

ESCRICK & DEIGHTON VILLAGE HALL

General Information for hirers

We hope you are looking forward to your event in our hall.

This document contains important and helpful information, please take a few minutes to read.

We've grouped information into three sections:

- [Safety](#)
- [Facilities and how to use them](#)
- [Leaving the hall at the end of your hire.](#)

Safety

As the hall is unstaffed, hirers are responsible for the safety of their guests.

This includes undertaking a risk assessment for your activities, and complying with the safety guidelines and requirements for any equipment used (e.g. bouncy castles).

Fire safety

You must familiarise yourself with the [fire safety instructions](#) at the end of this document.

First aid

A first aid box is located in the kitchen.

Please notify us if you use it, so that we can ensure that it is replenished.

Accident reporting

A QR code for our online Accident Book is located in the kitchen. Alternatively, paper forms are kept in the Premises Manual located in the kitchen.

Kitchen

Children must be supervised at all times in the kitchen.

Smoking

No smoking, including the use of electronic cigarettes, is allowed in the building. You must ensure that anyone wishing to smoke does so outside (away from the doors and windows) and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

Facilities and how to use them

In addition to this summary, a “Premises Manual” is located in the kitchen which contains further information about the facilities, and regulatory documents.

Heating and ventilation

The building has central heating which is linked to the booking calendar.

Rooms will be heated at the times they are booked, along with a pre-heating period to bring the room to temperature (duration based on the weather forecast).

Guests are welcome to adjust the temperature during their hire using the electronic wall thermostat in the main hall or pre-school room, or using the electronic radiator thermostat in the committee room (instructions are displayed in the kitchen). It will revert to the timer settings after 90 minutes.

The main hall also has a ventilation system to draw in fresh air from outside. Instructions are displayed in the kitchen.

Hot water

Hot water is heated automatically by the central heating. There are temperature regulators on the outlets in the toilets. Please do not use the immersion heater switch in the kitchen.

Wi-Fi

Wireless internet access is available. The network name and password are displayed on the noticeboard outside the kitchen.

Sound system & disco lights

The main hall has a built-in sound system, with Bluetooth connectivity.

Switch the system on using the button on the side of the cabinet.

After a few seconds you should be able to connect to a Bluetooth device named **DM04**

Adjust the volume using the controls on your device.

The disco lights can be switched on/off by the switch on the PA system cabinet. They respond to the music. Do not try to change any of the settings on the lights.

Please ensure that you switch off the system after use.

Sound limiter

Our licencing restrictions require that doors and windows are kept closed when amplified music is being played.

The hall is also fitted with an automatic sound limiting device. If sound levels exceed the permitted level, an orange beacon will illuminate on the ceiling. If sound levels are not reduced within a few seconds, the power supply to the hall is disconnected. It will automatically reconnect after 30 seconds if sound levels have reduced to acceptable levels.

Kitchen

The kitchen has kettles, ovens, hobs, conventional dishwasher, commercial dishwasher, fridge/freeze, wine fridges and a microwave. There is a comprehensive range of glasses, crockery, and cutlery.

There is also a box of plastic plates and cups etc for children's parties.

Please ensure that all items are washed, dried and returned to the cupboards. If the dishwasher hasn't completed when you finish, please come back to put things away. If you've used the grill(s)/oven(s), please ensure that they are cleaned.

The commercial dishwasher must only be used by people trained to use it. It works very differently to a domestic dishwasher. Do not use the commercial dishwasher chemicals in the conventional dishwasher, and vice versa.

You are welcome to use our fridge/freezer during your hire, but please do not use milk or food stored in there by our regular hirers.

Instructions for the appliances are located in the Premises Folder in the kitchen, and on the kitchen noticeboard.

Cleaning

The following cleaning equipment and consumables are provided:

What	Where
Two vacuum cleaners (Upright & Henry)	Lobby cupboard
Mops & buckets (one for toilets, one for elsewhere)	Lobby cupboard
Floor and surface cleaner	Kitchen cupboard / Kitchen
Bleach	Kitchen cupboard
Dishwasher tablets	Kitchen cupboard
Blue roll	Kitchen
Washing up liquid	Kitchen
Bin bags	Lobby cupboard

Please observe the correct handling requirements for the chemicals. Further guidance and COSHH data sheets to deal with spills and incidents are available in the Premises Folder in the kitchen.

The lobby cupboard is unlocked/locked with the same key as the front door, and should be kept locked after use.

General

Bicycles are not to be brought into the building. There are anchor bolts on the wall outside to lock them to.

Pushchairs should ideally be left outside, or if necessary, on the entrance mat in the lobby.

Emergencies

In the event of an emergency please call the committee on 01904 313 919. This number will dial all available committee members, so should only be used in a genuine emergency.

Genuine emergencies include fire, burst pipes, power failure, inability to secure the premises, etc.

This number must not be used for booking requests/amendments. Short notice alterations to bookings or urgent hire requirements are not an emergency.

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End of hire

It is the hirer's responsibility to leave the premises clean and tidy ready for the next hirer. This includes the kitchen and other communal areas that have been used.

Cleaning consumables, mops and vacuum cleaners are available in the storage cupboard located next to the kitchen.

BEFORE LEAVING THE HALL, PLEASE CHECK THE FOLLOWING:

- ☐ All windows closed
- ☐ All internal fire doors closed
- ☐ Fire exit doors closed and latched
- ☐ All rubbish and recycling removed
(placed in appropriate bins at the side of the building)
- ☐ All rooms tidy and clean
(mops, vacuum, and consumables located in store cupboard adjacent to the kitchen)
- ☐ All chairs left as shown on the plan in the hall
- ☐ Any furniture from store cupboards returned to the store from which it was collected
- ☐ Kitchen floor mopped (if used)
- ☐ Crockery and cutlery put away (if used)
- ☐ Dishwashers empty (if used)
(you should return later/next morning if necessary)
- ☐ Wine-chillers switched off
- ☐ Tea-towels/tablecloths in laundry basket
- ☐ All lights off (outdoor lights can be set on a short timer using the switch near the main door)

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Fire Safety Instructions

Before the start of your event, you should familiarise yourself with these instructions, and the facilities on site.

Fire prevention

You must take appropriate steps to reduce the risk of fire:

- No naked flames are allowed on the premises without committee approval.
- No smoking anywhere on the premises.
- Never leave the hob unattended when in use.
- Keep items away from hot surfaces and heaters.
- Switch off equipment when not in use.
- Ensure other equipment has appropriate levels of supervision.

Evacuation plan

Hirers are responsible for maintaining a register of guests and to check evacuation of your guests.

You must ensure that the number of guests is appropriate for the configuration of your activities, noting that the maximum safe number of guests will often be reduced when activities and equipment are set-up on site.

Exit routes

At the start of your session you should check that fire exits are unlocked and not obstructed, and that fire exit routes are clear and free from trip hazards.

If doors need to be kept locked for safeguarding purposes, please ensure that the key is readily available near the door in case it is required, and where possible use thumb locks and push bars rather than mortice locks.

Location of emergency exits:

1. Main entrance door.
Use door handle to open.
2. Far end of main hall.
Push bar to open.
3. Carpark end of pre-school room (exit from pre-school room only).
Turn lock and use door handle to open

A clear passageway of at least 1.05m should be maintained at all times towards these exits.

See location of fire equipment and fire escapes attached.

Location of alarm points:

- Adjacent to each emergency door
- Press the centre of the call point to activate the alarm

Location and type of fire extinguishers:

Location	Type	Use
Main entrance door	Carbon dioxide (CO2)	Flammable liquids, live electrical equipment
	Foam	Paper, textiles, wood, flammable liquids
Kitchen	Carbon dioxide (CO2)	Flammable liquids, live electrical equipment
	Foam	Paper, textiles, wood, flammable liquids
	Fire blanket	To smother flames on cooker hob
Main hall fire exit	Carbon dioxide (CO2)	Flammable liquids, live electrical equipment
	Water	Paper, textiles, wood
Landing	Water	Paper, textiles, wood

On discovery of a fire:

- Activate the fire alarm using a break glass point
- Call the fire brigade by dialling 999, giving location of Escrick Village Hall, Main St, Escrick YO19 6LQ
- Please note triggering the fire alarm DOES NOT alert the fire brigade
- Evacuate the building to the assembly point (car park)
- Where feasible, switch off equipment and close doors/windows as you leave
- Contact the village hall emergency contact (see below)

On sounding of the fire alarm:

- Evacuate the building to the assembly point (car park)
- Where feasible, switch off equipment and close doors/windows as you leave
- Contact the village hall emergency contact (see below)

Assembly Point:

- The assembly point is located at the far side of the car park

Responding to a fire:

- Only attempt to tackle a fire if you have appropriate training and it is safe to do so
- Pay attention to the appropriate type of extinguisher to use

Re-entry to the building:

- Only re-enter the building if you are satisfied that it is safe to do so
- Be aware that the fire alarm may have been triggered by a fire outside of the public areas, such as in the loft or plant room.
- If in doubt, await the fire brigade's assistance

Fire exit and equipment locations

