

## EMERGENCY PROCEDURES

There are copies of the emergency procedures in the main hall and in the entrance.  
This includes a plan of the hall showing the location of fire exits, fire doors and fire extinguishers.

## FIRE PRECAUTIONS

**NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS (PARTICULARLY DECORATIONS) ARE ALLOWED IN THE HALL.**

**NO DECORATIONS ARE TO BE TIED TO LIGHTS, THE HEATERS OR STUCK ON THE WALLS/ROOF .**

**NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL.**

You should point out the location of the fire exits to your guests/other users of the hall before any event begins.

Emergency exit signs must be switched on at all times.

You must ensure that fire exits are not blocked or obstructed at any time both inside and outside the hall in the car park.

## ELECTRICAL EQUIPMENT

### ELECTRICAL SOCKETS

If the lights fail, the associated LCD will trip, the RCDs for the electrical sockets are all in the power cupboard in the entrance marked DB1. Power to the Kitchen is marked DB2.

They can be reset if necessary.

Any electrical equipment bought into the hall must be in good condition and used in a safe manner. Do not attempt to use or repair damaged or faulty Village Hall equipment.

In the event that faulty equipment is used in any of the sockets in the hall, the RCD will trip. You can reset this, but you must stop using the equipment if any RCD trips more than once.

Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

### LIGHTS

All lights at the front and rear of the building will come on automatically.

The entrance lobby light switch is marked on the far right as you come in, also switches for the external sides of the hall.

To the right as you enter the main hall are the main light switches each has an associated dimmer.

### HEATERS

All heaters are controlled by a "Heating Master Switch" which can be found under the main hall light switches to the right inside the main hall door.

There are 6 electric heaters in the main hall (please leave the individual heater switched on).

A separate heater is in the bar/committee room which can be switched on as required.

Heaters in the Ladies, Gents and Disabled toilets are also controlled by the "Heating Master Switch".

### WATER HEATERS

There are two water heaters in the kitchen. The boiler can be used for tea and coffee making;

**CAUTION VERY HOT WATER.** The other provides hot water to the sinks.

In the bar/committee room another water heater is under the small window. This will provide hot water to the sink, and to the hot taps in the ladies toilet.

### COOKERS

Open at least one window in the kitchen when using the cookers.

Do not cook with fat.

Never leave the cookers unattended, and turn off at the wall when not in use.

**Children** should not be allowed in the kitchen unless carrying out a supervised activity.

### FRIDGES

For the fridge in the main kitchen, the power switch can be found in the left hand cupboard at the bottom. In the bar/committee room the switch is to the right.

Please switch fridges off when you have finished using them.

### CAR PARK

**DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK.**

Any vehicles left overnight must be removed by 10am the following morning.

If the car park is full, guests should park so as not to inconvenience local residents.

# OPERATING INSTRUCTIONS

## GENERAL

Ravensden Village Hall is licensed for a maximum of up to 80 people.

Ensure that the stage steps are fixed at all times when the stage is in use.

Mop up spills as soon as possible with the mop provided (in the cupboard by the kitchen entrance).

Please read and adhere to the instructions for operating equipment in the hall.

Please log any equipment failure or damage in the fault book to be found in the kitchen under the counter.

## WHEN YOU HAVE FINISHED

1. Stack all chairs neatly on the stage. Please stack no more than 4 at a time (to avoid unsafe stacks).
2. Fold up any tables used and stack them to the right of the stage.
3. Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the broom cupboard by the kitchen entrance).
4. Ensure that the work surfaces, cookers and fridges are clean, and **the fridge doors left open**.

## LEAVING

**Switch off all lights, water heaters in the kitchen and the Bar/Committee room.**

**DOUBLE CHECK THAT THE HEATER MASTER SWITCH, COOKERS AND FRIDGES ARE PROPERLY TURNED OFF.**

**Ensure all windows are closed and curtains left open; please lock the door and gate.**

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