

English Bridge Studios

USING THE HALL

As we have a community hall without full time staff, all users are expected to prepare the hall for their specific use, and to leave it clean and tidy for the next group, with any equipment returned neatly to its store area.

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. Please don't leave the sink blocked in any way, and leave it usable for the next group. Please inform us of any breakages, low stock, missing items, etc.

Safety: Hirers are responsible for their own risk assessment. We have a generic risk assessment which can be customised - please enquire at the office. If appropriate, we recommend closing the main door 10 mins after you have started, with latecomers advised to use the bell.

Note should be taken that the hall chairs, being robust and sturdy, are also quite heavy. Approx 20 are kept downstairs in the hall, but the remainder are upstairs. If your group needs extra chairs, please ensure you have someone able-bodied available to carry them down **and up again afterwards**. We advise no more than 2 at a time, and care should be taken on the stairs.

Heating: The wall radiators can be used as follows:

There is a control panel on the left as you enter from the corridor that controls all four radiators. No need to open the panel - 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. Each radiator also has an on/off switch by its plug which is usually left on.

There are also portable heaters for use in the cupboard, but these **must be supervised when on and not left plugged in**.

FIRE

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 Reformed 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.

Nearest defibrillator machine (24/7 access) is 350m away at Abbey Foregate public toilets (on the way towards Asda).

Please report incidents to the Studio Manager in person or via email at info@englishbridgestudios.org. Accidents, incidents and near misses may need to be reported and written down in the studio accident book, located and visible in the office on the filing cabinet. This is anything in the building or nearby that affects or may affect your personal safety or the safety of others.

OTHER EMERGENCIES:

Emergency contact numbers are on the studio information board outside the office. The office contains the fuseboards (Upper Hall one is separate) and water stop tap. A spare key to the office is in a keysafe to the left of the office window (code is the same as the gate).

CONTACT NUMBERS: Jancis 07941 600993 / David 07384 296050

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 Studio Manager before drilling or nailing into walls.
- **Absolutely no candles, burning flames or smoking anywhere on the premises.**
- 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.