

Loretto Community Hall

User Guide

September 2023

Remember, in the event of a fire:

Sound the alarm

Evacuate the building

Dial 999 for the Fire Service

Do not re-enter the building until told to do so by the Fire Service

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Thank you for booking our halls for your event. This guide should give you all the information you need as a user of the hall.

Hall Layout and Use

Loretto Community Hall comprises a main hall with a stage and bar area, a kitchen, a downstairs meeting room and an upstairs meeting room. Please note that different areas of the hall may be used by different groups at the same time.



Entry and Security

Main door

The main door is secured by a single self-locking latch. The key takes a quarter turn to the left to unlock from the outside. It locks automatically when closed, but you might have to give it a final push or tug.

There are two light switches on your right as you open the front door. One for the passage and one for the outside porch light.

For security purposes, the door **MUST** be left closed when using the hall unless you have someone always in the hallway. Use the security buzzers to let people in.

Security buzzers

Hall 1 is the main hall

Hall 2 is the downstairs meeting room

Hall 3 is the upstairs meeting room

Each room has its own entry phone and remote door release button.

Fire safety

As a hall user, you have responsibility for making yourself familiar with the arrangements for fire safety provided in the halls; fire call points, emergency exits, firefighting equipment and the fire assembly point.

Regular users should have their own fire safety risk assessments and evacuation plans and make appropriate provision for persons with reduced mobility or other vulnerable groups. Personal Emergency Evacuation Plans (PEEPS) may assist users to ensure safe and effective evacuation of individuals. Standard forms can be provided on request at the time of hall booking.

If a fire does break out the advice is simple:

Get out, stay out, call 999 and give the address: 17 Newbigging, Musselburgh, EH21 7AJ

There are three clearly signed fire exits as well as the main entrance door:

- Off the corridor to the ladies toilets.
- Halfway down the main hall on the right.
- Between the disabled and gents toilets at the entrance area.

There are red fire 'break glass' call points at the fire exits which will sound a building wide alarm. The fire alarm sound is a bell.

Emergency lighting is in place that will clearly mark the fire escapes in the event of a loss of power.

The halls have appropriate fire extinguishers in prominent positions. There is a fire blanket in the kitchen near the servery wall.

It is an offence to tamper with or move the portable fire safety equipment, such as using extinguishers to prop doors.

The fire assembly point is clearly signposted and located in the church garden on the far side by the driveway to the church house.

Fire evacuation plan

In the event of a fire the immediate action is to sound the alarm, evacuate the building and dial 999 asking for the Fire Service. The address is 17 Newbigging, Musselburgh, EH21 7AJ. The caller should not hang up until told to do so by the emergency operator.

People should congregate at the fire assembly point on the driveway to the church house. Ensure everyone is accounted for. Do not block the main entrance as attending fire appliances will require access.

Fire assembly point on the driveway to the church house



Consideration should be given in advance to people needing assistance to exit the building, including young children, elderly people or wheelchair users. The main entrance and emergency exit halfway down the main hall are both wheelchair accessible. Consideration should be given to the use of personal emergency evacuation plans (PEEPS) when required.

If the conditions allow, a responsible person should make a final check to ensure everyone has evacuated the hall. These action points must only be carried out if safe to do so, without taking personal risk.

1. Start in the ladies toilets at the back of the hall.
2. Come back through the main hall and check the stage area.
3. Go through the kitchen servery and check in the kitchen.
4. Check the downstairs meeting room
5. Check the upstairs meeting room
6. Exit via the main entrance ensuring the fire doors are all closed.

The responsible person should meet the Fire Service Officer on arrival and confirm the safe evacuation of the building or otherwise. Advise on location and nature of the fire and the location of the services to the building. The electrical mains shut-off is in the electrical cupboard. There are two separate gas supplies to the hall. The first gas shut-off is in the kitchen below the sink, tucked behind a few pipes. The second is outside near the hall main entrance in the wooden cupboard.

For events with large numbers of people attending or with groups needing assistance we may require a fire risk assessment form to be completed. This will ensure there is an evacuation plan in place and identify any specific gaps that we can cover prior to your event.

Fire safety briefing

For large events, especially where people may be unfamiliar with the hall, the event host should provide a short briefing pointing out the location of the fire exits, the fire assembly point and any special arrangements for a fire evacuation.

Lighting

Please consider energy use and only use the necessary lights.

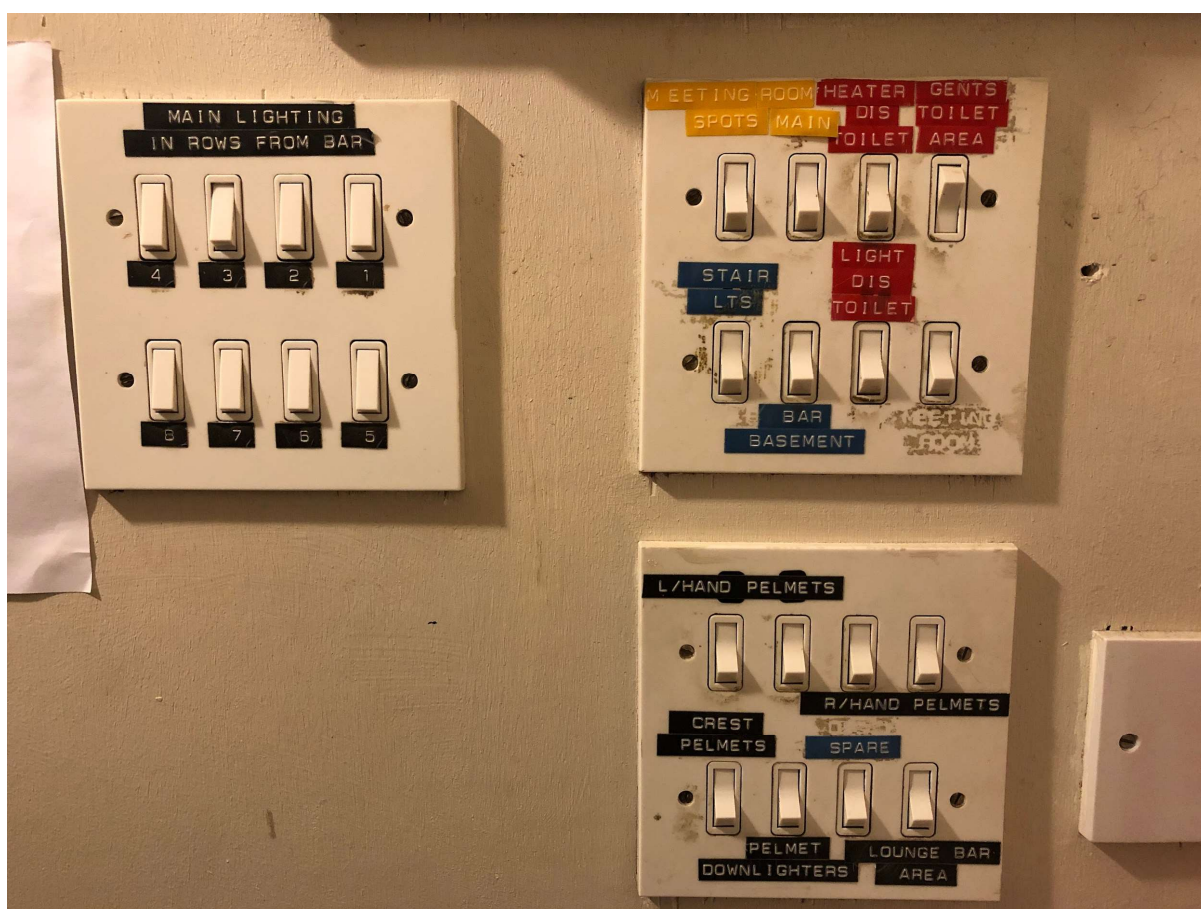
Coming in

There are two light switches on your right as you open the front door. One for the passage and one for the outside porch light.

Main lighting controls

The main light switches are located in the cupboard up the corridor on the right past the gents. This cupboard also houses the fuse board and the gate should remain closed until lights are turned off.

First find the light switch nearest the entrance to the cupboard to turn on the light in the cupboard. Then see the main light switches.



Inner corridor area

The switch is in the bottom right labelled lounge bar area.

Main Hall

For the ceiling lights look at the block of 8 switches marked 'Main Lighting in rows from the bar'. Use these for general lighting, sports etc.

For gentler lighting, you can use the 6 switches on the lower right block of 8. These control the main hall pelmet uplighters and downlighters.

Downstairs Meeting Room

In the upper right hand block of 8 switches, the leftmost two switches on the top row will switch on the ceiling lights and the spotlights.

There are further switches for the spotlights and window uplighters inside the downstairs meeting room on the left of the window near the kitchen door.

Upstairs Meeting Room

The stair lights are the leftmost switch on the lower row of the upper right hand block of 8.

Toilets

The gents and disabled toilet lights are the remaining switches on the top right block, marked in red.

The light switches for the ladies toilets are in the corridor and just inside the door to the toilets themselves.

Kitchen

The kitchen light switch is just inside the door from the Downstairs Meeting Room. The serving area switches are just outside the kitchen door to the servery.

Kitchen Use

Kitchen use is by arrangement only and must be included as a permitted activity in your hall user agreement.

Kitchen health and hygiene

Kitchen users are expected to meet all responsibilities for hygiene and food safety. Sale of food to the general public is only permitted by arrangement and will require food safety and hygiene certificates to be provided.

Instant Hot Water Boiler

The instant hot water boiler can be used when there are more than 20 people requiring teas and coffees. For smaller groups please use the kettles provided.

There are clear instructions above the boiler. It takes about ten minutes to heat up once it's plugged in. Please do not turn off the water supply. Remember to switch the power off when you are finished with it.

Oven

There is a large gas fired oven.

To light: Open the oven doors. Turn the oven control (5th one from the left) to full. There are two push buttons inside the oven door; push and hold the right hand one to start the gas. Using a hand-held lighter reach to the manifold at the back to light the gas. Once the gas is lit, hold the right hand button for 10 seconds and then release. If the gas doesn't stay lit, repeat. If it stays lit, shut the oven doors and set the proper temperature.

Kitchen equipment

Please replace all of the kitchen equipment, clean and dry, back where you found it. Crockery and cutlery storage is clearly marked

Tea Towels

Either bring your own tea towels, or if you use the ones in the hall, take them away to launder and return.

Waste and recycling

All general waste should be bagged and placed in the outside bins before you leave. Recycling bins should be used wherever possible. Recycling bins are located in the same area as general waste.

There is one bin for glass, cans and plastic and another for paper and cardboard. Labels on the bins specify what goes where.

Other

Safety and First Aid

You are responsible for the safety and supervision of attendees during your event. Please notify the hall management group about all incidents or accidents.

There is a first aid kit in the kitchen. The cupboard is clearly marked.

Outside bin area

Waste and recycling bins are stored in a secure outside bin area opposite the main hall emergency exit. Access to the bin area will be made available. Ensure that all rubbish is removed from the building and left in the appropriate outside bin.

Heating

There are two heating zones. In the Main Hall the fan convector heaters are controlled by a timer programmer and a thermostat. Please do not touch the heating power control switches.

In the Downstairs Meeting Room & Upstairs Meeting Room there are conventional radiators controlled by a timer programmer. They can be adjusted using the thermostatic valves on each radiator.

Broom cupboard

The broom cupboard is located on the far side of the main hall opposite the servery area.

Bar area

There is a bar area at the back of the Main Hall. Bar use is by arrangement only and must be included as a permitted activity in your hall user agreement. Please see the Bookings and Hall User Licence document for further information on the alcohol licence conditions.

Tables and chairs

Fold-away tables and chairs are available for use. Please notify the hall management group if these are required. These require to be wiped clean before packing away at the end of your booking.

Designated smoking area

The designated smoking area is outside at the main entrance. Please respect people entering and exiting the building. Ensure that any smoking materials are fully extinguished in the container provided.

Sound system

There is a sound system with microphones available on the stage.

Please advise in advance if you need to use the sound system and we will arrange for someone to set this up and walk you through it.

Closing up and exit routine

Please use the following checklist as your event finishes:

- Ensure the hall and kitchen are left in a clean and tidy condition.
- Ensure the bins and recycling are put out.
- Ensure appliances are turned off. Check the instant water boiler is off and unplugged and that the ovens / cooker are off.
- Ensure all doors and windows are securely closed. Check the main hall emergency exit is properly closed and locked (give it a shove to check). Check the kitchen windows are closed.
- Lastly, check no one is hiding...follow the fire evacuation route above turning lights off as you go.
- Pull the front door closed and ensure it is properly locked.

Thanks for using the hall!