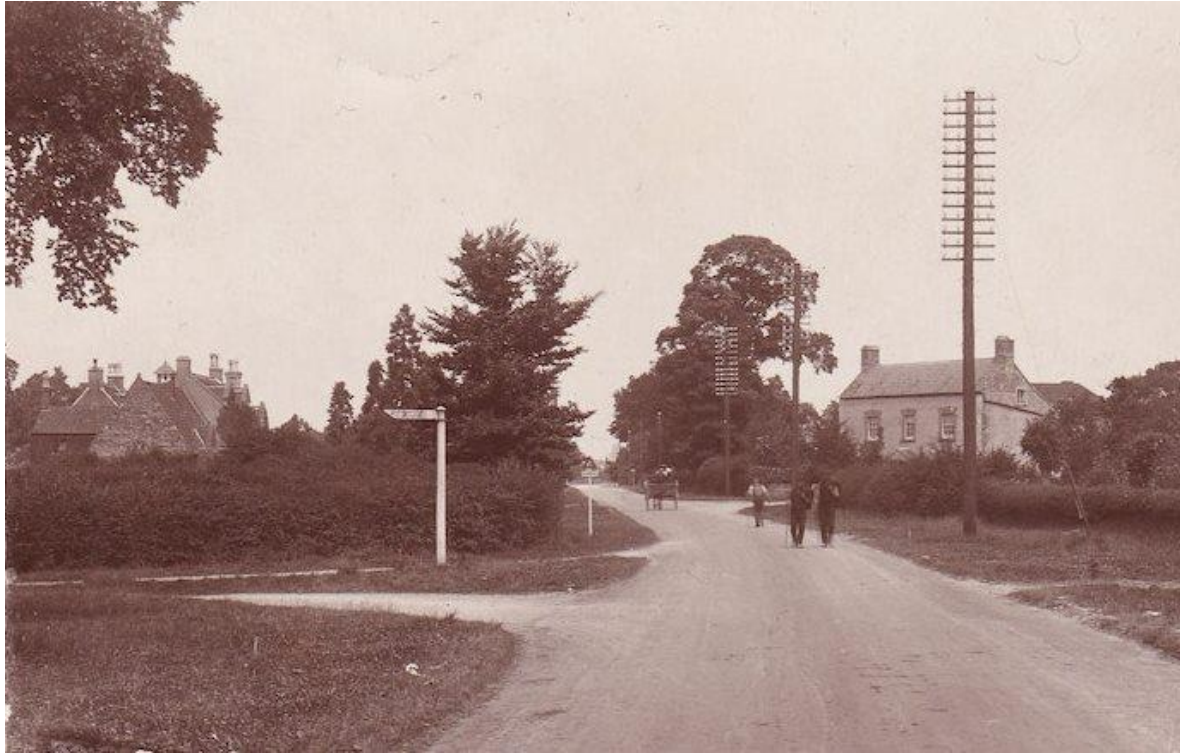


FALFIELD VILLAGE HALL

USER MANUAL & POLICIES



This manual is aimed at helping any hall users or hall user groups, understand the Village Hall Policies appropriate to hiring, understand the various systems in the hall and overcoming any problems that may arise during hiring the hall.



Falfield
Village
Hall

A Community Environment for the Village

This Manual will be updated as and when required.

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Accessinbg Falfield Village Hall

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Contact Details:

Chair: Kevin Packer chair@falfieldvillagehall.co.uk

Vice Chair: Ian Walker fvhvice@gmail.com

Secretary: Liz Child secetaryfvh@gmail.com

Treasurer: Veronica Stanley treasurerfvh@gmail.com

Bookings: Veronica Stanley treasurerfvh@gmail.com

Health & Safety:

Fire Alarm & Evacuation Procedures:

The hall has a fire alarm that will sound in the event of a fire or similar event that triggers the sensors. Sensors are found in the entrance foyer, kitchen, toilets, and main hall.

Fire Exit Doors:

Fire exit doors are found in the main hall and the small hall.

The **small hall** has a fire emergency exit door that is operated by pushing the push bar.

The **main hall** has a fire exit door that is accessed through the front porch area. This door is locked when the hall is not in use for security purposes.

While the hall is occupied the fire emergency exit door from the **main hall** must remain unlocked.

The key for the door is found alongside the door on a hook to allow it to be unlocked during occupied periods.

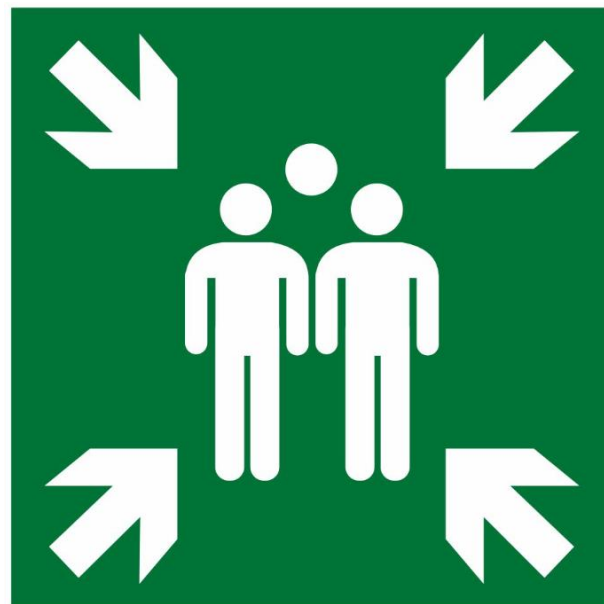
In the event of a fire and the alarm sounding, people should evacuate the building by the safest nearest exit and make their way to the front of the carpark area.

Call The emergency services:

Hall Address:

Falfield Village Hall
Bristol Road
Falfield
Wotton-Under-Edge
Gloucestershire
GL12 8DH

FIRE ASSEMBLY POINT



Is situated outside the Village Hall Car Park
on the green area by the hedge

FALFIELD VILLAGE HALL

Loss of Electrical Power:

In the event of a major power failure beyond the control of the Village Hall in order for users to obtain information in relation to the loss of supply and expected resumption of service the contact for

Emergency Loss of Supply:

24 Hours a day – 365 days a year

EDF Energy: Cal 105

Loss of Water:

In the event of a major power failure beyond the control of the Village Hall in order for users to obtain information the contact number is:

Water2Business

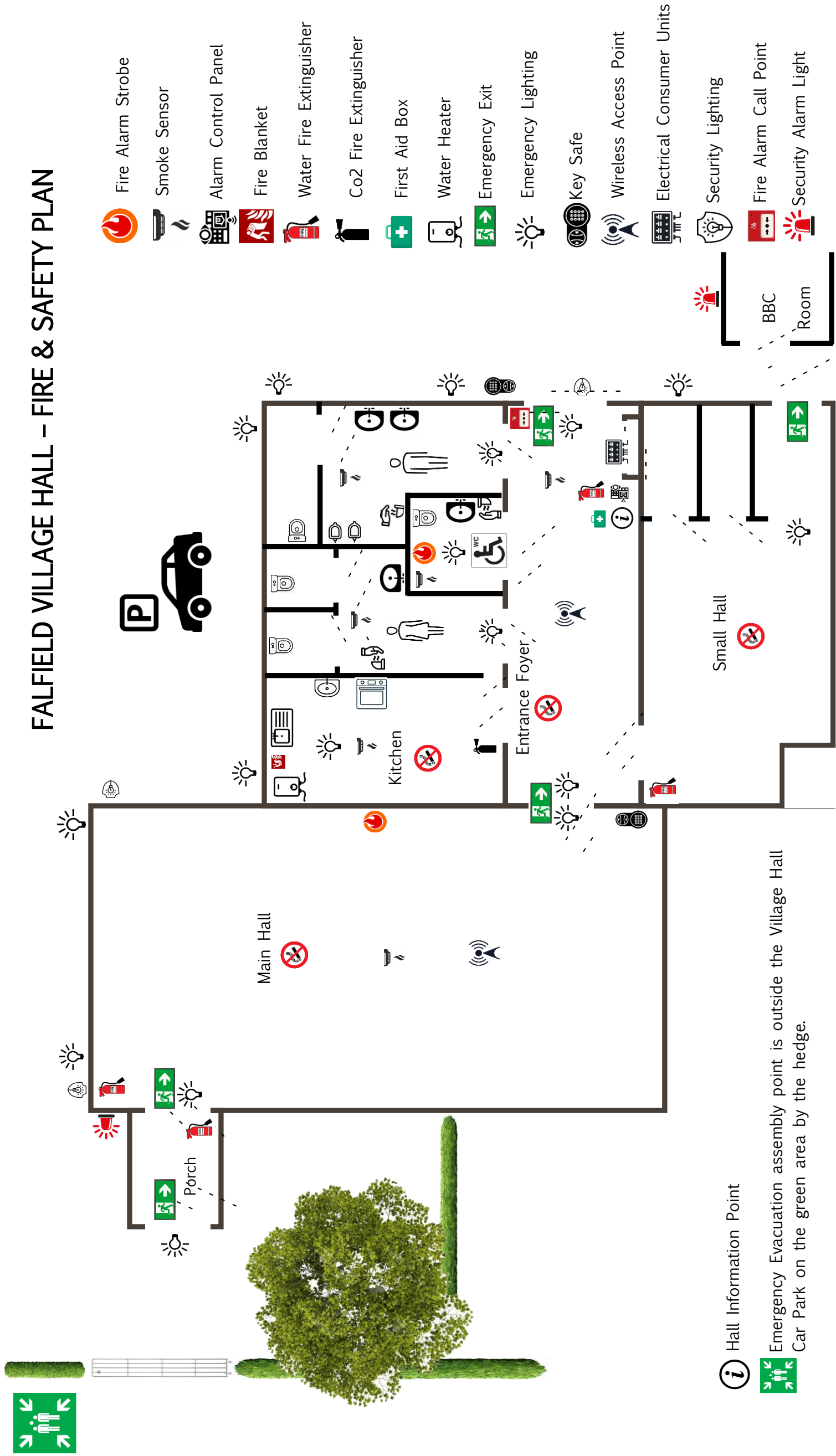
0345 600 2 600

(8am – 6pm) Mon-Fri)

Emergency Service:

Sat, Sun & Weekends 6pm – 8am

FALFIELD VILLAGE HALL – FIRE & SAFETY PLAN



Policies:

JULY 2019

Falfield Village Hall Management Committee

Safeguarding Children, Young People and Adults at Risk Policy

Protection policy for children and vulnerable adults

Guiding principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting physical violence, sexism and racism towards children will not be permitted or tolerated.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

A copy of this policy will be displayed for the attention of all in the village hall and made available to hirers.

Falfield Village Hall Management Committee (the trustees), its volunteers and staff have a duty to safeguard vulnerable users of the village hall and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

1. Policy

No member of the trustees, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless appropriately vetted.

Procedure

All members of the trustees, helpers or other volunteers will be made aware of this policy and the relevant vetting procedures. Hirers must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). The trustees of the hall must follow safe recruitment practices.

2. Policy

A trustee will be appointed to be responsible for child and vulnerable adult protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to relevant protection agency.

Procedure

The named person is Liz Child (Secretary) until April 2020

3. Policy

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

Procedure

The appointed person will:

Know who to contact at the local authority.

Know who to contact in Social Services for advice and referrals.

Know about helplines and other sources of help for children and young people and vulnerable adults.

Ensure an environment that has the opportunity to raise any child protection or vulnerable adult protection concerns.

4. Policy

All trustees and volunteers will be required to become aware of the issues surrounding children and vulnerable adults.

Procedure

Copies of the relevant Acts and Department of Health guidelines will, if necessary, be held by the trustees as reference material for volunteers. Appropriate training for trustees will be encouraged. Appendices A,B and C in ACRE's Information Sheet 5, Village halls, children and young people, should be made available to all trustees, helpers and volunteers.

5. Policy

The trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required when used by small children, and those who cannot read notices such as adults with physical or learning disabilities.

FALFIELD VILLAGE HALL

END OF SESSION CHECKLIST

Before leaving the premises, THE HIRER should ensure the following is undertaken.

1. Floors are swept and cleaning equipment is stored back in the cleaning storage area.
2. All black waste bags have been placed in the black bin in the carpark.
3. Check heaters are turned off and any electrical appliances used in the kitchen have been turned off.
4. Turn off the audio-visual equipment correctly.
 - The drop-down screen is returned to its closed position,
 - The projector is turned off by using the remote control,
 - Follow instructions on the screen when turning off,
 - Wall power switches turned to off,
 - Return keys to key safe above audio-visual equipment.
5. All equipment is returned to its original location and stored safely.
6. Ensure the door between the main hall and porch is bolted.
7. Kitchen door to the entrance hall is closed, and hatch to main hall is left open.
8. Check all lights in the building are turned off.
9. Secure outside doors and windows.
10. Ensure that upon exiting the alarm system is set using the alarm tag.
11. Ensure the main hall entrance door is locked with both locks.
12. Return keys to outside key safe.
13. Close main gate upon leaving.

Instructions for Using Falfield Village Hall

Accessing Falfield Village Hall:

Access:

The hall foyer is accessed by use of a key that is held in the key safe located to the right of the entrance door. The code for the safe is provided to key personnel of groups or individuals who hire the hall. This code must not be shared with others within your group or other 3rd parties.

Enter the key code provided and turn the knob to access the key safe.

Loss of either keys or alarm tags will be charged to the hirer of the hall at the time of any loss.

Key Cost:

Alarm Fob:

Alarm System:

The hall has an audible intruder alarm and external alarm strobe light.

In the key safe is the main entrance door key to which is attached a grey alarm fob.

There is an alarm control panel on the left as you enter the hall foyer just above the fire extinguisher.



Entry Process:

Upon entering the hall foyer the alarm will not sound or beep, however, you will be required to place the key tag over the designated point on the alarm control panel, it will then beep and disarm the alarm system.



Exit Process:

Pass the grey alarm tag over the designated point on the alarm control panel.

The control panel will sound a loud buzzer for approximately 15 to 20 seconds as you exit, it will then stop and sound a single beep, the alarm is now set.

Lighting

Internal Lighting

Foyer Entrance Hall:

The entrance hall lights are controlled by a single push switch just by the door on your left as you enter the main foyer.

Main Hall:

The main hall lights consist of 4 sets of central LED lights and 2 sets of dimmerable spot lights to the sides.

The main lights are controlled by the four switches on the control panel immediately to the right on the wall as you enter the main hall from the entrance hall.

The spot lights are controlled by the two push and twist controls on the control panel immediately to the right on the wall as you enter the main hall from the entrance hall.



Small Hall:

The light switch for the small hall is on the right as you enter the small hall.

Kitchen:

The light switch for the kitchen is on the left as you enter the small hall .

The kitchen is due to undergo a major refurb in January 2024 and the lighting controls will then change.

Toilets:

All toilets have movement activated light sensors. Lights will come on upon entering the main toilet door and remain on for approximately 10 minutes. A 2nd sensor further in will operate extraction fans.

External Lighting:

Security Lighting:

The external security lights automatically come on when they detect movement in the carpark and will stay on for approximately 5 minutes. There are three security lights around the building covering various parts of the building and car park.

External Safety Lighting:

The external safety lights are switched on by the push switch on the left just above the fire extinguisher as you enter the foyer.

These will remain on for a period of 1 hour, they can be turned on again if people are leaving the hall and require lighting for safety.

Kitchen:

The kitchen is due to be completely refurbished with new base units, wall units, two mid height ovens, microwave, larger height fridge, under work surface freezer, new lighting and heating system.

This is due to start on the 16th January 2024 and expected to last approximately 2 to 3 weeks.

During this period the kitchen will be out of use and access to hall users.



Heating:

Entrance hall and main hall heating is activated by the same type of control.

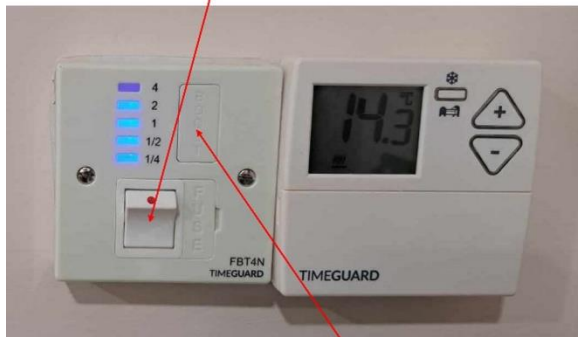
Foyer Heating:

The control unit is on the left as you enter the foyer.

Heating in the foyer entrance is via overhead panels (these are hot do not touch), the selector switch is on the left as you enter the foyer just above the fire extinguisher.

Ensure that the isolator switch is turned on and that the red dot is visible at the top of the switch and never turned off

Ensure that the isolator switch is turned on and that the red dot is visible at the top of the switch and never turned off



The thermostat can be used to push the temperature up or down

They are on a time selected basis by pressing the boost button.

They can be turned on for periods of ¼, ½, 1, 2, & 4 hours. Heating cannot accidentally be left on for more than 4 hours.

They are on a time selected basis by pressing the boost button.

They can be turned on for periods of ¼, ½, 1, 2, or 4 hours. They can not accidentally be left on for more than 4 hours.

Normally the digital display will show the current temperature, However, if the “+” or “-“ arrow buttons are rpressed then the digital display will then show the desired target temperature.

When the temperature reaches the selected temperature the thermostat will turn them off.

Do not turn off the bottom isolator switch on the thermostat.

Toilet Heating:

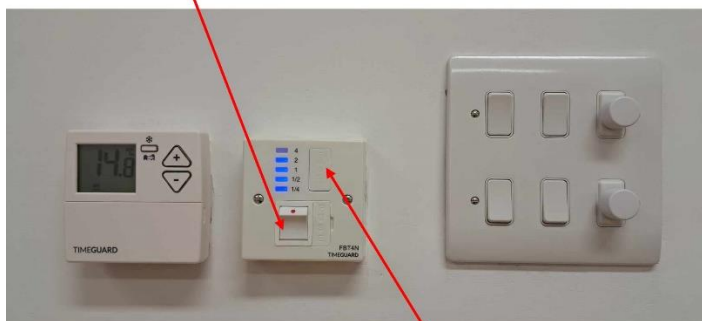
Heating in all toilets is operated on the same heating and time system as selected in heating the foyer As with the foyer heating they can not be left on accidentally for more than 4 hours.

NOTE that the sinks in the ladies and gents toilets provide hot water on demand. There is no requirement to turn on the water heaters.

Main Hall Heating:

Heating for the main hall is via overhead wall panels, the selector switch is on the right as you enter the main hall.

Ensure that the isolator switch is turned on and that the red dot is visible at ther top of the switch and never turned off



They are on a time selectd basis by pressing the boost button.

They can be turned on for periods of ¼, ½, 1, 2, or 4 hours. They can not accidentally be left on for more than 4 hours.

Normally the digital display will show the current temperature, However, if the “+” or “-“ arrow buttons are rpressed then the digital display will then show the desired target temperature.

When the temperature reaches the setted temperature on the thermostat will turn them off.

Do not turn off bottom switch to off on the thermostat.

Public WiFi Access:

The hall has public access WiFi that users and the public are free to use.

The SSID is **LobbyWiFi & MainHallWiFi** and the Password is **B4519A38** for both.

Please access the public Wifi responsibly, the individual who hires the hall will be held responsible if abuse is detected during hire period.

Audio Visual Equipment:

A full Dolby surround audio visual system, close coupled projector and screen is set up in the main hall.

This is available to be used when the main hall is hired with the addition of Audio-Visual Hire.

Access is only provided to hall users who have booked and paid the small hire fee for the equipment.

They will then be provided with the key code to access the electronic key safe above the unit.

This access key code is specific to the user at the time of the booking and hire period, the code will not work a 2nd time. A new code will be provided on subsequent hire of Audio-Visual equipment. The access code must never be given to any other members of the hire group or any other 3rd party.



Hall users who also hire the Audio-Visual equipment will be provided a one off access code to the main hirers mobile phone by text as below:

The admin has shared the code of lock <FVH Audio Visual Key Safe> with you. Always keep the code confidential. One-time code: <1403298111>. Effective from: <12-12-2023 14:00>. Use the code within 6 hours.

The actual time period and duration a code is valid for may vary depending upon the hire situation.

To use the code to unlock the safe, press the Key Button (highlighted in GREEN above) use the keypad buttons to input code then press the Key Button again, safe will then unlock.

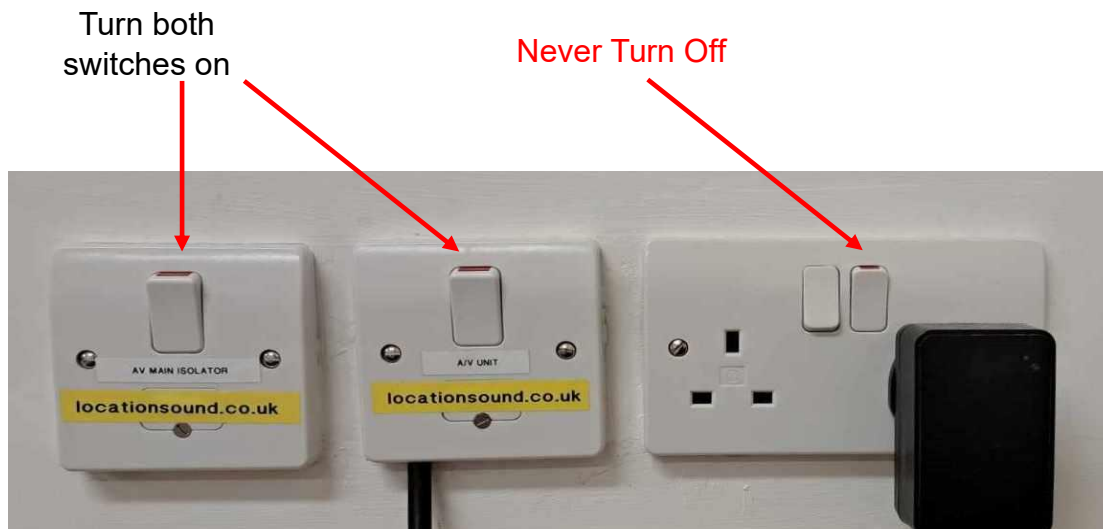
NOTE:

Do not close the Key Safe until you are ready to put the key back in the safe. If you do you will not be able to open it without a temporary access code.



Using Audio Visual Equipment:

The system is turned on by switching on the two switches on above the tower unit.



The dropdown screen is brought up and down by the small remote control.



Point the remote-control unit for the screen at the top left corner of the screen & operate the remote.

The 1st & 3rd buttons will move it up and down, the 2nd button will stop it and the two smaller buttons will make small adjustments to the position.

Set the screen so that the black border at the top is equal to that of the bottom black border.

NOTE:

The screen is a special reflective screen, never touch or try to clean the screen as this will cause marks. **Do not draw on the screen.**

Screen Projector:

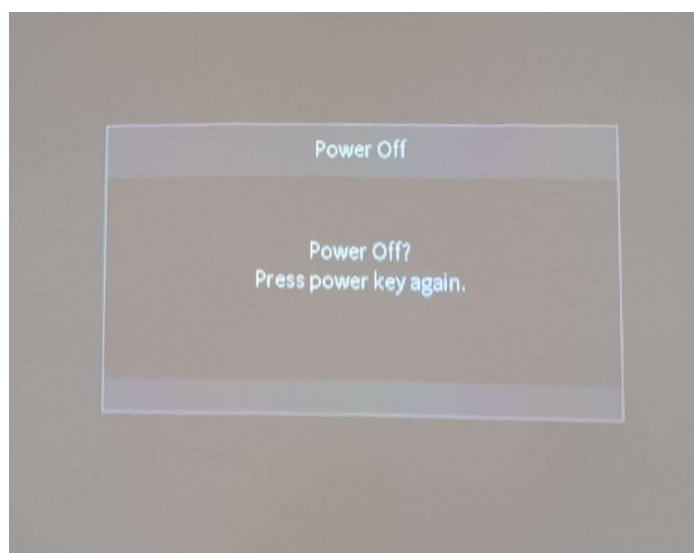
The projector is turned on by using the small remote-control unit for the projector.

Point the remote control at the projector & turn on.

Point the remote control unit at the projector and turn off, the 2nd image will then display on the screen.

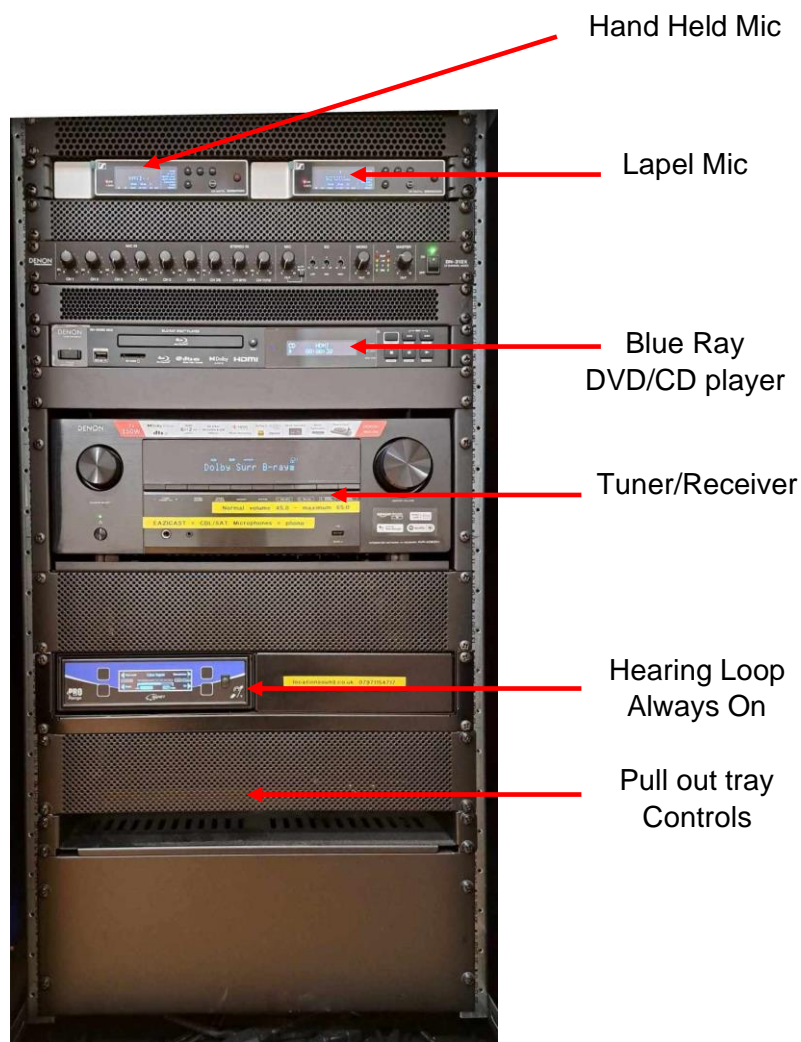
NOTE:

The projector must only be turned off using the remote control, under no circumstances turn the projector of using the wall switch without first turning it off using the remote control.



Using the Tower Unit Equipment:

Within the tower unit is the following:



Audio/Receiver:

The amplifier is switched on and off by a push button on the left of the unit. Volume is controlled by the wheel control on the right, avoid going too high with the volume. Input is selected by a wheel control on the left.

This allows you to select the following:



Blue-Ray player:

The Blue-ray player will play DVD's and CD's.
Switch the unit on by pressing the on/off button.
Open & close using the push button.
Once Blue-Ray is selected on the unit, you can control the DVD or CD using the hand controls.

Volume is controlled by the right-hand wheel on the Tuner/Reveiver.



Microphones:

To use the microphones the audio receiver is set to Phono using the left hand control dial.

Hand Held Microphone:

Hand-held microphone control is turned on & off by pressing the red button on the bottom of the microphone.



The switch on the microphone body will mute the microphone.

Lapel microphone:

The lapel microphone is turned on & off by pressing the red button which is located within the battery compartment of the lapel microphone.



Hearing Loop:

The main hall has a double hearing loop, there is no need for hall users to activate the hearing loop control within the audio-visual cabinet.

Providing the main switch to the audio-visual is turned on then the hearing loop is activated.

To use the microphones, switch the button on at the base of the microphone. The switch on the microphone is used to mute the microphone.