT

Any electrical equipment bought into the hall must be in good condition and used in a safe manner.

Do not attempt to use or repair damaged or faulty Village Hall equipment and report all faults to the Maintenance Officer.

Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

ELECTRIC COOKER Never leave the cooker unattended, and turn off when not in use.

NOISE

If possible, please keep windows and the entrance doors closed when music is being played. Extra ventilation can be obtained by opening the windows in the roof. Fire exits must be kept closed at all times.

Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

CAR PARK

DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK

Any vehicles left overnight must be removed by 9am the following morning.
If the car park is full, guests should park so as not to inconvenience local residents.

GENERAL

Mop up spills on the floor as soon as possible with the mop provided in the Lobby.
Do not use the ladders
Please read and adhere to the instructions for operating equipment in the hall
Report any equipment failure or damage to the Maintenance Officer as soon as possible

WHEN YOU HAVE FINISHED

Stack all chairs neatly back in the Storeroom. Please stack no more than 10 at a time (to avoid unsafe stacks)
Fold up any tables used and stack them in the Storeroom.
Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the Lobby).
Ensure that the work surfaces, oven and fridges are left clean.

LEAVING

1. **Switch off all lights* including disabled toilet and ensure taps in the toilet areas are turned off and cooker and extractor in the kitchen are turned off.**
2. **Ensure all windows and rear emergency exit doors are securely shut.**
3. **Set Intruder Alarm Panel**
4. **Lock the door and return the keys to the safe box and clear entry code.**

*Please note that the down lights outside the main door will turn off automatically after 5mins

EMERGENCY PROCEDURES

If you discover a Fire (No matter how small)

1. Immediately raise the alarm by activating the fire alarm call point . The Fire Alarm Control Panel is situated in the Foyer.
2. Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble in the car park assembly point.
3. Telephone the emergency services
4. Once you are sure everyone is safely out of the building shut all external doors.
5. Ensure clear access for the emergency vehicles.

On hearing the fire alarm or being told there is a fire

- Don't panic!
- DO NOT STOP TO COLLECT BELONGINGS.
- Immediately leave the building by the nearest exit (see plan overleaf), and encourage/help others to do the same
- Assemble in the car park
- Telephone the fire brigade

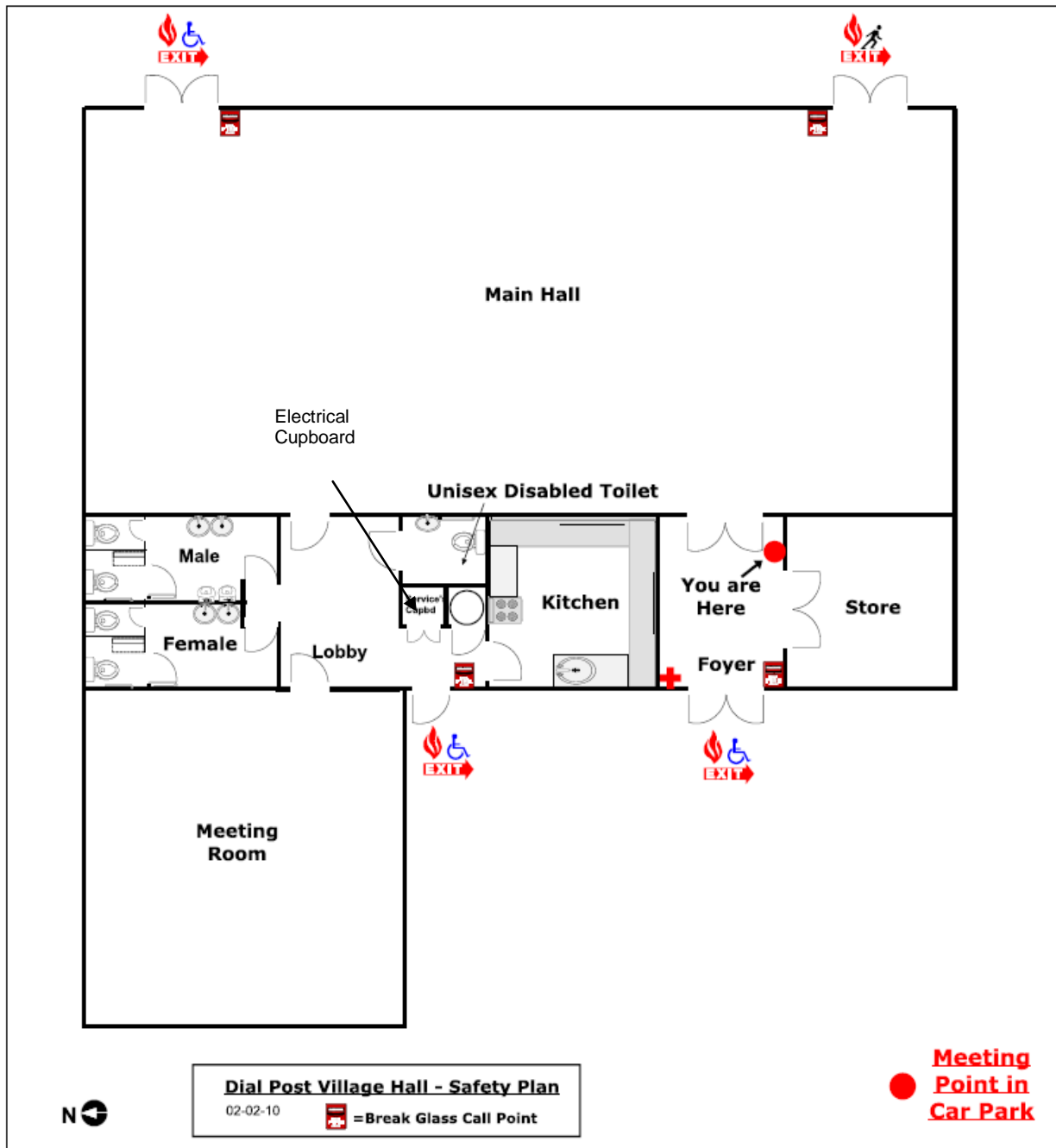
First Aid/Accidents

There is a first aid box in the Foyer and a burns box in the Kitchen.
Worthing is the nearest hospital with A & E facilities.

Reporting

If there is an accident or incident of any type please fill in the accident book that is in the first aid box. A member of the Village Hall Management Committee must also be informed as soon as possible. Depending on the seriousness of the accident a formal report form may be required.

See below for a plan of the hall showing the location of the fire alarm equipment and emergency exits.



- All Electrical Gear is in the Electrical Cupboard.
- Mains Water Valve is in the Disabled Toilet.
- Loft Access is via Female Toilet.