



B e r r y n a r b o r  
MANOR HALL TRUST

**BERRYNARBOR MANOR HALL  
USER'S HANDBOOK**

Issue Date: Sept 2019

## WELCOME TO THE MANOR HALL

We ask you to take a few moments to read this brief handbook which aims to set out all you need to know about the Manor Hall and the facilities it has to offer, together with some obligations placed upon the Hirer.

Our first request is that you make yourselves aware of the layout of the Hall. On the next two pages are,

- a sketch showing the location of its facilities and,
- an evacuation procedure in the event of a fire occurring.

Please note particularly the emergency escape routes to exits in the event of a fire on the floor layout plan. We would request that you take a moment to familiarise yourselves with these exit points.

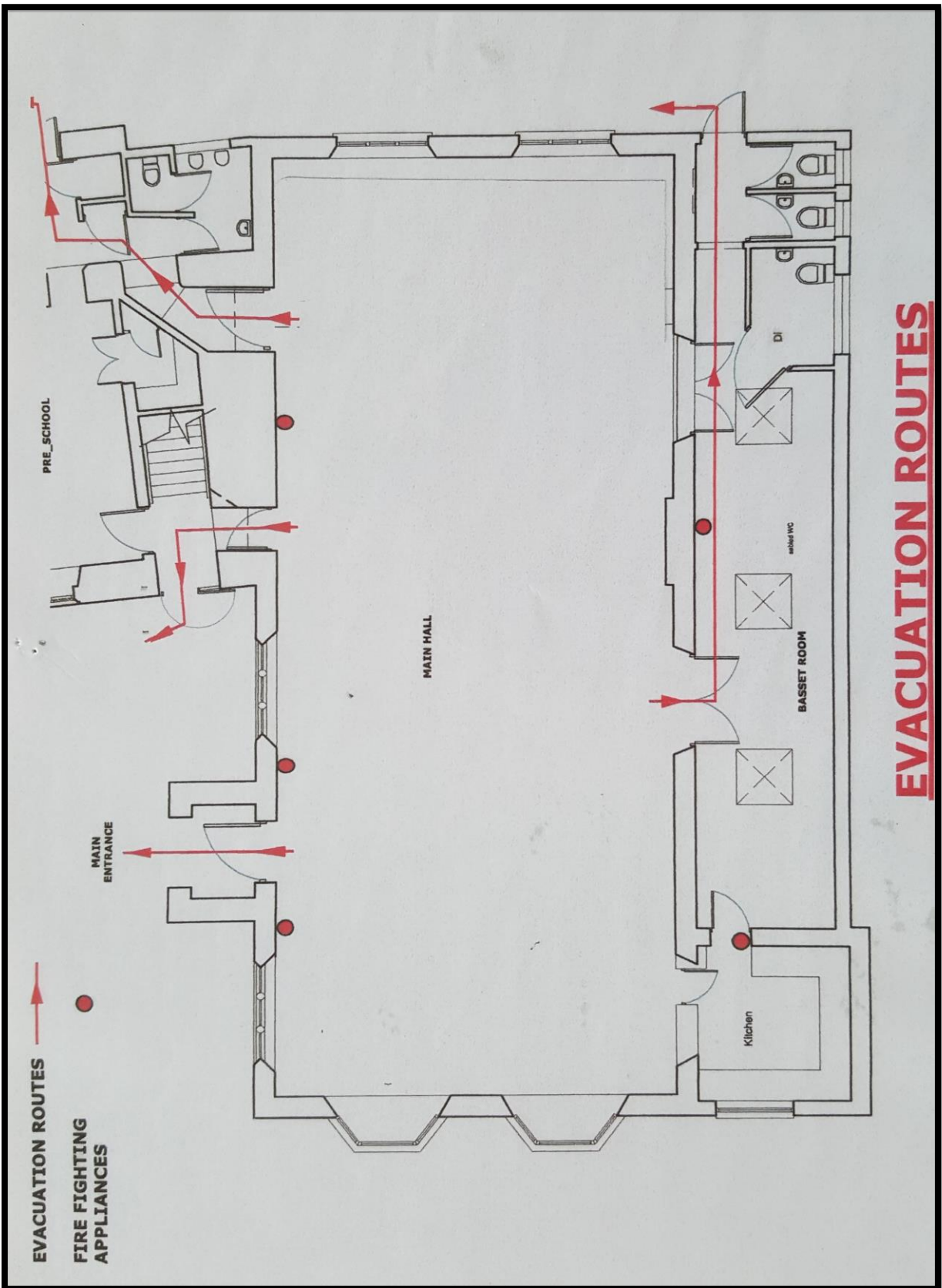
Facilities available to the Manor Hall users are the:

- Kitchen (including basic kitchen utensils and ancillary equipment)
- Toilets (including disabled)
- Tables and chairs
- Cleaning equipment;
- Basic first aid supplies

If you should have any comment or suggestions to make regarding the hall facilities then the Management Committee would welcome hearing from you. Please provide any feedback to the Bookings Secretary

Should you be unfortunate enough to suffer an injury whilst using the Hall the First Aid Box is located in the kitchen along with the accident/incident book where you must record the details. In addition if you had a "near miss" this too should be recorded it so that it can be investigated and appropriate action taken.

# MANOR HALL FLOORPLAN



## IN THE EVENT OF FIRE

### Follow this Fire Evacuation Procedure

1. The Hirer is deemed the “Responsible Person” and is designated the person in charge of the hall during your hire. The name of each person attending your event must be noted where practicable.
2. In the event of a Fire, sound the alarm. The “Responsible Person” will instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible at the bus shelter adjacent to the Church steps.
3. A Roll Call must be taken and everyone using the Hall for your hire period accounted for (where it has been practicable for attendees to be noted).
4. No matter how small the fire, **CALL THE FIRE BRIGADE ON 999**  
Give this address: Manor Hall, Birdswell Lane, Berrynarbor, Ilfracombe, EX34 9SE
5. The Responsible Person should ensure that once the hall is vacated, members of the public do not re-enter the building under any circumstances.
6. On the arrival of the Fire Brigade, the Responsible Person should inform the Officer in Charge that a Roll Call has been taken and all persons are safe / there are missing persons /it is not known if there are missing persons.
7. Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Hall should only be attempted if it is considered safe to do so. If in any doubt, vacate the building immediately.
8. Once all the above steps have been carried out, the management committee must be informed as soon as possible.
9. All incidents, however small, must be reported to the management committee.

## **INSTRUCTIONS FOR THE USE OF THE HALL**

The following checks are to be made by the "Hirer" of the Hall on each occasion that it is used.

### **Please see that:**

- Good care is taken of the building and its contents.
- Emergency exits are usable and not obstructed
- Fire detection equipment and firefighting equipment is visible, usable and not obstructed.
- All electrical sockets and appliances are undamaged.
- All appliances (excl Fridge) are switched off and unplugged.
- All fire doors are closed.

### **In addition:**

- Smoking is not permitted in any part of the building at any time
- Rubbish/waste generated by your use of the hall is to be removed on completion of your hire and taken away. Please note that leaving waste behind will cause your deposit to be forfeited.
- Use and crossing of the car park by vehicles or pedestrians is entirely at the risk of those so doing. Berrynarbor Manor Hall Trust will not accept any liability for loss, damage or injury.
- Please respect local residents by keeping noise to a reasonable level
- Only "plastic glasses" should be used outside the hall
- Upholstered chairs should not be taken outside
- Any spillages must be quickly mopped up and floors dried to avoid slips

### **At the end of the function please ensure that:**

- All appliances are turned off and/or unplugged before locking up
- All water heaters are turned off
- The kitchen area is left clean, tidy & with surfaces wiped
- Tables and chairs are returned to their storage areas in the Bassett room.
- Chairs are stacked no more than 6 high facing the wall and within the white lines.
- Toilets/sinks are left in a clean condition with the floor areas also left clean.
- Any damage/breakages should be reported to the Bookings Secretary. Failure to do so could result in your deposit being forfeited
- The Hall is vacated and locked no later than midnight for an evening session
- The Manor Hall Keys are returned to Berrynarbor village shop within 24hrs

**General:**

- Some people may react adversely to cleaning products. As far as it is possible, only mild and normally harmless products are used in the Manor Hall. Always follow the instructions on the label of the product. If you suffer a reaction from cleaning products used in the hall, eg. dry or itchy skin, then please see your medical practitioner as a precaution. You should make an entry in the Accident/Incident book, located in the kitchen, as well.
- Both the Gas and Electric isolation points have signs indicating their position. In the event of the need to turn off these supplies due to an emergency, (gas leak, faulty electrical equipment) then the switches in the locations indicated should be switched off and a Committee member contacted. The electric isolation point is in the main consumer unit cupboard above head height and needs a stepladder to access it. (Using the stepladder, located in the Bassett Room, is always a two person activity).
- If you consider any electrical appliance is unsafe to use then please mark it as such, withdraw it from use and inform a Committee member.
- The strip lights in the Bassett room are not protected by either metal guards or diffusers and could be broken if hit. This risk is considered "highly unlikely" and its probability of causing an injury is "low". However in the event that a breakage should occur great care should be taken to clear up as soon as possible all broken glass and place it in a separate, sealed refuse bag, labelled "contains broken glass". The bag should be left outside the hall by the black wheelie bin (not inside it). Please do not attempt to replace the light fitting but inform a committee member that a light has been broken and complete a "Near Miss/Incident" form in the Accident Book.
- The use of soft balls is only permitted but in the Main Hall
- Children are not permitted in the kitchen. The sole exception to this is in the case of relevant school activities by Berrynarbor Primary School (West Berry Federation), where such activities are supervised by an appropriate adult and where the school has carried out relevant risk assessments. The Manor Hall Trust accepts no liability for the exercise of this

## Lifting & Handling Guidance

When lifting or carrying chairs or tables or any other objects please note the following. Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects.

These risks can be reduced by adopting the following simple precautions:

- Make full and proper use of aids to lifting and carrying, such as the chair trolley;
- Lift heavy items between the shoulder and hip height. Only lift small, light items above shoulder or below knee height;
- Use the legs and knees to bend and lift - do not stoop or bend the back;
- Avoid tasks which require stretching or twisting;
- Ensure that regular rest breaks are taken where manual handling activities are repetitive and frequent;
- Ensure that there are no sharp, hot or cold edges which could cause injury;
- Ensure that the route you are taking a carried object is free from obstructions;
- **DO NOT LIFT OR CARRY ANY ITEM THAT YOU ARE UNSURE YOU CAN HANDLE**

When using the chair trolley, be sure not to load more than 6 chairs at a time.

Slip the chair trolley right under the back of the chair stack as far as it will go.

Place one foot against the base of the trolley and tip the chair stack backwards onto the trolley by pulling the top of the stack.

Carefully wheel the stack into required position

## Food Preparation Guidance

Under the current regulations, anywhere that food is prepared and served is regarded as a business. This means that village halls have to comply with the regulations in the same way as any other food premises.

**However, as long as food is only being prepared on an occasional, irregular basis in home kitchens and brought to the Hall, then the regulations do not apply.**

Hirers' should note that the kitchen is not suitable for the preparation of food.

- If hall users/hirers organise their own social event providing food, then they are advised that they are responsible for food safety and hygiene.
- At coffee mornings etc. food should not be on open display – it should be protected from contamination by being covered until use.
- Food can be kept at room temperature safely for up to 4 hours. A fridge is not essential but is available. High risk foods can also be kept in your own cool box with ice packs.
- No plants are allowed in the kitchen.
- No children or pets are allowed in the kitchen. (See above for exception for school children)
- A lidded, lined waste bin is supplied.
- Common sense personal hygiene rules should be followed eg: wash hands frequently and particularly when handling food or money. Also be aware that money is very dirty and should not be handled whilst handling food.



## Contact Numbers

Booking Secretary : Alison Sharples 07866 900508

Health & Safety: Caroline Denham 07525 040060

### Committee

Chairperson: Julia Fairchild 07854 370782

Treasurer: Alan Hamilton 07905 445072

Social: Sharon Gleeson 07823 881455

Projects: Martin Johns 07719 452380

Caretaker: Gary Sykes 07999 890190