

Worminghall Village Hall

Introduction:

This document should be read with the Standard Terms of Hire.

SUMMARY OF FACILITIES

Fire Alarm

- There is a smoke detector it is not connected to fire station or police
- If the alarm rings, please evacuate the Hall
- Call fire service/police from a mobile phone (dial 999)
- Check that the fire exit signs are illuminated (for a Hire extending outside of daylight hours)

Storeroom

- Tables and chairs – Adults
- Tables & chairs - Children
- Tables are not heavy but may need to be moved by more than one person.
- Chairs should not be stacked more than 5 high
- Lockable cabinets for equipment for Interest Groups
- Whiteboard, Blackboard & Easel
- Floor brush – for sweeping the floor after the hire

Please store all equipment back as found

Kitchen

- Water heater - plumbed in - turn on – supply of water in 15 minutes.
- Oven - switch on wall to turn on appliance
- Fridge
- Kettle
- Hot Water Boiler
- Crockery – mugs, dinner plates, side plates, small glasses
- Additional crockery items – jugs, cake stands, ramekin dishes
- Cutlery – knives, forks, spoons, teaspoons, tea forks
- Assorted catering equipment
- Supply of clean tea towels and dish-clothes which are for use for a single event and should then be left in the laundry bin for professional cleaning
- First Aid Kit
- Accident Record Book
- Fire blanket
- General Waste Bin – which should be lined with a black plastic bag (supply kept under sink) and the black bag should be emptied at the end of the hire into the general waste bin in the car park.
- Washing up liquid and cleaning product are kept under the sink.
- Bag for laundry – is kept under the sink
- Dustpan and brush

Note that for the protection of children the following precautions are to be taken:

- No chemicals should be kept in the kitchen but are held in a separate locked cupboard (accessible only to our cleaner) and so not available to Hirers.
- Hirers should only clean with warm water and washing up liquid / wipes.
- Children (aged under 12) are not allowed in the kitchen

Worminghall Village Hall

Main Hall

- The fire doors to the lobby and Storeroom should be kept closed when not in use.
- The heating thermostat is controlled externally and the heating shall be turned on prior to your booking.

Lobby/Entrance Hall

- The noticeboards contain essential safety and operational information and should be referred to by Hirers at the commencement of an event.

Fire Safety and HSE Obligations

As the responsible person for hiring the hall, you have legal duties with regard to the safety of people attending the event: Before the event or function, you must familiarise yourself with the Fire Risk Assessment and HSE Risk Assessment displayed on the Village Website and use the checklist below.

Hirers should not:

- Prop fire doors or use wedges to hold them open. 95% of people killed in fires are killed by smoke, so closing fire doors is vitally important.
- Do Not Let Rubbish accumulate, clean as you go.
- Block fire escape routes
- Smoke
- Bring untested portable electrical appliances to the Hall
- Cook using deep fat frying
- Try to fight a fire if that creates personal risk
- Bring and leave any combustible material into the Hall other than by prior arrangement with the Trust
- Bring candles or naked flames into the Hall (apart for birthday candles)
- Let children in the kitchen
- Let children in the Storeroom
- Stick or otherwise fix anything to the floor or any of the walls.
- Allow smoking within 10m from the external walls (which are combustible).
- Allow any cooking appliances (other than in the kitchen) within 10m of the external walls. Barbecues should not be used and any cooking should take place only in the kitchen.
- Trailing cables in public areas must be covered with cable covers.

Special Risk Assessment Requirements

- The Risk Assessments referred to herein and prepared by the Trust cover all general users of the Hall and have been prepared by the Trustees based on their assessment of the general risk. It is the responsibility of Hirers to identify any special risks associated with their activities carried out in the Hall that may not be covered by the general risk assessments and ensure that the participants in those activities are safe.
- The Trust asks Hirers who identify any risks not covered by the Trust's risk assessments to advise the Trust so that the Trust's own risk assessment can be revised if appropriate.
- It is the Hirers responsibility to ensure the safety of children at all times both within the Hall and in any external areas associated with the Hall.

Cleaning

- At the end of the Hire all used areas should be checked and if necessary cleaned. Floors should first be swept, and further cleaned if still dirty.
- Clear any debris outside the Hall associated with your use.

Other Information

- As a hirer you shall be issued with an access code to open the front door.
- Any questions from Hirers should in the first instance be directed to our Booking Secretary

We are a community facility and not a commercial business. We do not have cleaning between hires so please leave the Hall for the next hirer in the state you would expect to find it, or better. Thank you.