



User's guide Booklet for the safe use of

Cotton Village Hall



Cotton Village Hall
Blacksmith Road
Cotton
Stowmarket
Suffolk
IP14 4QN

About the hall

The Village hall runs as a charitable trust, for the village of Cotton. The Village Hall Committee is an elected body of volunteers from the village who responsibility is to manage and maintain the village hall. It is situated in Blacksmith Road approximately a quarter of a mile along from the junction with the B1113 (Stowmarket to Diss Road). It is backed onto by a large playing field that has a junior size football pitch; fully equipped children's play ground and grassed playing area. The playing fields are dog friendly though a strict anti fouling policy is implemented and enforced.

Contact Details

Mr. John Doherty

Address: Garden House, Broad Road, Cotton, Stowmarket, Suffolk, IP14 4ND

Telephone: 01449 781083. Email: jandoh@cotton60.fsnet.co.uk

Booking Officer - Ann Doherty: 01449 781083

Cotton Village Hall Committee

Chair:

Mr. John Doherty. Telephone: 01449 781083

Vice Chair:

James Collins

Treasurer:

Jenny Hanlon: Telephone: 07723 347 200

Secretary:

Ann Doherty. Telephone: 01449 781083

Committee:

John Doherty

James Collins

Jenny Hanlon

Ann Doherty

Pauline Scruby: Telephone: 01449 781732 (shop)

George Stringer: Telephone: 01449 781374

Ines Flynn: Telephone: 01449 766413

David & Joyce Vincent: Telephone: 01449 781529

Barbara & Fred Brigs: Telephone: 01449

Hall Details

Hall Capacity

- Main hall 76 Sqm
- Annex 28 Sqm
- Combined 104 sq m (with partition pulled back)
- The hall can seat at tables 70 persons
- Audience seating 100
- Standing 150

The kitchen has new modern facilities having a fridge/freezer, 5 ring cooker 2 ovens, and a grill, crockery and cutlery for 70 persons, with hot and cold running water, along with considerable working and serving surfaces that can double up as a bar.

The main hall has a stage along with light weight stacking tables and chairs.

The Car park has a hard stand that will take twenty five cars and an over flow on the grass for another 60.

The hall has electric heating that is charged for with the hire of the hall

The current hire fee is £5-00 per hour in the summer June 1st to August 31st & £6-00 per hour September to May. There is a reduced for rate an all day hire and regular bookings

Conditions of Hire

The hall is checked after every hire and a penalty of £25:00 will be charged for any heating left on and £5:00 for any lighting and £5:00 for every rubbish bag that is not disposed of.

The hirer of the hall will give a named person from the organisation/ individual who will be responsible for the implementation of these rules.

Water

For safety reasons the water supply is turned off after each event by the hirer. The stopcock is situated under the urinal in the gent's toilet. The hot water is supplied via two electric heaters one in the Ladies toilet and the other by the sink in the kitchen; all electrical appliances must be turned off at their 13-amp socket (wall socket) at the completion of the hire

Heating

Heating is by electric heaters in the ladies toilet, fan heaters in the kitchen and annex the switches for these are located by the fittings. There are ceiling mounted heaters in the hall and lobby the switches for these are on the back wall of the stage

Electric supply

The fuses and meter is located in the cupboard on the back wall to the stage, in the event of a power cut disconnect any electrical equipment being used and reset the trip switch. If the reset switch fails to hold do not attempt to rectify the fault but contact John Doherty on 01449 781083.

Fire prevention

When setting out chairs and tables, care must be given to allow clear passage to the signed fire exits. There are water extinguishers are sited at all fire exits and a powder one in the kitchen

First aid

No first aid equipment is supplied and first aid requirements are the responsibility of the hirers

Facilities

You are welcome to use any of the equipment in the hall (e.g. Table Tennis) as long as you have notified the booking officer

Cleaning

Every attempt is made to keep the hall in a good state of cleanliness and the hirer is required to leave the hall as found. Cleaning equipment is located in the cupboard outside the disabled toilet. Bags of rubbish must be placed in the appropriate wheelie bin (general and re-cycled) Bottles and extra bags must be disposed of by the hirer.

All users are required to abide by the user guide booklet and sign to agree compliance.

The committee operates a health and safety policy that seeks to provide a safe and environment for all its hirers/users

All statutory requirements for public health and safety are reviewed and implemented in accordance with local government recommendations. Risk assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated.

A Record of all H&S issues are kept and available for inspection on request An accident report form and a H&S form are both available in the lobby.

User groups provide a key role in maintaining this health and safe environment by operating in a way that does not lower our H&S standards. The policy statements below seek to support user groups in maintaining this standard and the user nominated person is required to sign an acknowledgement of their responsibility to this policy- as part of their hall booking contract. They or their representative is then responsible for the H&S of the group during their use of the hall facility.

Any Point can be queried with the Hall's booking officer whose word is final.

Health & Safety

1. The user is responsible for calling the emergency services in the event of an emergency. Use a mobile phone to dial 999 or 112 which will contact the emergency services. If required a phone box is situated outside St Andrews Church, Church road Cotton.
2. The entire building is no smoking at all times
3. No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances can be used. No hazardous substances shall be brought into or used in any part of the premises. No internal decorations to be used. No hazardous substances (as regulated by COSHH) to be used or stored in the hall. No highly flammable or a combustible nature brought into or around the building
4. The hirer must report all accidents involving injury to the public to the bookings officer as soon as possible and complete an "Accident Report Form" Any failure of equipment belonging to the village hall or brought in by the hirer must also be reported as soon as possible

Regarding safe evacuation of the Hall in the event of Fire

1. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times so as not to impede emergency evacuation. All fire doors are marked as such and under no circumstances must they be wedged open. The hirer must check that all exits are unobstructed-this includes checking that emergency exits are unlocked and function as intended.
2. Fire drills are not regularly practiced.
3. In the event of an outbreak of fire however slight, the building must be evacuated immediately fire extinguishers are provided to assist in clearing a path for emergency exits. The assembly point is the car park beyond the village sign and swings.

Regarding the use of the kitchen

1. Any hire intending to provide catering (beyond cold or hot drinks and proprietary packaged biscuits/cakes) should be aware they may need to satisfy food hygiene standards.
2. Please ensure all food is removed from the fridge.
3. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off
4. Users must remove or dispose of all food at the end of their booking. Bags of rubbish must not be left in the hall but be placed in the wheelie bins outside; the hirer is responsible to remove all excessive rubbish.

5. The kitchen and utensils should be left in a hygienic and usable state for the next booking. If the kitchen has been left in an unhygienic state by the previous booking it must be reported to the booking officer. While these standards are followed by the hall cleaner the hall does not arrange cleaning between each booking and the committee cannot be held responsible for the conditions of the kitchen from the previous booking.

Further General points

1. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practically to the booking officer.
2. In the event of a power failure- an emergency lighting supply is automatically triggered to illuminate exit routes.
3. The hirer must clear all liquids spills up immediately, to avoid people slipping.
4. No First Aid box or qualified First Aider is provided by the hall facility. Users are advised to consider and resolve their own First Aid requirements.
5. Children must be supervised at all times.
6. Care must be taken when using the stage as the sides are all open and this could cause possible falls.
7. Do not use the tables and chairs to access heights steps are provided and stored in the chair store
8. Care must be taken when erecting and dismantling the folding tables and moving furniture about the hall, chairs must not be stacked more than six high.
9. Users are responsible for the safe operation of all equipment they bring to the hall All electrical equipment must be used in a safe manner in accordance with electric regulations
10. Any questionable defected electrics must be reported to the booking officer
11. Any user who requires to use an extension leads must make sure they do not create trip hazards across path ways and open spaces.

Arrival Check list

1. Turn on only lights required.
2. Turn water on at stopcock under the urinal in the gent's toilet.
3. If required turn on water heaters on in the Ladies Toilet and the Kitchen
4. If required turn on the heating in the ladies toilet, annex, kitchen, Lobby and the main hall
5. Open window as required.
6. Keep all passageways to all exits free of obstacles.
7. Chairs are located behind the stage through the right hand door.
8. Tables are in the lobby and annex.

Departure Check List

1. Re stack Table and chairs in the store and lobby 7/8 tables per trolley. Chairs no more than 6 high.
2. Close all windows and external doors
3. Turn off all heating in main hall, lobby, annex, kitchen and toilets.
4. Turn off the water heaters in the kitchen and ladies toilet.
5. Turn water off at stopcock in Gents toilet
6. Turn off all lights
7. Walk around the hall checking no lights are left on and all windows are closed
8. Remove all rubbish to the appropriate wheelie bins
9. Press time lag button over the light switches in the lobby this will give you up to two minutes of light to lock the main door.