



Information for Hirers

Health and Safety

1. Contacting Emergency Services

(Our address is Community Hall, Manningtree Road, Stutton IP9 2TA)

Mobile telephone signal is notoriously variable in Stutton. If you need to contact the emergency services whilst using the Community Hall and cannot get a mobile signal, then landline provision is as follows:

- During the day a landline is available at Stutton Community Shop which is located adjacent to the Community Hall. Hours of opening are: Monday to Friday 8.30 to 5.30, Saturday 9.00 to 12.30, Sunday 9.00 to 11.00.
- If the Community Shop is closed and a landline is urgently required, then it is suggested hirers try residents in the houses across the road from the Hall or try the Gardeners Arms PH (turn right out of the Hall) or the Kings Head PH (left out of the Hall)
- The nearest public telephone box is located on the corner of Church Lane and Manningtree Road by the school (known locally as 'Post Office Corner').

2. Accidents and Medical Emergencies

- The First Aid Box is located in the kitchen.
- Accident Forms are kept with the First Aid Box and these must be completed whenever an accident occurs. Any accident must be reported to the Chairman of the Management Committee.
- The nearest Accident and Emergency/Casualty dept is Ipswich Hospital Heath Road Ipswich IP4 5PD.
- The nearest doctor's surgery is Holbrook Surgery, The Street, Holbrook Ipswich, Suffolk IP9 2QS Tel 01473 328263. Out of hours, phone 111 for advice.
- A defibrillator has been installed on the outside wall under the Entrance Canopy.

3. Spillages, Faults or Damage that might pose a health & safety risk

- To reduce the risk of slips and falls hirers should ensure that spillages etc are wiped /swept immediately – mops/ brushes are in the store cupboard in the ladies' toilets
- If any item of furniture or equipment has been labelled as faulty or damaged please do not attempt to use it.
- Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Booking Secretary as soon as possible. If the fault etc presents a substantial risk to users of the hall and which impacts on the safe running of the event or function, the hirer shall terminate it and require attendees to vacate the hall.

4. Parking

- For large events ensure parking is controlled by marshals wearing high-visibility vests. The Community Field may be used, but prior approval is required. Cars should be parked in such a manner that ensures that entry and exit routes are kept clear.
- If parking at night, sufficient lighting will need to be provided to secure safe access to the hall.

5. Electrical Items

- Hirers are responsible for the safety of any equipment they bring to the hall.
- Ensure that there are no trailing leads so as to prevent trips and falls hazards

6. Working at Height

- A small stepladder is available for use. This is stored in the ladies' toilets. If you use a ladder you must comply with HSE guidance on working at height regulations.
- If you need to decorate the hall using ladders you must seek prior permission. If you want to decorate the hall's walls – please use blu tack not drawing pins or tape

7. Kitchen

- It is advisable that children be kept out of the kitchen
- If you require hot water from the water boiler you should switch it from Standby at least 30 minutes in advance. Ensure that the boiler is switched back to standby when leaving. Operational instructions are clearly displayed next to the boiler.
- You are free to use any of kitchen equipment

Insurance

8. Please note that the hall's insurance provides covers for causal hire. Our insurance specifically excludes hire for commercial or political purposes. Should this apply to you should secure adequate third party liability cover.

Using the Hall

9. Heating

- Storage radiators provide background heat. These are programmed and should not be adjusted by the hirer.
- Wall heaters will provide additional heating. The switches are in the "electricity cupboard in the hall. A plan in the cupboard indicates the location of heaters and which switches control them. Please ensure that during the event that the cupboard door is kept locked. When leaving the hall at the end of the event ensure that all the wall heaters are switched off.

10. At the end of the event

- All chairs and tables used, to be neatly and safely stacked away. Please do not drag the chairs across the hall (use the carrier and stack only 6 high)
- All floors to be swept – brooms are kept in the cupboard in the ladies' toilets
- Wipe down kitchen surfaces and table tops
- Crockery used to be washed and put away. Please provide your own tea towels
- Toilets to be left clean as you would expect to find them.
- Bar, if used, to be wiped down and left clean.
- All rubbish to be placed in bins near the Community Shop, separating out recyclable material which should be placed in the blue bin. Please take empty bottles away – there is a recycling point at the Kings Head PH.
- Make sure that you have turned off all taps, heaters, oven and lights. Please note the immersion heater is left on. If you have used any overhead electric heaters, please ensure that the switches in the electricity cupboard are switched off.
- Close and secure all windows and doors.
- Lock the front door.
- Please avoid causing noise and nuisance to neighbours.
- Return the key to the Booking Secretary directly after the event unless pre-arranged.