

Coigach Community Hall (CCH)

Hirer Introduction /User Briefing Pack

1. Conditions of Hire

To ensure hirers get the full benefit of using CCH facilities, fully understand their obligations and to avoid future disputes please read the separate Terms & Condition of Hire before using CCH facilities for the first time.

2. Access to the Hall

There is a key card entry system. The key card will be issued when the function hire starts. The key card also opens the main hall and lounge doors.

A small manual keys are located inside the main entrance door, just outside the main hall door, and inside lounge door, and are used to turn the door locking mechanism to prevent the doors locking again during the hire period. At the end of the hire period these need to be turned back so the doors lock on departure.

3. Heating & Lighting

In the hours of darkness, to locate the light switches:-

- The lobby lights are located just to the left of the main entrance doors.
- The foyer lights are located on the wall just to the left after passing through the second set of swing doors in the lobby.
- The main hall lights, which are marked, are on the right hand side-wall just inside the entry door to the main hall.
- The lounge lights are to the right of the lounge entrance door.
- The Emergency Exit Lights come on automatically in the event of a power cut.
- The toilet lights are automatically controlled by a sensor & time switch.

The thermostatically controlled heating is under-floor and should not require any adjustment as it takes several hours to warm up and cool down.

4. Toilets

- The gents toilets are located down the corridor, to the left of the lobby entrance doors and passed the cleaners cupboard.
- The ladies toilets are located to the right of the lobby entrance doors.
- The disabled toilets is located down the corridor, to the left of the lobby entrance doors just before the cleaner's cupboard.

5. Fire Safety

Please read the Fire Evacuation Notice and study the floor plan to see where the nearest exit is. In the event of a fire the number of people you have recorded into your event should be used as the head tally on evacuation. Regular user groups should arrange to carry out a fire drill once per year.

Coigach Community Hall (CCH)
Hirer Introduction /User Briefing Pack

6. Health & Safety

Please read the Health and Safety Statement on the notice board in the foyer.

- If you are using the step ladder please see the health & safety leaflet for safe working practice.
- Please mop up any spillages as soon as they occur.
- Please clean away any glass breakages immediately after they occur.
- A first aid box (green box) is located in the kitchen.
- An accident book is located in the box file in the kitchen.
- A guidance chart on the use of cleaning chemicals is displayed in the cleaner's cupboard.

7. Food Hygiene, Food Safety & Kitchen Equipment

Please follow good food hygiene and working practices including:

- Hand washing
- Cleaning surfaces
- Use of dishwasher
- Safe temperatures in cooking – probe in kitchen
- Fridge- temperature displayed

A file in the kitchen drawer has food safety guidelines and kitchen equipment manuals. There are also operating instructions for cooker, dishwasher and tea urn displayed.

8. Protection of Vulnerable Groups

All groups working with children or vulnerable adults must lodge their Protection Policy with the Administrator before the first hire. All adults working with such groups must be enhanced disclosure checked (or members of the PVG scheme).

9. Tables, chairs & cleaning equipment

- Tables and chairs are stored in the storage area behind the north wall of the main hall.
- Additional chairs are stored in the small storage shed on the north side of the car park.
- Cleaning equipment is stored in the cleaner's cupboard between the Gents and Disabled toilets.

10. Checks before you leave the hall

Please leave the hall and the outside area as you found it, turning off all lights, heaters & taps. Please tick the appropriate boxes on the Departure Form and return it to the Administrator, or leave it in the box in the foyer.

11. User feedback or complaints

The Hall Committee welcomes feedback from users. Comments can be left on the Departure Form, or emailed to **Error! Hyperlink reference not valid.** [http://coigachhall@gmail.com/](mailto:coigachhall@gmail.com)