

## **INDUCTION**

Thank you for hiring Newick Village Hall. The Management Committee want your event to be successful, but should there be a problem with the fabric or fittings within the building, then this could impact your hire and be inconvenient. To avoid this happening, we would like you to have an understanding of the following and what to do in the event of a malfunction.

**ENTERING THE BUILDING** - Via the green door up the stairs into the Lower Committee room.

The light switches for the small committee room are behind the door on entry. There are two toilets located in this room and stairs leading up to a first floor committee room behind the door on the left. A key for the control of the disabled access doors at the front of the premises will be issued – the Caretaker will demonstrate their use.

On crossing the stage wings, located on the wall on the left as you cross, are the light switches for the main hall and stage – the Caretaker will demonstrate how to use these.

**KITCHEN - Fridge** – Ensure you store food at the correct temperature (see recommended temperatures at paragraph 10 of the full Conditions of Hire). Instructions on the use of the fridge are on the door

**KITCHEN - Hot Water Urn** – Instructions for use are on the wall by the Urn

**KITCHEN - Hygiene** – Ensure you leave the kitchen clean and tidy for the next user. Ensure all surfaces are cleaned with cleaning agent. Please bring your own washing up clothes / brushes and tea towels.

**KITCHEN - Oven and extractor fan** - the Caretaker will explain operation (manuals are in the right hand wall cupboard above the sink)

**STORE ROOM** – you will find various pieces of equipment for cleaning the hall.

**STOP COCK** – this is located in the first floor Committee Room almost under the window and labelled Stop Cock

**MAIN DOORS** – The automatic access disabled doors must be switched off and manually locked and bolted at the end of the hire. If your event is due to be attended by more than 50 people these doors must be unlocked and used as the entrance to the hall during your event.

**FUSE BOXES** – should a fuse blow you need to reset the trip switch. There are a number of consumer units in the hall (located in the first floor committee room, the stage, bar and chair store). There is a document in the right hand wall cupboard above the sink in the kitchen which advises what circuit is linked to each consumer unit. Instruction will be given

**FIRE** – be aware of fire exits, location of extinguishers and evacuation process – see map below

**BREAKAGES** – please report any breakages to the Caretaker

**CEILING AIR VENTS** – DO NOT open or close the air vents – the Caretaker will do this

**FIRST AID** - the First Aid box is located on the window ledge above the sink in the **KITCHEN**. The accident book is located on the kitchen lobby notice board. In the event of accident, please complete the Accident Book and notify the Caretaker. The Caretaker will then inform the Hall Trustees

**LEAVING THE BUILDING**

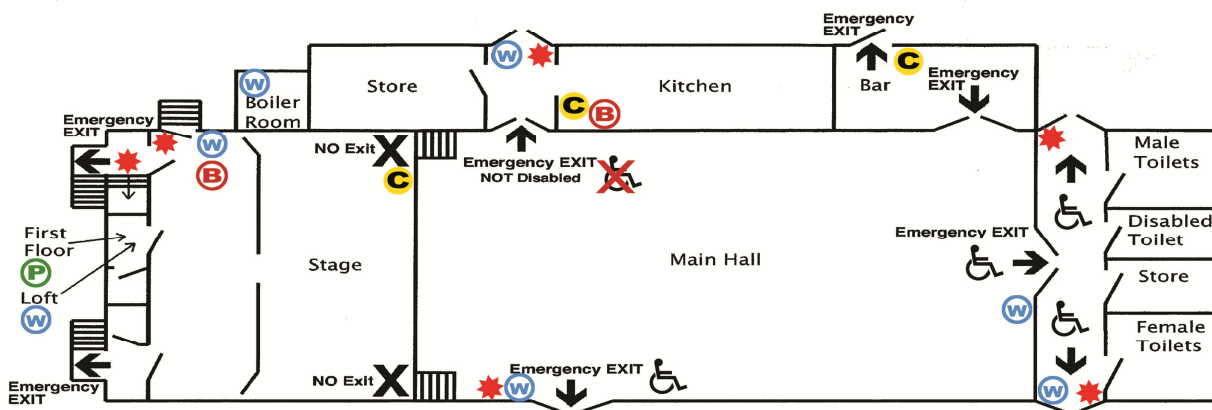
- Ensure that the building is left clean, sweep the floor and remove any rubbish
- Please re-cycle as much rubbish as can be recycled
- Check all windows and exits are secure
- Turn off all lights

**Security lighting to the rear of the hall and by the key entrance.** The main outside lights are controlled by a single switch that is in the lobby by the kitchen to the side of the double doors. For normal operation switching this switch “on” puts the lights ON, and switching it “off” puts them OFF. When you leave the hall during darkness there is a timer facility that allows the outside lights in the car park to remain on for a period of time about 10 minutes. With the lights ON, to activate the timer, simply toggle the switch OFF-ON-OFF within a few seconds, and the lights will be in automatic switch- off mode. The caretaker will demonstrate this function.

Any problems - please telephone the **Caretaker - Steve Courtman** 01825 721085 or mob 07976 809078. If Steve is unavailable ring Mike Berry (Treasurer) on 07530 139818

**Hall Map**

**Newick Village Hall**



- Diagram Key
- (B)** Fire Blanket
  - (W)** Water Extinguisher
  - (C)** CO2 Extinguisher
  - (P)** Powder Extinguisher
  - \*** Alarm Call Point

**Emergency Escape Plan**

I confirm that I have been given full briefing on the use/processes listed above and understand what to do should there be a failure/problem.

I confirm that there are sufficient public liability insurance provisions in place if a “public” event

I confirm I understand the instruction given.

Name .....

Date..... On behalf of.....

<b>INDUCTION CHECK LIST -</b>				
<b>Caretaker Steve Courtman 01825 721085 or 07976 809078</b>				
<b>ENTRANCE</b>		<b>MAIN HALL</b>		<b>MAIN ENTRANCE HALL &amp; TOILETS</b>
Enter through top stage door		Fire Exits		Front door - operation
Light switch to back stage meeting room		Ceiling air vents – <b>DO NOT TOUCH</b>		Electric door operation - key
		Fire extinguishers		Light switches
		Radiator operation		Fire exit
<b>UPSTAIRS MEETING ROOM</b>		Exit Lights		Fire extinguishers
Light switch to room				Storage room & light
Back of building outside switch		<b>BAR</b>		Disabled toilet – baby changing mat
Fire exit		Light switches		
Electricity Board		Cooler		
Stop Cock		Fire extinguisher		
		Fire exit		
<b>BACK STAGE MEETING ROOM</b>		Hot water (from kitchen)		<b>INSURANCE</b>
Toilets		Glass washer		“Public” event? Y/N
Fire Exit		Fridge		PL Insurance?
Fire extinguisher		Padlock		
Fire Blanket				<b>Accident book – notify Steve Courtman</b>
<b>STAGE</b>		<b>KITCHEN</b>		<b>CAR PARK</b>
Main hall light switches		Light switch		
Fire extinguisher		Fire extinguisher		Left Tidy and free of rubbish
Curtain operation		Fire Blanket		
Small tables and chairs		First aid kit		
		Cooker and extractor fan operation		
<b>KITCHEN LOBBY</b>		Hot water Urn operation		
Table storage & broom room		Every day crockery		
Outside lights		Fridge		
Fire exit		Hot water		
Fire extinguisher		Independent fused power plugs		
		Hygiene - cleaning		
		Rubbish		
<b>ON LEAVING THE BUILDING</b>		<b>AT THE END OF THE HIRE PERIOD</b>		<b>EMERGENCY</b>
All windows securely locked		Leave the Hall CLEAN & TIDY		Implement emergency plan
All doors securely locked		Tables cleaned and stacked away		Contact Caretaker Steve Courtman – 07976 809078
All lights turned off		Chairs stacked away		
Disabled automatic doors turned off and locked		<b>BREAKAGES REPORTED TO THE CARETAKER</b>		