

## **INSTRUCTIONS AND INFORMATION FOR USERS**

*The instructions set out below are an integral part of the Terms and Conditions of Hire to which the Hirer consents at the time of booking. Please ensure all users abide by these instructions:*

### **Health and Safety**

#### **In the event of a fire...**

- There are fire extinguishers in the main hall, in the lobby and upstairs in the gallery.
- The Hall should be evacuated in an orderly manner using the front door.
- Check that everyone is safely out of the Hall.
- Call the fire brigade by dialling 999. **Give the Hall's address and post code**, namely:  
Blockley Little Village Hall,  
Bell Bank, Blockley,  
Moreton in Marsh, Glos,  
GL56 9BB
- The Hall has no phone..
- **This evacuation procedure should be made known to your guests.**

#### **Fire prevention**

- Smoking is not permitted in the Hall.
- Keep escape routes clear at all times.
- Keep the stairs clear.
- In advance of any entertainment or play, please check for any obvious fire hazards.
- Do not light candles, apart from covered tea lights.
- Do not use decorations of a combustible nature (eg cotton wool, polystyrene etc) and be aware that aerosols are extremely inflammable.

#### **General Safety**

- Never stack chairs more than 5 high, in order to prevent the stacks from falling.
- Stack tables tidily against the wall.
- Guard loose cables by placing a chair or other object over them.
- Do not touch or hang anything on the pictures displayed in the Hall
- Ensure that children are only allowed in the upstairs gallery if accompanied by an adult. For small children use the child proof gate provided.
- Ensure children are not allowed into the kitchen.

#### **Working at height**

- Anyone working at height should be assisted by at least two people. Long ladders or a working platform should be used to reach higher parts of the walls. When using the Hall's long ladder follow instructions on legs of ladder. Remember to fix safety bar at rung 3.
- An adequate and safe working platform should be used to access the ceiling.

#### **Accidents and dangerous occurrences (i.e. near accidents)**

Please report any safety concerns and accident involving personal injury to the Hall Committee or to the Custodian, Mrs Diane McCaul (telephone 01386 700880), as soon as

possible and fill in the relevant section of the Accident Book, which is to be found in the first aid box on the window sill.

#### **When leaving...**

- Leave the Hall tidy
- Take all rubbish away with you
- Turn off all lights.
- Close Hall door as instructed by the Custodian.

#### **Parking**

Blockley Parish Council has granted permission for Hall users to park on the grass area above the Hall known as Back Ends Common. If parking on Bell Bank, please show consideration towards local residents and ensure access to the Hall and neighbouring properties is not obstructed.

#### **Safeguarding Children (i.e. anyone under 18) and Vulnerable Adults\***

- Hall users are reminded that DBS (previously CRB) checks should be in place for all activities involving one to one contact between adults and children or other vulnerable people. The Committee and Custodian assert the right to ask for proof that such checks are in place.
- Hirers must ensure that any person who has children or vulnerable adults in her/his care is never alone with them unless she/he has been DBS checked. This includes those waiting to be collected from an event.
- Hirers for activities attended by children or vulnerable adults, other than those arranged as private events (e.g. parties by private invitation), must have procedures in place for the protection of such persons and a written statement describing such procedures must be shown to the Custodian prior to hire or otherwise on request.

#### **Portable Electrical Appliances**

The Hirer shall ensure that electrical appliances brought by users to the Hall and used there shall be safe, in good working order (PAT tested) and used in a safe manner in accordance with the Electricity at Work Regulations 1989 or other applicable legislation.

#### **Users' property**

The Hall accepts no responsibility for property brought on to or left on the Hall premises. All liability for loss or damage is hereby excluded.

#### **Damage**

Please report any damage or faults to equipment or the Hall facilities to the Custodian, Mrs Diane McCaul, Tel 01386 700880.

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\* *For fuller definition see the Hall Management Policy document which is available to all users on request.*

# General Information

## Wi-Fi

Free WiFi is available in the Hall. The password is displayed on the notice board in the Hall.

## Alcohol

The Hall does not hold a licence to sell alcohol. Alcohol may be consumed but not sold in the Hall.

## First Aid

The first aid box is in the kitchen on the window sill.

## Electricity

The trip switch is in a cupboard in the gallery, indicated by a notice on the cupboard door.

## Gas

The gas main is in the kitchen in the cupboard near the hand washing sink.

## Premises Licence Conditions

These are displayed on the notice board in the Hall.

## Neighbouring Properties

The buildings and grass verges which adjoin the Hall are not the Hall's property. Please respect the property and privacy of our neighbours.

Blockley Little Village Hall  
Bell Bank, Blockley, Moreton in Marsh, Glos,  
GL56 9BB

Registered Charity No. 1042374

Illustration courtesy David Birch

