

Guide for hirers and event organizers

The Leintwardine Centre is a community facility, intended to be of benefit to as many people as possible. To make sure it's kept in good condition and can be used safely by all, there have to be a few rules. Fortunately, we've been able to keep them to a minimum because past experience has shown that most problems can be dealt with a good dose of common sense. What follows is a mixture of guidance and rules which have to be complied with. Please read and respect them.

Enjoy!

The Leintwardine Centre Committee

General Health and Safety rules

- Smoking is illegal in all the buildings!
- Read the fire safety notices and note the location of all fire exits
- There's a first aid box in the kitchen
- Don't block the fire exits – inside OR outside the buildings - at any time
- If you bring electrical equipment into the rooms, make sure it's in good condition and is used properly, any cables and wires should not be left where people may trip over them or where they may get damaged
- Clean up spills as quickly as possible. There's a floor mop in the kitchen.
- In the event of an accident to a person or damage to the property, please inform one of the officers listed at the end of this sheet as soon as is practicable.
- If you need to call the emergency services, the address is:

Leintwardine Centre High Street
Leintwardine SY7 0LQ
Map reference 741404
What 3 Words holdings.nooks,rocky

Before the event

Points to note when planning your event

- The maximum number of people permitted in the Main Hall is 130 (or 90 seated)
- You should finish no later than 23:30 (11:30 pm)

As the hirer of the Community hall you need to know what to do in the event of a fire, as you are responsible for people attending your event.

1. Read the Fire Procedures notice on the notice board located before the first corridor fire door
2. Familiarize yourself with location of fire doors, exits and fire extinguishers.
3. Record who is at your event and provide list to the Fire Chief in the event of a fire.
4. Ensure those with limited mobility can safely exit the building
5. Your event is most likely covered by the LVHCC fire Risk Assessment but if in doubt please contact the management committee.

Contacts:

Name	Phone	E-mail
Martin Vincent (Chair)		martvincent61@gmail.com
Kim Smith (secretary)	01547 540593	leintwardinecentresecretary@gmail.com
Sheila Smith (bookings)	07450 122132	leintwardinecentrebookings@gmail.com

During the event

- At the start of the event, you should draw attention to the fire exits and the fact that smoking is not allowed anywhere on the premises
- Dispose of all rubbish in bins provided in the kitchen, take your rubbish away or pay £1.75 per sack.
- You should ensure that furniture and fittings are properly looked after
- Please respect our neighbours by keeping the noise levels down to the minimum, both inside the buildings and outside.
- If alcohol is to be served at your event, please contact the Secretary
- If you wish to use Audio/visual equipment please advise the booking secretary at the time of booking. There will be a charge for the use of the equipment.
You may use the dishwasher but need to provide detergent etc,

After the event

- If you took the tables and chairs out of the room, please put them back afterwards.
- If you used the chairs and /or tables, please re-stack them on the trollies
- Please wash and dry all crockery and glasses and put them back where they came from.
- Before you leave the Community Centre, please ensure the toilet doors are locked from the inside
- Take care of the keys. You'll be charged for replacements – and they are VERY expensive!
- If you use the blue tablecloths there is a hire charge of 50p if you wash and iron them and return ASAP, otherwise a charge of £1 / cloth will be made
- Any tea towels used must be returned clean ASAP
- Please complete the attached checksheet

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 vulnerable adults and 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 and 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 or visit the Report concerns about adult abuse page on Herefordshire Community Partnership website.**

CHECKSHEET

KITCHEN

Dishwasher cleaned and switched off	
Hot water switch (on wall to right of sink) - switch off	
Coffee machine - switch off	
Counter top heater - switch off	
All cooker hobs and ovens switched off, leave cooker power switch on	
All lights off	
Hatches shut	
External stable door locked	

MAIN HALL

Rubbish removed	
Chairs stacked on trollies	
Tables loaded on trollies	
Both Patio doors latched shut	
All lights off	

CORRIDOR & ENTRANCE

Ladies toilet locked - internal and external	
Gents toilet locked - internal and external	
Toilet lights to be switched off (switch by fire exit rear of building)	
Corridor Fire door shut [press red button on top to release]	
All lights off except timer switch in main entrance (set for 15 minutes)	
Entrance doors locked - top and bottom locks	