



# USER GUIDE

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## **Leintwardine Centre**

Leintwardine Village Hall and Community Centre,  
High Street,  
Leintwardine,  
SY7 0LB

Leintwardine is a village in north Herefordshire, population around 900 souls, about 8 miles from the delightful town of Ludlow.

The centre has three buildings – the former village school (comprising the Main Hall and the Old School Room behind) and the next door Reading Room – which has been converted into the village's community centre.

Together these buildings offer...

- a large hall with room for 90 plus (Main Hall)
- A fully fitted kitchen suitable for medium to large parties
- a 35-seater meeting room (Reading Room) – now housing the Community Library and Leintwardine History Society.
- A large room for general use, which can be used in conjunction with the lawn at the rear (Old School Room) – currently rented.
- A small room available for private meetings or as a changing room

The Centre is home to a surprising variety of regular activities, from Pilates classes to lazy lunches for older residents of the village, not to mention Flicks in the Sticks (our local cinema!) and the Leintwardine Players, the village's Amateur Dramatic group.

The Reading Room houses the Leintwardine Community Library and is the base of the Leintwardine History Society, a thriving group devoted to studying the very long and rich history of the village – known as Bravonium to the Romans – and the surrounding district.

### **The Main Hall**

The main hall is L-shaped and is equipped to current standards of safety and regularly inspected. It has a high definition projector and screen with accompanying surround sound system that can be used in conjunction with laptops, iPhones and auxiliary equipment for media and presentations. Additionally, a loop is installed together with radio microphones.

It has bright house lights and two installed spotlights. Additionally the centre owns a two-stand theatrical lighting system with programming facilities and a unitary staging system providing up to two level heights with steps and safety barriers.

**Office space is available for rent.**

### **Contacts:-**

Booking Secretary—Sheila Smith

Tel: 01547 540593

Email: leintwardinecentrebookings@gmail.com

Treasurer—Mike Rix

Tel: 01547540171

Email: leintwardinecentretreasurer@gmail.com

## Community Centre



The front of the centre is approached from the High Street up a slope to the main car park, which provides 8 vehicle spaces and two disabled. Additional parking is available on the High Street.

Access to the large green at the rear is via the left side path.

The entrance has an access slope for wheelchair users with all downstairs areas accessible for all users.

Vehicular access to the green is, by negotiation, via the business car park next door.



View from the back of the centre, from the green towards the main centre building showing the old school room (presently rented).

There is external access to both toilets.

Access to the patio area is via a path or main hall.



## Millennium Green

The Green is a large grassed area which acts as an outside summer space for fayres, performances and other events.



The Millennium Green is an area behind the centre which is classed as an historic monument. It is mainly used in the summer for social events, fayres, outside films and productions. Access for electricity is via the Old School Hall (by negotiation with the present tenant)

## Patio



The patio is accessible through the hall emergency exits (Seen here on the right) and is used for refreshments outside in the summer and as well as games. Gazebo facilities are available upon request.



Main Hall (East)



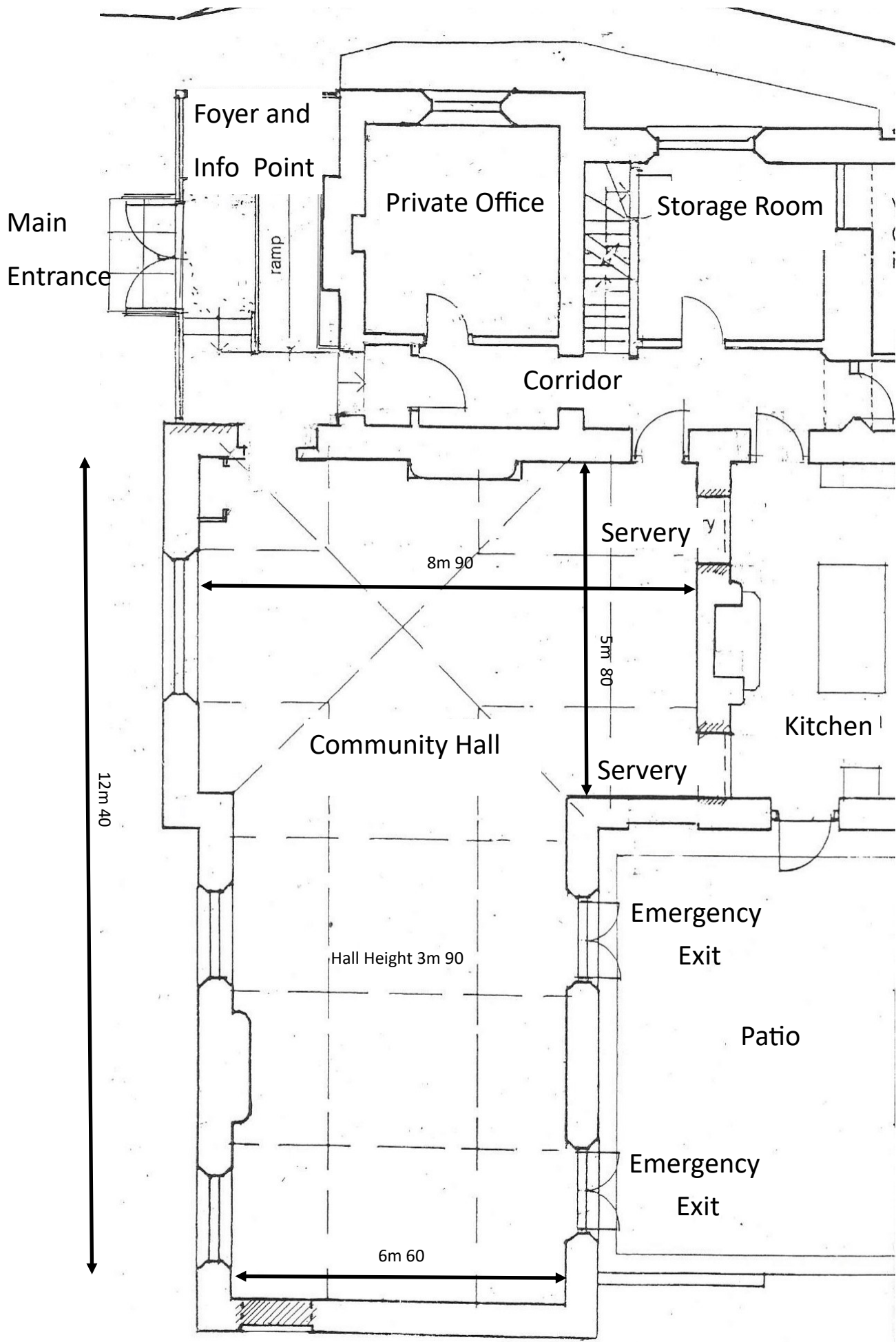
Set up for 'Warm Spaces'

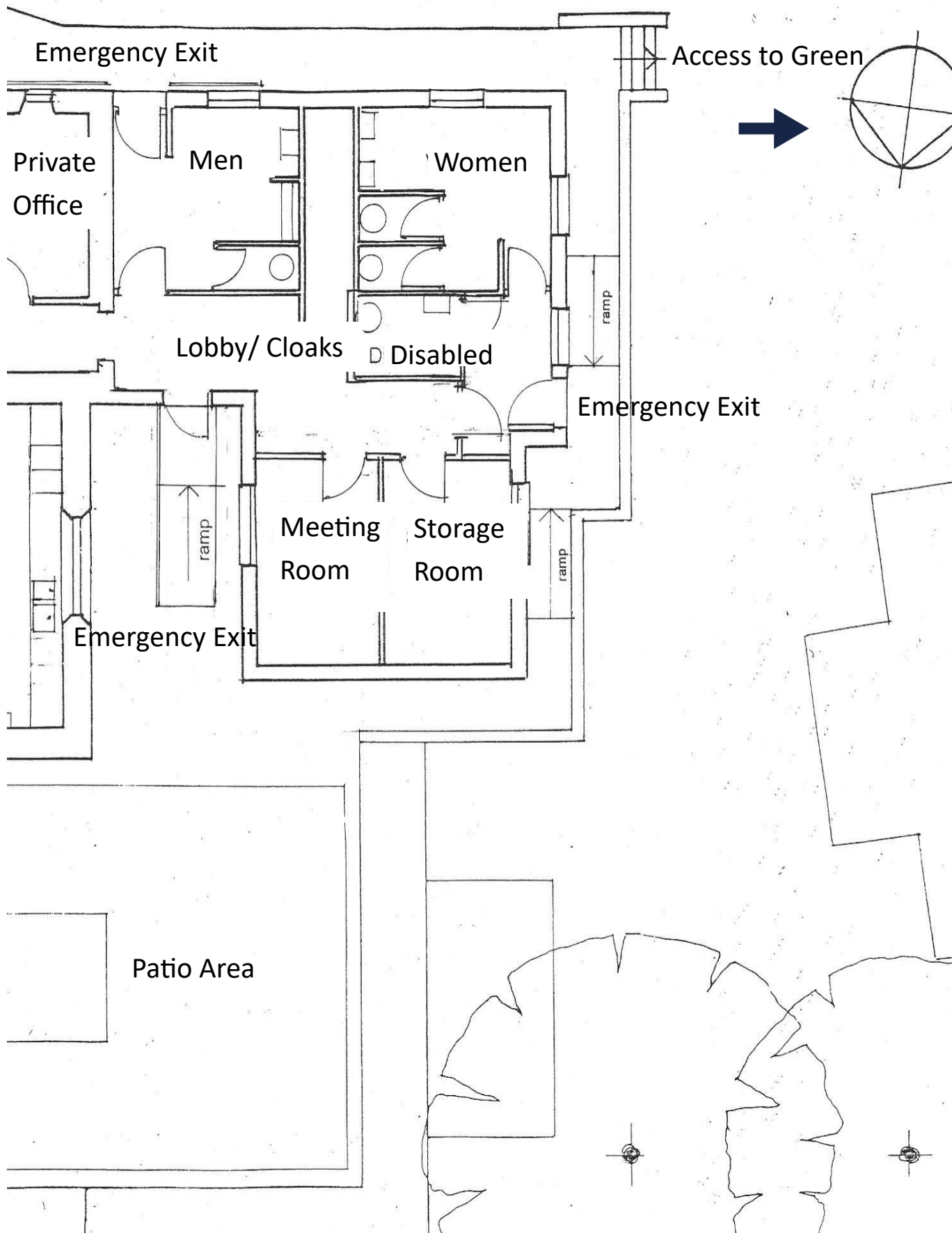
Main Hall (West)



Set up for children's Cinema

Floor Plan

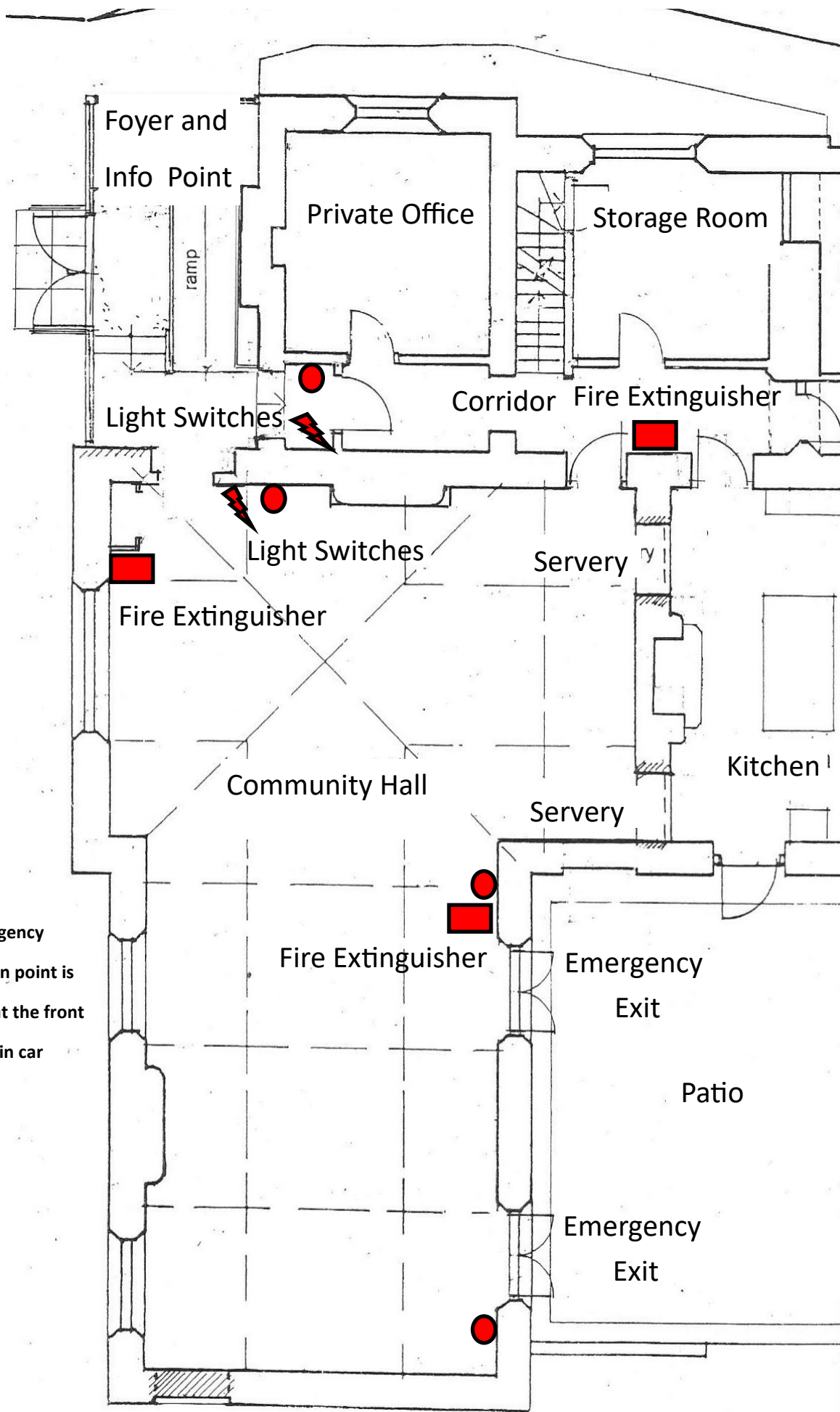






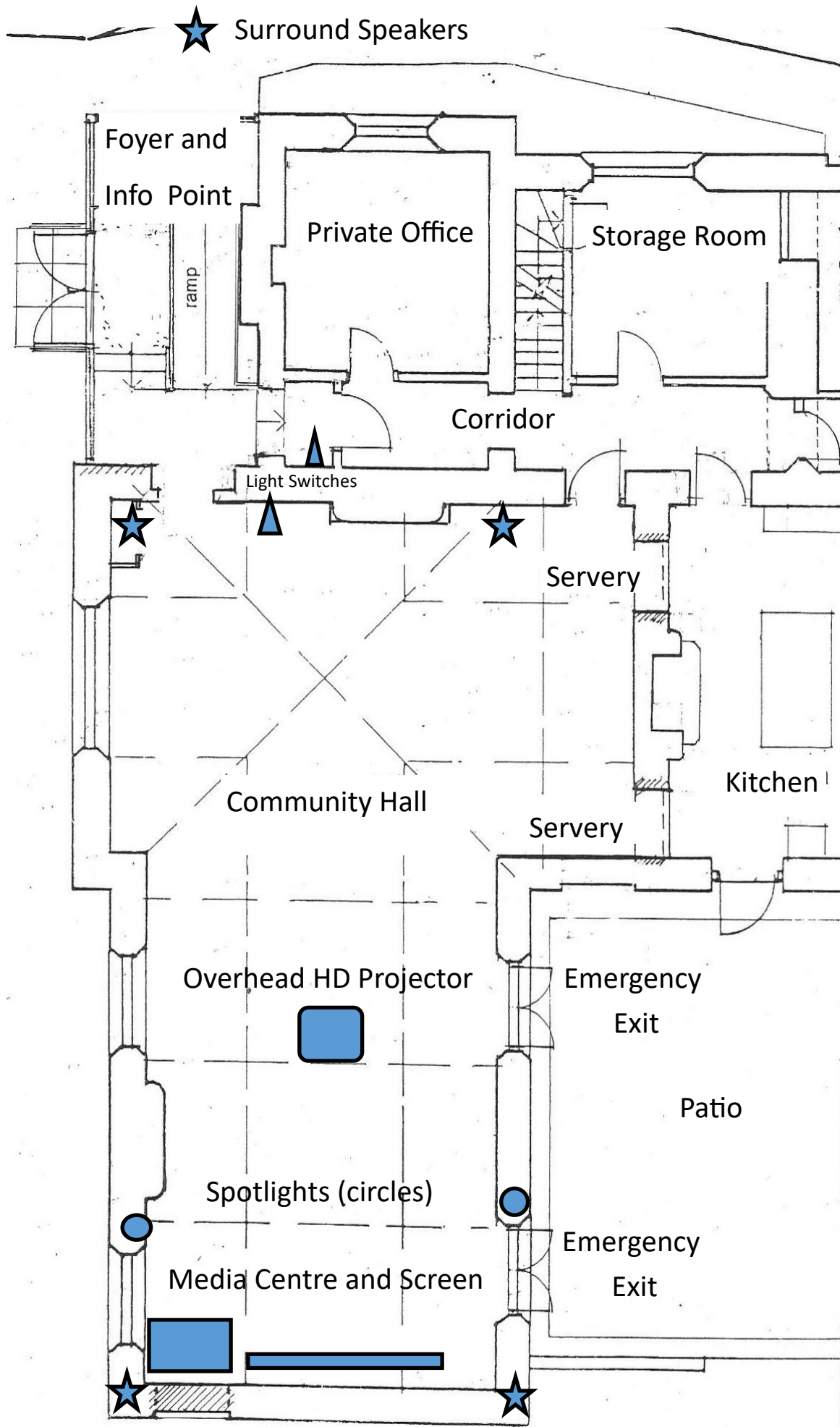
The floor plan shows a large central area labeled "Community Hall" with a grid pattern. To the top left is a "Foyer and Info Point" with a "ramp". To the top center is a "Private Office". To the top right is a "Storage Room". A "Corridor" runs horizontally between the office and storage room. To the right of the community hall is a "Kitchen" with two "Serving" areas. Two "Emergency Exit" doors lead from the community hall to a "Patio" on the right. Blue dots are placed at various locations: one in the corridor, one on the left wall of the community hall, one on the bottom left wall, one on the bottom right wall, and one near the bottom right corner. A staircase is located between the private office and the storage room.

● Position of 'break glass' fire alarms in Main Hall



The Emergency evacuation point is situated at the front of the main car park.

## Location of media





## Kitchen Facilities



Users are expected to have knowledge of food hygiene procedures.

In order to support users the following principles ought to be observed...

- Use of colour-coded chopping boards for different food types
- Avoiding contact between raw and cooked food
- Wash hands in separate hand washing sink
- Clean surfaces after use with hot soap water, then rinsed with clean water, then dried.
- Safe disposal of food waste (centre bins available)

The kitchen is equipped with the following items...

- 5 plate hob
- 2 ovens
- 1 oven/grill
- Washing up area
- Food preparation Areas
- Hot cupboard
- Dishwasher
- Glass washer
- Fridge
- Fridge freezer
- Freezer
- Insectocutor
- Water boiler
- Kettles
- Food Mixer
- Assorted pots and pans
- Cutlery, crockery and glass-ware for up to 90+ people

Users are expected to bring their own tea towels, towels and dishwasher tablets.



# LVHCC Safeguarding Code of Conduct

LVHCC is committed to maintaining the highest degree of ethical conduct amongst all of its committee members, volunteers, tenants and visitors. To help increase understanding, this Code of Conduct details LVHCC's expectations of all individuals who use the building.

- All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, financial, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children should not be permitted or tolerated.
- All users of the building will be expected to treat all people fairly with respect and dignity. Tolerance, acceptance, support and understanding are key values within LVHCC.
- Volunteers and organisers will not work under the influence of alcohol or use, or be in possession of, illegal substances on LVHCC premises.
- Volunteers will not be in sole charge of children, young people or vulnerable adults unless they have undertaken Safeguarding training and are DBS checked.
- All users of the building are expected to behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of themselves and others.
- All users of the building will take care not to share any confidential information relating to colleagues, volunteers, service users or any sensitive information unless legally required to do so.

**Safeguarding is everyone's responsibility. If you have any concerns about the welfare and well-being of a child or vulnerable adult, please report your concerns to;**

If you are concerned about an adult, telephone 01432 260715. Report concerns about adult abuse or visit the page on Herefordshire Community Partnership website...

<https://www.herefordshiresafeguardingboards.org.uk/concerned-about-an-adult>

If you are concerned about a child, telephone 01432 260800. Report concerns about a child or visit the page on the Herefordshire Community Partnership website.

<https://www.herefordshiresafeguardingboards.org.uk/safeguarding-information/concerned-about-a-child>

## Complaints and reports

Users of LVHCC who have a complaint or concern relating to a breach of this Code should report it immediately to Tallulah Tay. If you do not feel comfortable reporting to the named person (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) you may report to any other member of the LVHCC committee.

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Next document review: August 2023 (reviewed annually)