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## Hall Usage Briefing Note for Leaders.

#### Access

* When the doors are unlocked and opened, alarm will sound. Disable alarm on left hand side on wall beside light switch. Code is the same as others on site.
* If keys are forgotten, then there is a key safe on the external wall. Code as others.

#### In operation

* Regularly check the hall risk assessment located in the file in the kitchen and make all leaders aware of the hall specific safety precautions identified within the document.
* Internal door keys and keys for trailer are in the key safe on wall in kitchen. Code as others.
* Spare toilet roll, bin bags and paper hand towels are in bottom cupboard on the right as you enter the kitchen.
* Please let the Group Executive know if any of these need replaced.
* Hall heater switches are located beside the light switches just outside the hall.
* Brushes, Mops etc are available from the broom cupboard on the left of the corridor with the section cupboards.
* The games cupboard is located in the same corridor.
* The fire alarm panel is located within the broom cupboard. Instructions for use are on the door of the cupboard.
* Practice fire drill should be held by each section, approximately once every term.
* There is a communal first aid kit located in the kitchen, please ensure the group executive are informed if anything needs replaced.
* An accident record book is located in the kitchen.
* The electrical panel is located in the broom cupboard. The electric heaters often trip and can be reset from this board.
* Section pigeon holes are located in the committee room.
* A digital projector and screen are stored in the committee room, please return after use.

#### Specific Covid-19 Protection Measures

* The one-way system for toilet use must be followed.
* In operation a flow of air through the hall can be maintained by opening the fire exit doors and hooking them safely in the open position.
* All toilets, door handles and surfaces used will be cleaned by the professional cleaner on a daily basis
* No changing of clothes can be allowed for the activity.
* All equipment used must be cleaned appropriately before leaving the hall.

#### Egress

* Please tidy away anything used during the section meeting.
* Please sweep the hall floor after the night’s event.
* Any tea towel used should be taken home, washed and returned.
* Check toilets and replace hand towels and toilet paper if required.
* All bins should be emptied, and bin bags placed in paladin bin at top of lane.
* Replace bin with new bin bag.
* Check all emergency doors are properly shut.
* Ensure all light have been turned off.
* Ensure all heaters, including committee room, are turned off.
* Ensure fire alarm is activated if disabled for activity.
* Set Alarm.
* Ensure Yale is off snib and ensure mortice is locked.
* External Light is on a time switch, so does not need turned off.