

WITHIEL PLAYING FIELD ASSOCIATION
HALL & FACILITY USER RESPONSIBILITIES (06/2019)

As a user/users of the hall and facilities, you have a legal and moral responsibility to behave in a safe manner and appoint a competent person be responsible for the requirements listed below.

Health and Safety

- Maximum capacity of hall 250 persons.....
- The hall is located in the village of WITHIEL, post code PL30 5NN.....
- Ensure all occupants are aware of fire exit positions and their use.....
- Ensure fire exits and exit routes are kept clear & unlocked during events.....
- Businesses using the hall will do so under terms of their own insurance and evidence of level of cover must be provided prior to use (more details in risk assessments)
- Appoint disabled person escape assistant and consider escape plan if required.....
- Ensure extinguishers and exit lights/signs are visible and unobstructed at all times.....
- In case of fire ensure all persons are evacuated to fire assembly point and emergency services are called immediately.....
- Hi-Vis w/coat available if needed to enable guests/services to recognise responsible persons....
- First aid box available in kitchen area.....
- If the hall is being used during the hours of darkness, ensure the outside lights are switched on to ensure both users and guests are catered for
- Access to electrical board and isolators in cleaner store in entrance area.....
- Ensure the stairs are used to access the stage area. If additional staging is required this must be mentioned during the booking process.....
- Ensure all spillages and breakages cleaned up and made safe immediately.....
- NO SMOKING inside the building.....
- Ensure no flammable substances are stored on site.....
- If your event has any unusual or high risk activities please discuss when booking.....
- Be aware of hall user notice / risk assessment pack and safety notice board info

General

- The water main tap is situated under the sink in the kitchen and should be turned off after use.....
- Gas / Water heaters - see user guide or discuss at booking.....
- When leaving ensure hall is tidy, water/lights/heating etc is off, all doors/windows secure.....
- Chairs - after use stack around walls maximum of 3 high.....
- Tables - after use return to store cupboard, two person lift required.....
- Ensure all portable electrical equipment is safe to use and fit for purpose.....
- Food waste and rubbish must be removed from site after use.....
- Report all accidents & unsafe items, breakages & damage asap to the booking clerk. Be aware damage etc may incur additional costs to the user.....
- If fireworks are to be used this needs to be made known at the time of booking.....
- Please ensure all users of the hall display respect for the village and its occupants with reference to litter, behaviour and noise. Ensure parking enables access in case of emergency.....
- Alcohol - licence exists for sale/supply of alcohol, please discuss when booking.....
- Field - no entertainment licence in place - separate application required.....

I understand and accept my responsibilities as a nominated person / user of Withiel hall.

Organisation.....

Name (print and sign).....

Date..... (version.6 - 07/2019)