

# CORFE CASTLE VILLAGE HALL

## Risk Assessment Report

Any person or group or organisation intending to use the hall are responsible for carrying out their own Risk Assessment, based on their own needs, before using the hall.

This report is to highlight any issues that users should be aware of and the do's and don'ts of using the hall.

### **Conditions of Hire**

1. During the period of hire, the hirer is responsible for the supervision of the village hall premises and its contents. This includes the supervision of the village hall car park.
2. The hirer shall not sub-hire or use the premises for any unlawful purpose, nor allow the consumption of alcohol without written permission.
3. The hirer shall be responsible for obtaining such licenses as may be needed.
4. The hirer shall be responsible for any damage that occurs during the period of hire.
5. The hirer shall give 2 weeks' notice of cancellation of hire or a minimum of £20 will be charged. We reserve the right to charge/retain up to 50% of the booking fee for bookings cancelled within 1 week.
6. At the end of the period of hire the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured. As a minimum, floors are to be swept (and mopped if necessary) and tables/work surfaces to be left clean.
7. The committee reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a full refund of any deposit paid.
8. A £60 returnable deposit is required for all bookings, to be returned if the hall is left clean, tidy and undamaged.
9. The hirer shall note the Village Hall User's Guide and Conditions of Hire notices, located on notice boards in the village hall, and will be responsible for complying with all points therein.
10. All rubbish and jumble to be removed by the hirer. Kitchen waste only to be left in the blue wheelie bin; if this is full then the waste is to be removed.
11. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
12. The field behind the hall is the property of Dorset County Education Committee. Anyone wishing to use the field and/or the car park should apply to the School Governors, Corfe Castle VC C of E Primary School, Corfe Castle. (01929 480428)
13. If music is played in the hall, then the sound level must be reasonable to respect the privacy of nearby neighbours. At any event, music must cease by 11pm. The hall must be vacated by midnight latest, by which time the hall must be left, clean, tidy & undamaged.

**PLEASE NOTE :-** Possible Health & Safety risks are highlighted in ***BOLD ITALICS***

### **Car Park**

The car park is only for the use of hall or library users.

There is an agreement with the school for parents to be able to park briefly while dropping off or picking up children from school, but only when the hall is not in use.

NO ONE else has any right to be parking in this private car park.

### **External Access**

There is one Disabled parking space in the car park that is shared with the library.

The main approach to the hall is down two shallow steps.

There is ramped access from the car park to the main doors to the right (south) of the building.

***NOTE :- In heavy rain this access route has been known to fill with water but clearing the grating to the gully situated near the corner has always resolved any problem.***

### **Rear Terrace**

The two patio doors in the main hall open onto a small terraced area.

***NOTE :- The paving slabs are very uneven so use the terrace at your own risk.***

There are lights controlled from the main hall lighting bank.

Please double check that these lights are turned off after use as they are out of sight.

The field is not the Village Hall's and access to it is NOT included in the Hall Hire contract.

### **Meter Cupboards**

Gas and Electricity meter cupboards and shut off valves are located on the external south end wall.

### **Door Access**

The key to the front door is located in the key box to the right of the doors.

The CODE is changed regularly and will be notified to you on booking.

The key MUST NOT be taken into the hall.

It must always be left in the box after opening the doors to avoid it going missing.

The combination MUST be changed from the correct code whenever the key is replaced in the box, to prevent the code becoming known to any casual observer.

### **Fire Precautions**

There are no Smoke Detectors in this building.

***Note :- There are no Carbon Monoxide detectors in this building.***

There are Fire Escape doors from the main hall at each corner.

***Note :- The thresholds of these escapes are not level and have steps. Therefore, any disabled persons may need to be assisted out of them.***

The patio doors are not intended to be used as Fire Escapes.

If the whole hall is in use (main hall and committee room) then the committee room door marked '3' should be kept unlocked as an additional means of escape.

BUT please ensure that it is relocked after use.

The key to door '3' is located in the key box behind the kitchen door.

Fire Extinguishers, which are serviced annually, are provided around the building.

If any of them are discharged during the user's occupancy then the Booking Clerk must be informed.

### **First Aid Box**

There are two First Aid Boxes situated in the kitchen with limited contents. The user will need to assess whether those contents will meet their own needs.

## **Doors & Windows**

The keys to the patio doors and windows are located in the key box behind the kitchen door. Please ensure that they are all shut and locked after use.

## **Heating**

There is no heating in the kitchen, lobby or toilets.

The heating in the Main Hall and Committee Room is by gas heaters.

These are controlled by a central controller in the Committee Room.

The Timer Settings must not be altered without permission.

The Timer setting will heat the hall daily between 10am-12noon; 2pm-4pm and 7pm-10pm.

If any additional heating is required while the hall is in use then the BOOST button can be pressed to give an additional hour of heating. This will need to be pressed again after each hour if required. It cannot be pressed multiple times at once.

The controls on the individual heaters **MUST NOT BE ALTERED** without prior consent.

## **Lighting**

The car park is lit by security lighting mounted on the library and Village Hall activated by motion sensors.

On exiting the building and locking up switch off the two switches by the main doors and press the round Timer button. This will then allow the external porch light to be activated for sufficient time to lock the doors and replace the key in the box.

The Toilets light switches are located just inside the kitchen door.

Check that these switches have been turned off before leaving.

Spare light bulbs for the toilets can be found in the cupboard above the plate warmer.

The Hall lights all operate from the main bank of switches by the main doors.

There is a lighting plan on the noticeboard nearby to assist in providing a variety of lighting.

The lower switches on this board operate lights on the rear Terrace.

There is a light switch by the door at the far end of the Committee Room that operates the attic light. Please **DO NOT** turn this on.

## **Water**

There are isolator valves under each tap.

If access to any is not possible (i.e. locked cupboard) then the main stop cock is located in the entrance drive way to the car park near the main road.

## **Hot Water**

Hot water for tea / coffee is provided by an instantaneous electric heater located by the hatches.

This needs to be turned on at least 20minutes before use.

Hot water for the kitchen sinks is provided by an instantaneous gas heater.

This should fire up whenever a hot tap is turned on.

The main kitchen sink tap may need to run for 30seconds or more to achieve this.

If it still fails to ignite the boiler turn on the hand basin tap under the boiler as well till the boiler fires up.

*Instructions can be found in appendix A*

Hot water for the toilet basins is provided by an electric immersion heater located in the Gents toilets.

The use of electric kettles should be avoided as much as possible, and is done so at the users own risk.

## **Cooking**

Cooking is by a commercial gas cooker oven and six burner hob which is serviced annually. Instructions for the operation of this cooker can be found on the wall beside the boiler. This is NOT A DOMESTIC cooker and therefore might not react as you expect. The doors must be slightly lifted to ensure they shut properly. We recommend that the oven be pre-heated at least half an hour before use. Children must NOT be allowed to use the cooker without constant adult supervision. *Instructions for use can be found in Appendix C.*

## **Fridge**

This will need to be turned on when needed. Please ensure that the fridge is left empty, clean, switched off and the door hooked open after use.

## **Microwave**

Please ensure that the unit is unplugged after use.

## **Plate Warmer**

There is an electric plate warming cupboard available next to the kitchen door. Please ensure that this is switched off after use.

## **Catering**

Larger events can use the additional catering equipment (cutlery, plates etc.) located in the large white doored cupboards at the end of the committee room, but these will need unlocking by arrangement. Glasses are located in the kitchen cupboard by the fridge.

## **Breakages**

Please report any breakages to the Booking Clerk.

## **Report Book**

There is a report book in the kitchen in which you can write comments about anything that might need fixing or sorting out.

## **Cleaning**

Vacuum cleaner, brooms, mop & bucket, dustpan & brush are located in the grey steel cabinet in the committee room.

Additional cleaning materials can be found in the cupboard under the sink.

The padlock is only there to prevent young children gaining access. The code is 0-0-0.

ALL USERS are expected to leave the hall clean and tidy as listed below. If you are unable to do so you must inform us.

- Sweep the floors, and mop them too if needed (especially if damp weather has led to muddy footprints or wet grass on the floor).
- Wipe down all surfaces, both in the kitchen and the tables in the hall.
- Check that all the toilets have been left in a reasonable state (e.g. no litter left on the floor and any dirty nappies removed).

## **Rubbish**

Empty bins throughout the building and remove all other rubbish from the premises.

There are flip top bins located in the kitchen and main hall.

Spare black liners can be found in the cupboard under the kitchen sink.

Please put full sacks in the BLUE BIN located by the sheds to the south of the building.

The Black bin is only for overflow use.

NEVER leave any sacks or items on the floor by the bins.

There are no recycling bins available apart from the clothing bank.  
Take any excess rubbish away with you.

### **Attics**

There are attics located in the Committee Room and the Store Room.  
These are NOT TO BE ACCESSED by other than authorised personnel or under supervision by authorised personnel. (e.g. committee members)

### **Tables & Chairs**

These should always be returned to their normal positions after use.  
There are photos on the notice board between the main doors and kitchen hatch for guidance.  
Chairs should not be stacked more than six high.  
Large tables must be carefully stacked in the table trolley and secured by the straps provided.

### **Staging**

There are a number of Sico folding staging units available for use which are serviced annually.

If you have never used such equipment you must request some prior instruction.

You may use this equipment, but entirely at your own risk.

**Note :- There are no safety edge rails available.**

The main staging units come in two heights.

Three units can be set at 600mm or 800mm in height.

Three units can be set at 800mm and 1000mm in height.

The highest positions of each unit will need the folding legs fully opened.

The two stair units should be moved using the drop down wheels and NOT dragged.

The handrails to these step units can appear wobbly but you must ensure that the locking screws are tight before use.

If you remove the handrails, you do so entirely at your own risk.

### **Brown Screen Curtains**

There are four mobile curtain screen units available.

Height adjustments MUST NOT be attempted without prior agreement and instruction.

If moving them, the feet must always be at right angles to the curtains.

### **Film Screen**

There is a folding film screen available in a long wooden box located on top of the white cupboards at the end of the Committee Room.

*Instructions for use can be found in Appendix B.*

### **Piano**

There is a Clavinova electric piano available for use by prior arrangement.

This is located in the large wooden box beside the main hall doors.

It is padlocked to the walls and must not be moved without prior arrangement.

### **Ladders**

Ladders are available in the Store Room in the North West corner of the hall.

These must be used with due care and attention and entirely at your own risk.

The key to the store room is located in the key box behind the kitchen door.

### **Notice Boards**

There are various notice boards around the hall.

Some are for specific use of certain regular users. (e.g. Rainbows, Brownies, Youth Club)

ONLY posters relating to Village Events will be permitted.

## **General Problem Contact Numbers**

Booking Clerk	Carole Speed	480810
General problems	Peter Smith	480109
	David Atkin	480483
Cleaning	Cheryl Thake	424290

## **Emergency Contacts Only**

Plumbing/ Heating	Tristian Howlett	480830
Electrical	A R Harris & Sons	424518
Drainage	Drain-Age 2000	481199

## APPENDIX A Kitchen Sink Hot Water

The water heater is situated above the side hand basin.

This is a fully automatic appliance that has NO pilot light.

In case of emergency the gas supply can be turned off by a tap located in the cupboard under the hand basin.

This tap **MUST NOT BE TURNED OFF** unless for an emergency.

There is an on/off dial switch on the left of the unit that needs to be turned to the I - position for ON

or

O - position for off

This can be left at the 'I' position without wasting any gas.

When the kitchen sink or hand basin tap is turned on the appliance automatically turns itself on.

A green light should appear on the right of the unit once the burner has ignited.

If a red light appears in the centre of the unit this may mean that the appliance needs to be 're-set' by pressing that red light (which is also a button)

If the green light fails to appear or the re-set process fails then please notify the village hall as soon as possible as the engineer will need to be called out.

*Clearly this means that it cannot be fixed the same day.*

Hot water is still available either from the hot drinking water unit by the hatch or in emergencies only, by heating kettles.

Hot water for the toilet hand basins is provided by an immersion heater located in the gents toilet above the hand basins.

## APPENDIX B

### Film Screen Instructions

The screen is kept in a long wooden box on top of the lower cupboard under the electrical fuse boxes at the South end of the committee room with a separate wooden cross-bar on top of that box.

Place the screen box on an opened staging unit or some tables with the catch facing the projector.

Swing out the stabilising feet from the underside of the wooden box to 90°.

Open the box lid and remove the two aluminium side poles from the box and insert them into the holes at each end of the box to form upright side supports.

Place the wooden cross-bar into the tops of the side poles with the brown stained face towards the projector.

Using the loop in the screens wooden top bar in the box carefully pull out the screen material until the screen top bar reaches the top cross-bar to the rear and the loop can be taken over the top of the cross-bar to loop onto the hook on the top cross-bar.

To remove any creases carefully lift the remaining screen roll in the main box and roll up any slack to tension the screen.

To tension the screen the bottom roll should be dangling within the main box.

Align your projector and the screen until the largest picture is obtained.

To pack up :- unhook the screen at the top and, with help, very carefully roll the screen back onto its main bottom pole till the wooden top bar is tight to the roll.

Then replace the screen roll back into the box with the wooden top bar tucked down beside the screen roll to the back of the box.

Dismantle the top cross-bar and side poles & replace the poles into the screen box.

Return the box and top cross bar to its original position in the committee room.



## APPENDIX C

### Cooker Lighting Instructions

1. Make sure both 'main switches' are on. (black/orange label)
2. Switch fan ON to full. (Nicotra (UK) Ltd)
3. Turn key to ON position – there will be a 'click' noise. (Gasguard)
4. To turn oven on, press & turn the oven knob (*far left*) then press orange button to ignite gas. Hold oven knob in for 10 seconds or so, to ensure the flame stays alight.
5. To close right hand oven door properly, lift it slightly as it shuts.

*Note – The oven is not as instant as a domestic cooker. Please turn oven on at least 20/30 minutes before using it to cook anything.*

6. To turn rings on, press in & turn relevant knob. Ignite manually with lighter & hold relevant knob in for 5 seconds or so, to ensure flame stays alight.

*Note – Ring knobs control the rear then the front rings starting from left.*

7. When finished with cooker, switch fan OFF and turn key to OFF position.
8. DO NOT REMOVE THE KEY!
9. Please return gas lighter to relevant cupboard for other users.

*Thank you.*