

MAKESPACE at English Bridge

USING THE HALLS

The halls are available for you to use for your group, on the understanding that you leave them as you found them, or better!

Both halls have kettle facilities, but also mice, so please do not leave any food, and recycle or take away your rubbish. A key to the general waste bin is on a large wooden fob hanging by the office window. Please also use the recycling bin outside.

Heating: There are wall radiators in both the upper and lower halls but they have different control systems, in addition to the on/off switches by their respective sockets..

Upstairs, press the blue lit buttons for an hour of heat. A red light appears on the radiator itself when it is on. You can reset for another hour at any time, but the button flashes red when it's about to go off. When you leave, if any of the heaters are still on, press and hold the button until it flashes red. It will then switch itself off within a minute.

Downstairs, there is a control panel on the left as you enter from the corridor that controls all four radiators. Pressing the button once turns them on for 15 mins, twice for 30, 3 times for 1 hour, and so on up to 6 hours and finally to off.

There are portable heaters that can also be used, but these must be supervised when on and not left plugged in.

Cleaning: Please make use of the cleaning materials available upstairs in the ladies toilet. There is a Hoover, brooms, dustpans and brushes downstairs in the cupboard off the lower hall, which is open. Brush cleaning, etc, to take place in the large sinks (in the gents toilet for the Upper hall). Please don't leave the sinks blocked in any way, and leave them usable for the next group. Replace equipment where you found it.

Halls should be left clean and tidy, and equipment returned neatly to the store area.

Please inform us of any breakages, low stock, missing items, etc.

EMERGENCIES

There are emergency contact numbers on the studio information board outside the office. A spare key to the office is in a key safe to the left of the office window (code is the same as the gate). The office contains the fuseboards (Upper Hall has an extra one to itself) and water stop tap. **In the event of fire, put everyone's safety first and evacuate the building, unless it is a small contained incident which could be easily extinguished**

- Fire exits: main entrance or lower hall fire exit into yard. Studios 2 and 6 also have exits to the outside.
- Fire assembly point: entrance to the United Reform Church (L out of the gate).
- Note break glass fire alarm points - one by the main studio entrance, one by the lower hall fire exit, one in the upper hall.
- Note location of fire extinguishers, and what type they are - water/foam/CO2.
- Please use the in & out board by the main door to help with a fire evacuation roll call. Groups should keep their own registers.

FIRST AID

Let someone know if you feel unwell. First aid boxes are located in the right hand (men's) toilet sink area upstairs, and outside the office downstairs. Groups will need their own first aiders if there is no-one else in the building. Call 999 for an ambulance in a medical emergency.

Accidents, incidents and near misses must be reported and written down in the studio accident book, located and visible in the office by the window. This is anything in the building or nearby that affects or may affect your personal safety or the safety of others. Please also report incidents to Jancis, James or Joey in person or via email at ravenstudios.shrewsbury@gmail.com

EMERGENCY CONTACT NUMBERS: Jancis 07941 600993 / James 07769 696624 /
Joey 07376 635634

AND FINALLY - other hall rules:

- No spray solvents to be used in the halls; please go outside where there is a suitable lean-to.
- Please check with the Building Manager (James) before drilling or nailing into walls.
- **Absolutely no candles, burning flames or smoking in the halls.**
- Keep flammable materials neatly stored and away from any portable heaters.
- Sharp tools in their own tin or box please.
- Unplug all electrical appliances as well as turning them off when you leave the space. Keep trailing leads tucked away from feet, etc. Adaptors should not be overloaded.
- Have someone foot your ladder if you are using one.
- Keep walkways and exits clear.
- If younger family members (or dogs!) come to the hall with you, please keep them tethered (!) and make sure they don't disrupt people working.
- Keep valuables safe and take them home. Our insurance will not cover your possessions in event of a break-in / fire / etc - please make sure you are covered by your own work or home insurance.
- Always check the building is empty before locking the main doors. Please leave the middle (fire) door closed but unlocked.

COVID19 (and other infectious diseases)

All hall users are expected to keep up to date with the latest advice regarding infectious diseases, and to stay clear if they are suffering from any symptoms which may put others at risk of infection.

The building is spacious and has good scope for ventilation. Hall users should take action to suit themselves and respect others' needs.