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Westleton Village Hall **Registered Charity Number 1164038**

<http://westleton.onesuffolk.net/village-hall/>

Advice to Hall Users

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Hall users are asked to familiarise themselves with this advice.

The Westleton Village Hall Committee has to meet the requirements of its Premises Licence. This advice is primarily intended to help those who are running public events support the Committee in meeting those requirements. Private hirers and clubs or societies should also take note of this advice, as they are also required to use the hall in a safe manner. Two stewards should be appointed for any events when up to 100 people are present. *(If you feel they would be helpful badges are available in the top right hand drawer of the kitchen.)* One additional steward should be appointed when there are more than 100 people are in the hall.

Access for wheelchair users

Access to the hall via the front door is difficult because of the step at the entrance. Level access is via the side door. There are portable signs mounted on wooded frames available in the entry porch which can be used to direct people to the side door.

If there is an emergency

Should it prove necessary stewards should identify themselves and, in an emergency, wear the high visibility jackets which are kept by the exits to the hall.

Users should familiarise themselves with the emergency procedures and with the plan of the building. They should also note the positions of;

Emergency exits, Emergency lights, Fire alarm points, Fire extinguishers and blanket, First aid kits and torch.

Users should be aware of any special needs of handicapped people in the event of an emergency.

There is a telephone in the main hall that will allow people to make outgoing calls. It is situated by the audio/visual cabinet near the door to the committee room and kitchen. This telephone should be used to contact the emergency services or any other help you need.

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When the hall is in use;

All emergency exit lights should be on. Each light has its own local switch adjacent to it.

Seating

All tightly packed seating must be interlinked in not less than 4 but not more than 14. Cable ties can be made available upon request. Gangways not less than 1100mm (44in.) wide must be maintained leading directly to the exit doors.

Heating

The heating controls for the main hall are in the cabinet adjacent to the door to the committee room. Those for the committee room are in the cabinet adjacent to the door to the kitchen. **See separate instructions for the operation of the heaters.**

Insurance

The Insurance Policy held by the Village Hall Committee includes cover for hirers' liability. Organisations, groups or individuals who hire the hall should ensure that they have any insurance cover they need. Details of the cover available under the hall policy are available on request (see contact numbers below).

Food Safety

Users and hirers of the hall should ensure that they understand and meet the requirements of the food safety regulations. An advisory note will be found on one of the notice boards.

This note is intended to offer help. It does not give details of food safety legislation.

General Safety Policy

Users and hirers of the hall should ensure that they understand and meet the requirements of the health and safety regulations. An advisory note will be found on one of the notice boards. **This note is intended to offer help. It does not give details of health and safety legislation.**

Policies on Equal Opportunities and for the Protection of Children and Vulnerable

Adults

A copy of this policy is displayed on the notice board in the hall corridor. Users of the hall are expected to abide by these policies.

Contacts

In the event of difficulty please contact;

Fiona Ireland – (01728) 649016

Lindsay Potter (01728 648146