

SAND HUTTON AND CLAXTON VILLAGE HALL

Users Information Document

1. The Village Hall is a charitable organisation run by Trustees for the benefit of the local community.

It is available for hire by people who live in the community and others for whom the Hall provides the facilities they are looking for.

If you believe your event should be regarded as for the benefit of the community and should benefit from the Hall's public liability insurance for such hirers (as described in section 7 of the Standard Conditions of Hire) you must ensure the Hiring Agreement is completed accordingly and the Village Hall Management Committee (through the Booking Secretary) has formally agreed that the event can take place and the event will be treated in this way.

2. You will be issued a pack from the Booking Secretary (BS) consisting of this Users Information Document, a Hiring Agreement, the Standard Conditions of Hire (which includes Fire Evacuation Procedures and related instructions) and a copy of both the Hall's Health and Safety Policy and Safeguarding Policy and the Hall's Health and Safety Document. You must familiarise yourself with the content of all these documents and follow the instructions and guidance as necessary. Your attention is particularly drawn to those sections relating to Health and Safety, Safeguarding and Fire Evacuation.
3. To gain entry into the Village Hall is by arrangement with the BS. You may be issued with a key to the Village Hall and you will be responsible for the security of the key. One method of obtaining the key is to use the grey/black key box outside the Village Hall which contains the key. This is located on the left hand wall (round the corner towards the entrance to the private residence attached to the Hall, To open the box, the cover is slid downwards; the code number (obtained from the Bookings Secretary) is entered. The numbers are rotated to line up with the mark in the box. The black bar (to the left of the numbers) is flicked down and the cover is released and the key removed. This procedure is reversed when locking the key in the box but the numbers are randomly changed to secure the code. By signing the Hall Hire Agreement you are agreeing not to divulge this number to anyone else

To open the front door of the Village Hall, the key is placed in the right hand door lock, the door handle is lifted to a vertical position and the key turned clockwise for one complete turn. The door is then opened and the key removed. This process is reversed when locking the door. The Hall door must be locked when you leave.

The Village Hall for your use consists of a car park, a Main Hall, a fully serviced kitchen and a Committee Meeting Room. A disabled access and disabled car park are to the right of the building.

4. Health and Safety

It is the duty of all volunteers, hirers, visitors, contractors and any employees, to take care of themselves and others who may be affected by their activities and to co-operate with the Village Hall Management Committee in keeping the premises (this includes the grounds) safe and healthy.

A copy of the Hall's Health and Safety Policy and the Hall's Safeguarding Policy are on the notice board in the Hall entrance and are also available at <http://www.claxton-sandhutton.org.uk/community/village-hall/> It is essential the Hirer reads and complies with them.

It is essential the Hirer, reads the Hall's Health and Safety Document. It is available on line at <http://www.claxton-sandhutton.org.uk/community/village-hall/>. The Hall's Health and Safety Document contains the Hall's risk assessments and the control measures identified as necessary to eliminate or mitigate them. It is important the Hirer reads these and complies with those control measures that are relevant to their event or activity.

A copy of these documents is also kept in the Information Folder second top cupboard on the right as you enter the kitchen

The Hirer is wholly responsible for the health and safety of everyone attending the event or activity for which they've hired the Hall. The Hirer is responsible for identifying, assessing and taking action to eliminate or mitigate all and any risks associated with their event.

[You are not allowed, unless specific written permission has been given, in or from the Hall or its grounds, to run activities that last for more than 48 hours or activities such as sponsored walks/rides, contact sports, ball or similar games, races, firework displays, bonfires, bouncy castles, other inflatable devices, activities involving bikes or vehicles of any kind, aerial activities of any kind, animal or mechanical or animal rides of any kind and other similar activities or activities involving any kind of weapon. If you would like to run any of these or similar activities at or from the Hall you must first discuss with the Bookings Secretary and get the written agreement of the Village Hall Management Committee before your booking is confirmed. However, the Bookings Secretary has the authority to agree, and provide written confirmation without reference to other trustees that a bouncy castle may be used. If it is agreed that you may organise the activity you would not be covered in any way by the Hall's insurance policies. You must make all your own insurance arrangements to cover your public liability responsibilities and your liability for the fabric of the Hall, its contents and the surrounding land and property. One month before the event takes place you must provide the Bookings Secretary with confirmation the necessary insurance is in place. If this is not provided in time permission to run the activity will not be given. You must also

advise all participants in the event that they are covered by the insurance you have arranged, and not the Hall's insurance policy.]

Please note

the maximum capacity of the Hall is 100 people and the Hirer must ensure that no more than this number are in the Hall

children are welcome in the Hall but they are not allowed in the kitchen or the shed (where equipment is stored), and they are also not allowed in the Committee Meeting Room unless supervised by an adult

if children or vulnerable adults are in the Hall or Hall grounds they must be supervised appropriately.

no one is allowed on the land to the left of the lane, to the left of the car park when entering the grounds, as it is not Village Hall property. Importantly there is a stream here that children or vulnerable adults should not go near.

Any accidents or 'near misses' should be recorded on the Accident Report Form or the Near Miss Report Form in the Health and Safety Folder in the second top cupboard on the right (with the Hall's Health and Safety Document).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require serious accidents and occurrences to be reported to the Health and Safety Executive. As a guideline this would be required if an accident caused someone to need hospital treatment. In such an event please speak to the BS for more information on what should be reported. Report forms are in the top drawer to the right of the cooker in the kitchen.

The First Aid box is stored in the kitchen (clearly labelled and to the right of the hatch to the main hall). If any of the contents are used the BS must be informed so stocks can be replenished.

There is a (red box) public telephone in Sand Hutton outside Whey Carr Farm. It is strongly recommended that you have a fully charged mobile phone to use in the event of emergencies but please note the mobile signal is variable and can be very weak.

[If in the event of an emergency you dial 999 for the emergency services and they say you could use a defibrillator there is one located in Sand Hutton, outside Whey Carr Farm, adjacent to the red telephone box. When you collect the key to the Hall the Bookings Secretary will give you a leaflet explaining how to use the defibrillator. If necessary the emergency service you phone would provide guidance on how to use it.] The Bookings Secretary will also give you a sealed envelope containing the code needed to open the defibrillator cabinet. Please return this envelope with the seal unbroken (unless of course you've needed to use the defibrillator).

Should anyone using the Hall come across a fault, damage or other situation which might cause injury or harm and that cannot be rectified immediately they should take any immediate action they consider necessary and inform the Booking Secretary as soon as possible so the problem can be dealt with.

Covid 19 The Hall will only be open for use when government guidelines allow. Government guidelines must be followed at all times and any activities not allowed by government guidelines must not take place.

The Hall has a protocol in place that everyone using the Hall must follow to reduce the risk of infection. The protocol is available on the Village Hall webpage <http://www.claxton-sandhutton.org.uk/about/village-hall/> . Also at this link is guidance from North Yorkshire County Council which you must read and follow.

The protocol is revised as necessary to reflect the latest government guidance. Hirers should nonetheless check government guidance before their event and follow where appropriate.

As with other health and safety issues Hirers are responsible for identifying, assessing and taking action to eliminate or mitigate risks of Covid 19 infection that may be associated with their particular event or activity.

[Equipment and materials required for sanitising the Hall, including PPE if required, are in and on a large, labelled crate in the committee room, which is also the isolation room if anyone becomes ill when using the hall. Rubbish bags are in the kitchen cupboard.]

Smoking is not allowed anywhere in the Hall building or in the shed. Smoking is strongly discouraged elsewhere on the site. Anyone who does so must ensure cigarette butts and any other smoked or related items are completely extinguished and disposed of in an entirely safe way. There is a butt bin behind the entrance steps (near the bin for car park grit). Highly inflammable substances or naked flames are not allowed on site and no decorations of a combustible nature should be used without the written consent of the Management Committee.

Information on fire and evacuation procedures and equipment available to use in the event of a fire are contained in the Hall's Standard Conditions of Hire and in Appendix 2 of this document. You must read this and do as required.

There are toilet facilities for ladies, gents and disabled people. Hand driers need to be switched on prior to use and switched off when leaving the Hall.

5. The light switches for the entrance hall are situated on the left hand side immediately inside the entrance and are clearly labelled which area corresponds to which light. You will be able to see the entrance hall lights in the dark as the Village Hall has a security light which operates when you are near to the Hall door. When leaving the facility, the white button on the switch panel near the main entrance is pressed and the outside light remains on for 2 minutes. The light

switches for the Main Hall are situated inside this Hall behind the door. The safety light switches are located by all exit doors.

There is a shed outside the Main Hall which is used for storage and this is lit by the switch on the far wall in the Main Hall by the rear exit/disabled access/fire door. The light switch is in the main Hall to the right of this door. All lights must be turned off at the end of the event.

To reduce the risk of people tripping please

- secure all leads from electrical equipment to power sockets. Gaffer tape (in the meeting room cupboard) can be used for this.
- keep corridors and entrances clear of hazards at all times during events

Before using the portable electrical appliances available in the Hall please check visually that they are not damaged. Any appliance considered unsafe or damaged should not be used. If it can be sensibly moved it should be placed on the table in the Committee Meeting Room, marked accordingly and the Bookings Secretary informed.

Appendix 1 lists portable electrical appliances available in the Hall for Hirer's use. If you wish to use the electric piano or the digital projector you must ask the Bookings Secretary when you book the Hall.

Hirers are responsible for ensuring any electrical appliances brought onto the premises and used are safe, in good working order and used appropriately.

If there is a fault on a specific electrical device/appliance then a trip switch will have been activated in the fuse box located in the committee room. DO NOT reset the switch or attempt to reuse the electrical appliance.

If this happens or you have any other problems with the power supply in the Hall please contact Simpson and Wood (electricians)

- weekdays between 08.00 and 16.30 on 01904 400144
- other times (including weekends and bank holidays) on 07545 205581

They provide a call out service and, subject to their availability, will come to the Hall to try to resolve the problem.

Electricity is supplied by supplied by EDF who can be contacted on 0333 200 5103

There is a projector table stored in the shed and a digital projector can be made available (ask the Bookings Secretary). There is also a permanent screen located in the Main Hall and instructions for use are as follows:

The screen is operated by using the special pole located by the hand sink in the kitchen. The pole hook is inserted into the handle of the screen and pulled gently

to just below the desired height and then released. The screen is normally pulled down to just below the kitchen hatch counter level so that the screen handle can be attached to the hook below the counter. This prevents the screen from moving.

After use, the pole is attached to the screen handle again and pulled down gently allowing the screen to rise to close it fully. The pole is returned to the hook in the kitchen.

6. If you require heating, the switches for this are located in the kitchen on the window wall. There are two switches – one for the Main Hall and one for the Committee Meeting Room. The boost switch is pressed once for one hour and twice for two hours heating – the heating switches off automatically after these times but can be reset again if required for longer bookings.

7. The Standard Conditions of Hire require the Hirer if preparing serving or selling food to observe all relevant food health and hygiene legislation and regulations

The kitchen is fully equipped and consists of a fridge/freezer, microwave, cooker, Zip Hydrofoil water heater for hot drinks, dishwasher and hostess trolley.

Manuals for the microwave, cooker, dishwasher and Zip Hydrofoil are in the 2nd top cupboard on the right as you enter the kitchen.

The dishwasher is available for washing larger quantities of used crockery/utensils

The Zip Hydrofoil is located to the right of the hatch in the kitchen – this is used for obtaining boiling water for making drinks and should be switched on approximately 10 minutes before use. It will deliver 40 cups of water and following a recovery time of approximately 5 minutes, can be re-used. It must be switched off after use.

The fridge/freezer is usually switched on. There is a thermometer, in the kitchen drawer to the right of the cooker, which can be used to check the temperature.

The switch for the immersion heater that heats water for use in the kitchen and toilets is on the left hand wall of the corridor leading to the toilets. It is essential, please, that you turn this off after use.

Crockery, cutlery, wine and water glasses are available for 80 people. Saucepans and other utensils are also stored in the kitchen for your use. If you require hot water for washing up, the immersion heater is located in the corridor towards the toilets. After use all crockery, cutlery, glasses and other kitchen equipment must be washed or cleaned and, as appropriate, returned to the cupboards ready for use by the next Hirer. In addition there are clean tablecloths and tea towels stored in a kitchen drawer. These must be washed and ironed if necessary and returned to the Village Hall at a time to be arranged. Additional large green tablecloths are stored in the large cupboard in the Committee Meeting Room.

Frying with fat is not permitted at any time.

There is a hatch between the kitchen and the Main Hall to aid the serving of food and drinks – if used this must be closed at the end of the event.

The First Aid box is stored in the kitchen (clearly labelled and to the right of the hatch to the main hall). If any of the contents are used the Bookings Secretary must be informed so stocks can be replenished.

Please ensure that any food, drink or any other substances spilt on the floor in the kitchen or anywhere else in the Hall building are immediately cleaned up to avoid the risk of people slipping.

Please ensure the kitchen door is closed when you leave the Hall

8. There are approximately 80 chairs, plus large and small collapsible tables, for your use. Twenty chairs are kept in the Main Hall for regular use and the rest are stored in a locked shed outside the Rear/Fire/Disabled Exit. It is important that, if used, these chairs are returned to the shed after the event and stacked carefully, so they don't fall. Please make sure the shed is locked and the Rear/Fire/Disabled Exit Door is firmly closed. The key for the shed is on the key rack in the kitchen next to the serving hatch. Instructions for erecting the tables are on the underside of the tables.

When setting up chairs and tables please check they are fit for your specific purpose. Please ensure any damaged tables or chairs are labelled accordingly and left in the committee room.

There are signs in the Hall and shed indicating where chairs and tables should be stored and how many chairs should be in a 'stack'. Please ensure whenever moving chairs, tables or anything else in the Hall that people take care, don't carry more than they sensibly can and any other heavy objects are carried by more than one person.

NB: There is a dehumidifier in the shed which is programmed to work periodically and is not to be touched or changed. It makes a slight humming sound when in use.

9. The windows and shutters can be opened for your use. The window lock security key is on the key rack in the kitchen next to the serving hatch and must be returned there. This key operates the barrel security fitting on each window. By turning anticlockwise continually, the catch is released and the window can then be opened – these must be closed at the end of the event. When the weather is cold, the shutters are left closed to retain the heat.
10. If you wish to use them there are two step ladders in the shed and a set of small steps in the kitchen. Health and Safety guidance notes are available by the ladders in the shed. Before you use them you should ensure they are sufficiently robust for your purpose.

11. The Village Hall is cleaned every 2 weeks and at the end of your event, please ensure it is left clean and tidy. No food is to be left in the kitchen or in the kitchen appliances. All crockery, cutlery, utensils and glasses must be left clean for the next user. Bins must be emptied into the appropriate wheelie bins located on the road side wall of the Hall. Plastic boxes for waste that can be recycled are also situated here.

In the event of a spillage anywhere on the premises please clean up immediately and appropriately to avoid the risk of slipping, damage to the floor and any other risks that might be associated with the spillage. There is a mop, bucket and Hoover located in the Committee Meeting Room cupboard – if the mop is wet then it is stored temporarily by the boiler until dry.

12. Car Park and Car Parking. The Hirer's responsibilities for car parking are set out in the Conditions of Hire. They include ensuring the lane on the left of the car park, leading to a private residence, is at all times be free of obstruction and cars are not parked on the grass to the left of this lane. The gateway leading to the residence at the rear of the Hall shall similarly be kept free of obstruction

Vehicles should not be parked on the road or grass verges approaching Stank Bridge, adjacent to the entrance, or anywhere where they may reduce the clear view of other road users at this corner.

The Conditions of Hire Hirers to ensure cars are not parked in a way that would hinder access for emergency vehicles.

The Village Hall does not arrange for snow or ice to be cleared from the car park or paths leading to the Hall. Rock Salt for use on the paths and steps to the Hall, as deemed necessary by the Hirer or user, is available in the container at the foot of the steps leading up to the front door (there are also some additional supplies in the shed). Hirers may wish to appoint one or two people to supervise car parking and ensure people only park where they should. If you do there are two Hi Vis jackets they can wear in the cupboard in the Committee Meeting Room, door on the left of the entrance hall. Please return them to the cupboard.

13. You must not use any of the Childrens' toys and play equipment stored in the shed. [Please note they have not been checked to ensure they are safe to use]

It is strictly prohibited for anyone in the Hall to wear trainers incorporating any form of wheel, skate or similar device (sometimes known as Wheelies or Wheelie trainers) or any similar footwear.

14. Licences.

17.1 The Hall holds a Performing Society Rights (PRS) Licence, which permits the use of copyright music in any form including live dance, and a Phonographic Performance Limited (PPL) Licence, which permits the playing of music on disc, tapes, CDs, and by streaming and other similar means.

If the Hirer is a commercial organisation and wishes to play music using these or similar means it must have its own PPL Licence.

17.2 The Hall also has a Premises Licence for the Provision of

- Regulated Entertainment by way of Plays, Films, Live Music, Recorded Music or anything of a similar description to live music, recorded or the performance of dance
- entertainment Facilities for Making Music, Dancing or anything of a similar description to making music or dancing

Note: the Hall does not have a TV licence. This means the Hirer is not licensed to download or watch broadcast content in the Hall on any television, computer or similar mobile device unless they have a licence for their own private use

17.3 If licences are required in respect of any other activity in the Hall the Hirer must ensure that they hold the relevant licence.

Please check at <https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

If you are at all unsure about this you must ask the Licensing Team at Ryedale District Council (01653 600666)

17.4 All Regulated Entertainment (as described at 17.2 above) must stop at 23.00 unless a Temporary Event Notices (TENs) has been obtained for it to continue after this time.

17.5 a Temporary Event Notices (TENs) is required for the provision of refreshment after 23.00 hours.

17.6 A Temporary Event Notice must be obtained by the Hirer whenever alcohol is to be sold at their event or activity

Note: A Temporary Event Notice is also required whenever alcohol is available at an event and those attending pay to attend by buying a ticket, as part of a membership subscription for the organisation running the event or in any other similar way.

Further advice and application forms for TENs can be obtained from the Licensing Team at Ryedale District Council (01653 600666)

15. The Visitors Book (located in the hall corridor) must be signed (and the time recorded) by the event organiser at the start and end of an event.

16. Please leave the Hall as you found it, ready for the next user, and return the key as arranged with the Bookings Secretary.

We hope you have enjoyed the use of the Village Hall and will use it for future functions. We would appreciate it if you would give feedback which we can use to improve the use of the facilities in the future. Feedback can be given by completing the red Village Hall Notebook located at the front of the Information Folder in the 2nd top cupboard to the right as you enter the kitchen.

Feedback can also be given to the Bookings Secretary or by leaving a message on the Bookings Secretary's phone (01904 468001)

Appendix 1

Portable appliances available in the Hall for use by hirers

Hostess trolley	SHVH002	kitchen
Kenwood microwave	SHVH003	kitchen
ASDA George stainless Steel Kettle	SHVH020	kitchen
Tricity Bendix fridge/freezer	SHVH005	kitchen
3 way adaptor	SHVH007	kitchen
Philips hostess trolley	SHVH009	store
Corsair water boiler	SHVH010	store
Masterplug 10m/4W extension lead	SHVH011	store
Numatic Henry Hoover vacuum cleaner	SHVH021	Committee room
Piano (electric)	SHVH014	Committee room You must ask the BS if for permission to use this and for the instructions
2 way extension lead	SHVH017	Committee room kitchen
small fridge (Stella Artois)	SHVH018	
Movie and power point projector	SHVH019	Ask BS – available from Philip Orton

Panasonic music centre: radio /CD player(in shed)

Music amplifier and speakers, with roving hand held microphone

Ask BS to arrange instruction

Appendix 2: some very important points to remember – car parking, entering the hall, preparation for a fire/emergency, after the event, what to do if there is a fire

Hirers are entirely responsible the organisation of their event and for the health and safety of everyone attending.

The Standard Conditions of Hire and this User Information Document contain important information on this, they must be read carefully. Some of this guidance with respect to car parking, entry to the Hall, preparing for your event, what to do in the event of a fire and what to do after the event is repeated below

The Village Hall's Health and Safety Document (in the drawer to the right of the cooker in the kitchen and on line at <http://www.claxton-sandhutton.org.uk/community/village-hall/>.) contains the Hall's risk assessments. Please note: the Hirer is wholly responsible for assessing and taking action to eliminate or mitigate any risks associated with their event. Copies of the Standard Conditions of Hire and the User Information Document are also kept in this drawer.

1. Parking, please check that cars are parked so that

the entrance to the car park is clear and there is room for emergency vehicles to enter

the lane though to Keeper's Lodge is clear and no cars parked to the left of this lane,

there is clear access to Laundry Cottage, to the immediate left of the Hall entrance

2. Entry to the Hall

ensure the front doorway (and steps leading to it) the corridors and the emergency exit (inside and out) at the rear of the Hall are free from obstruction

confirm your entry by signing the visitors' book

the maximum number of people permitted on the premises is 100 - maintain a tally of people in the Hall by head count or allocated ticket

3. Before the event

switch on green **FIRE EXIT** emergency lights over entrances, main door, front & rear doors to hall (switch off afterwards)

check the access to the rear exit and the passageway to the toilets are clear

locate the **FIRE ALARM** (in entrance corridor) **FIRST AID BOX** (over hatch in kitchen)

locate the **FIRE EXTINGUISHERS** (adjacent to rear fire door, front door and in kitchen)

locate the **FIRE BLANKET** (in kitchen by door)

nominate and brief sufficient people, over the age of 18, in the event of fire/emergency, to

- sound the alarm, help evacuate the Hall in a safe and orderly manner to a place well away from the Hall, check toilets & shed are evacuated, alert the Baylys who live in Laundry Cottage, and call the emergency services

- tackle the fire, if they consider it safe to do so, using the fire extinguishers and/or fire blanket. Ask them before the event to check the location of the extinguishers and read both the notes in section 6 below and the instructions on the extinguishers.

4. During the event

keep track of the number of people in the Hall

ensure exits, passageways are kept clear and cars are parked appropriately

be alert to anything that might compromise the health and safety of people on site and respond as necessary

record any accidents or near misses on the forms (in the kitchen, top drawer to the right of the cooker)

5. After the event

tidy the Hall, put chairs and tables away; wash up and put things away in the kitchen

check the shed and rear entrance to the Hall are locked and all windows are closed

check there are no smouldering cigarette butts outside the Hall and there are no obvious likely causes of fire near the Hall

switch off the heating, electric cooker, immersion heater, and all lights. Turn off and unplug all electric appliances

switch off the emergency exit lights, check there is no one in the Hall

close all internal doors

confirm your exit by signing the visitors' book

lock the door and return the key as agreed

inform the Booking Secretary of any issues or problems they should be made aware of

Thank you

6. In the event of fire

sound alarm, guide people via fire exits to the assembly point at far side of car park, away from the Hall

check no one is in toilets or shed and everyone is accounted for

ensure occupants of Laundry Cottage are alerted

call fire brigade and, only if you are sure it is safe to do so, tackle the fire

Notes on how to use the fire extinguishers and fire blanket:

It is important these are only used if you believe it is safe to do so

The extinguishers are straightforward to use if someone familiarises themselves with them before the event.

There are three fire extinguishers and one fire blanket. The plan of the Hall (below) shows where they are kept

Extinguisher (containing water) - adjacent to rear exit/fire door

(note - this extinguisher is not to be used on fires involving power supply, electrical equipment or cars)

Extinguisher (containing foam) - adjacent to front doors

Extinguisher (containing powder) - inside kitchen door on the right

Blanket - inside kitchen door on the right

When using the extinguishers

- remove the metal pin that prevents the lever that operates the extinguisher from working

- (if the pin doesn't immediately and easily move tear the plastic tie and then remove the pin)

- hold the extinguisher/lever in one hand and the nozzle in the other hand

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- point the nozzle at the ground and away from any people, squeeze the lever very briefly (no more than one or two seconds) to check the extinguisher works and to get used to holding it whilst it does
- move carefully towards the fire, point the extinguisher at the base of the fire and pull the lever. The extinguisher will empty all its contents in about 30 seconds

When using the blanket to deal with a chip pan or similar fire in the kitchen carefully throw the blanket over burning item.

If someone's clothes catch fire wrap them in the blanket to extinguish the fire as quickly as possible

