

INSTRUCTIONS FOR USING APPLETON PARISH HALL

A condition of hiring Appleton Parish Hall is that the group leader is responsible for fire safety during the period of hire. A copy of the fire risk assessment for Appleton Parish Hall together with a floor plan of the hall is on the kitchen noticeboard. In addition, Fire Evacuation Notices have been placed in the Main Hall, Small Hall, Kitchen and Lobby. As a Parish Hall User you have a responsibility under the Order to safely evacuate all attendees under your control. Please ensure all of your Members and/or Guests are aware of the above documentation, the Emergency Exits and the availability of firefighting equipment at the start of every session. You are also responsible to conducting your own fire drills and keeping a record of these.

By hiring the hall, you accept responsibility for your group's fire safety and for undertaking regular fire drills for your group. This is now a condition of hiring the hall from immediate effect and the invoices will be amended to show that this is now a condition of hire. The Parish Council will require you to sign a declaration to state that you have carried out fire drills and will require proof that you have undertaken a fire drill on a regular basis. A practice fire drill should be carried out at least twice a year, during these drills the fire alarm should be operated by a designated member of the user group.

The Parish Hall has been now fitted with a fire detection and alarm system and this is now fully operational. Red manual call points have been fitted to all fire doors (the main entrance, kitchen and fire doors in the main hall). Instructions on how to operate this new fire system are below; Please note the operating instructions and log book is kept in the small hall above the fire panel).

To test the system; On the red fire alarm box press the black alarm key, this will activate the alarm. Reset by inserting the black fire key in the base of the unit and turn. Go to the main control panel in the small hall, enter the three-digit code – 123 press Silence Alarms put the black plastic key in the base of the red alarm box and turn it towards you, this will reset the box. When the alarms stop then press system reset.

At the start of every session the group leader must state the following;

If you discover a fire, alert all present, evacuate by nearest emergency exist, report to assembly point on front lawn, call 999 as soon as possible, do not enter the building unless authorised to do so. If you hear the fire bell, proceed to the assembly point. Fire exits are located at the front entrance doors. Kitchen door and fire doors in the main hall. The fire assembly point is the lawn in front of the Co-op. Any wheelchair users must be escorted out of the Parish Hall by the group leader.

As a Parish Hall user, you have responsibility for the Health & Safety of your group and it is your responsibility to ensure that you have your own public liability insurance cover. You will not be covered by the Parish Council's insurance.

- Defibrillator code is Code 0159√ which is the standard code used by the NW Ambulances.
- The Parish Hall is situated in a residential district and it is essential, therefore, that its use should not cause any nuisance to nearby residents e.g. parking and noise.
- It is expected that proper care will be taken of all equipment and that the Hall will be left in the same condition as found.
- It is emphasised that no one must interfere with the lighting or the heating equipment. Please ensure thermostat in Main Hall is put back to 15 degrees centigrade when leaving. In cold weather, grit stored in "Electricity Room" off kitchen for sprinkling over paths around Parish Hall.

- In case of need, please note there are 3 stop water taps – one in the ‘electricity room’ off the kitchen near to the floor below all the switches, one in the gents toilets under the sink and one in the first cubicle in the ladies toilets.
- Please note that only the socket on the stage must be used for amplifiers and not the other sockets in the body of the hall. All Parish Hall user’s electrical equipment must be maintained in order to prevent danger.
- Any breakages/damage/items not working please advice the Caretaker.
- Check list for using the Parish Hall -
 - Lights (storeroom cupboard - light switches).
 - Only use the cords to either side of the stage to open / close the stage curtains
 - Sound system is switched on/off by switch to the rear of the stage and left operable for other users with the hand microphones switched off (batteries to be provided by Users).
 - Shutter - You will find the switch on the wall inside the men’s toilets/accessible toilet.
 - Do not stick posters/balloons etc to paintwork.
 - Chairs/tables in storeroom. The chairs should be stacked carefully as detailed – upholstered chairs not for ‘play’ parties - and the tables should be folded away. Please do not drag the chairs/tables across the hall floor. Please use non-marking soles.
 - Leave hall and kitchen clean and tidy. Brushes and dustpan in storeroom cupboard.
 - Turn oven/hob off and hot water boiler off.
 - Remove all food from premises (check inside fridge and oven).
 - If you or your caterers provide food, please ensure any food is disposed through the waste bin and not down the sinks plug holes – the drains often are clogged over the Christmas festivities period.
 - Check all windows/doors are closed and locked; please check toilets.
 - Lock kitchen door and return key in post box if necessary.
 - Accident Book with First Aid Box – All users should have a nominated First Aider. Nominated First Aider is responsible for calling emergency services. Mrs. Catrin Middleton, Caretaker/Booking Secretary is the nominated First Aider for the Parish Hall.
 - Large wheelie bin outside for hirers’ use and recycling bin in kitchen.
 - Door Bells installed at front doors and at fire doors.
 - All internal fire doors should be closed upon leaving.
 - Children must not be left unattended at any time on the premises
 - Please let us know if you have any security concerns. Do not leave your possessions unattended.
 - Smoking is prohibited throughout the Parish Hall, including the use of electronic cigarettes.
 - Please do not enter any areas or touch any equipment or machinery unless authorised by your host.
 - Appleton Parish Council will accept no responsibility for articles left on the premises.

Emergency out of hours; 07856067783