



EDITH BANKES MEMORIAL HALL

HIGH STREET, NORTHOP.
REGISTERED CHARITY NO. 217747
ebmhnorthop@gmail.com

Guidance for users of the hall

General

All users of the hall need to be aware of these guidance notes before they use the hall. They are to help you to enjoy the facilities of the hall in a safe and secure manner and to ensure that your actions do not impact on the use of the hall by other users. It is important to note the following: -

1. This hall is a charity. It is managed by volunteers (The trustees) on behalf of the community of Northop for the benefit of the people of Northop. The trustees receive no remuneration for their work.
2. The money to run the hall comes from hiring the hall and fundraising with a small maintenance grant from Northop Community Council.
3. We do not employ a full-time cleaner or caretaker
4. We offer very competitive rates for using the hall. We are able to do this because we do not have full time employees but we do rely on our users to protect the facility and leave the hall ready for the next user.
5. Please note that as the hall is in a residential area. All events must end by 10.30pm. Please respect the residents in the area and ensure that your actions to do not adversely affect them.
6. The hall does not have a Television License.

Recycling. All hall users are required to recycle as much material as possible.

Recycling procedures are the same as domestic recycling in Flintshire.

No recyclable waste to be placed in the rubbish (black) bin. If there is too much for the bins, please take it home to recycle.

- Food waste - in the small green bin. Spare bags are in the cupboard
- Plastic and cans - bin in the kitchen, grey bag on wall by kitchen door
- Paper and cardboard - blue bag on the wall by the kitchen door

Leaving the hall

All hall users are expected to leave the hall clean and tidy and ready for the next group.

If it is not clean and tidy when you arrive, please contact us.

As you leave, please ensure that: -

- All lights are turned off (including the toilets)

Windows and doors are closed

The responsible person.

All users are required to identify a "Responsible Person" who: -

- Must be present at all times or nominate another person to carry out the role
- May (but doesn't have to) be the same as the contact person.
- Ensures the safety of the users of the hall while the group are using the hall
- Is responsible for ensuring that the hall is left in suitable condition for the next user.
- Should be aware of arrangements for unlocking and locking the hall
- Should read these notes and complete and sign the booking form for the use of the hall

Step 1 – Before the event - Familiarise

The responsible person is the person who in the event of an emergency will be responsible for ensuring that appropriate action is taken e.g., evacuation of all persons. They: -

1. Should be familiar with layout of building including: locations of toilets including facilities for disabled, fire exits, First Aid Box, fire extinguishers and fire blanket, evacuation procedures, sources of ignition (actual and potential) and how to contact emergency services (dial 999 from mobile phone. Note – Pressing the break glass point does not automatically call the fire brigade).
2. Should be familiar with where the isolations for the electrical and water supplies are (see plan of building)
3. Should contact a member of trustees if there are problems with the building (contact details below)
4. Make arrangements for opening and closing/locking the hall

Step 2 – While the group are in the hall - inform, monitor and act: -

At the start	<p><u>Emergency Arrangements</u> Keep a register of all persons present if practical. Make sure that everybody is aware of the emergency exits, the manual break glass points and the assembly point which is next to the notice board near the front gate. Smoking is not allowed inside the building (note – smoking is not permitted within 5 metres of the doors to prevent smoke entering the building) Advise that the first aid box is in the kitchen</p> <p><u>General Arrangements</u> Advise where other facilities are to be found e.g., toilets Ensure that any of the group's own equipment is safe and used in accordance with manufacturer's instructions, particularly electrical equipment.</p>
Monitor and maintain vigilance	<p>Look for sources of fire (NB – naked flames such as candles are not permitted) Look for other activities that can cause harm to persons Ensure fire exits are clear at all times Ensure that food hygiene requirements are met Ensure that any liquid spills are cleared up immediately</p>
Act if required	<p>If action is required the responsible person must facilitate the action e.g. raise alarm and evacuate the building, seek first aid, call emergency services. Contact a member of the hall management if required (see list below)</p>

Step 3 - After the event – check, clear and close:

Clear	<p>Make sure that all hall equipment is returned to its appropriate place and chairs are not stacked more than 8 high. The trolleys provided for moving chairs should be used. Ensure tables and other surfaces are wiped down; and stacked on the trolleys. Remove your own equipment and materials. Please use the waste and recycling facilities provided. If you have bulky waste, it is helpful if you take it home, we have limited facility for storing and removal of waste. Avoid leaving food waste outside the hall as it can attract vermin; take it home if you can. Check the hall for litter or other material that may have been spilt (NB – brushes, mops, bucket are available in cleaning cupboard near the kitchen)</p>
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Check	That all taps, lights and other electrical equipment are turned off, especially the toilets.
Close	Close all doors and windows. Lock outer doors and return keys, report you have left the building or other agreed procedure (see Step 1 Item 4). Report any problems that have occurred

Additional notes

- In order to keep the hall secure users are requested to ensure that doors are firmly closed when they leave. It may be necessary or desirable for your own security for the outer doors to be locked while you are in the hall especially during the hours of darkness.
- There are electronic locks on two of the doors that activate about 9.00pm. These release automatically as somebody approaches from the inside. There is an additional release button by the doors.
- Electrical equipment used in the hall must be PA Tested.
- Users are reminded that whilst we provide a kitchen facility the responsibility for maintaining a healthy working environment remains with the user.