

# Wymondham Central Hall

Registered Charity no 292505

## Health and Safety Requirements for all Hall Users

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### **1. Introduction**

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Every User of Central Hall must be fully conversant with restrictions on use, safety procedures and general rules and regulations laid down by the Central Hall Management Committee, the Local Authority, the Police and the Fire Service to ensure that the Hall complies with the requirements of the Premises Licence, Insurance and Health & Safety Executive.

The term “User” applies to all regular hirers, occasional hirers, members of the public within Central Hall trustees and staff (including bar staff).

The hirer shall ensure that on each use of Central Hall, a designated person takes overall responsibility for activities and that this person applies all the requirements contained within this document, and others referenced from it. This person is referred to as the “Person in Charge”.

For Public use of Central Hall, it is a requirement of the Premises Licence that all hirers nominate in writing a “Person in Charge”. The Person in Charge is responsible for implementing the Health & Safety Requirements and the Emergency Action Procedure.

All hirers shall be required to state that they are conversant with these requirements and shall apply them by signing a copy of the Booking Form. Without this they shall not be given access to the facilities.

### **2. Fire Safety**

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Emergency Action Procedures are displayed in the lobby of Central Hall. When the public are to be admitted then the hirer, attendants and any other responsible persons must be conversant with the Emergency Action Procedures which are issued to all hirers and will be issued with the Booking Form. Many of the requirements below also support the prevention of fire and other emergencies.

### **3. Building Capacity**

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The numbers of people in the building at any one time are strictly limited to the following:

- a) Main hall:
  - a. When used for dancing 295
  - b. When used for functions utilising and eating at tables 170
  - c. When used for combining a) and b) 240
  - d. When used for closely seated audience (linked seating in rows) 250
- b) Tiffey Room - 60;

The total shall include stewards, bar staff, entertainers, backstage staff.

At no time may these numbers be exceeded. Proof of numbers attending must be made available to any inspecting authority for all functions, eg by the use of numbered tickets.

### **4. Attendants**

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During all activities open to the public, a minimum of two attendants shall be appointed and be made aware of their duties in the event of a fire or other emergency. Their primary role is to ensure safe conditions are maintained in the premises and to achieve this they should:-

1. ensure that no overcrowding occurs in any part of the premises,
2. keep all gangways and exist clear at all times

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3. prevent standing on seats or furniture
4. be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons.

These attendants shall not be less than 18 years of age and they must make themselves familiar with:-

1. The location, type and operation of all fire extinguishers and call points
2. The location and operation of all usable exits, including fire exits.
3. The location and content of Emergency Action notices.
4. The location of the First Aid box.
5. The location of Central Hall telephone.

If a Front of House Manager or Stage Manager is appointed for the activity, then they too must be prepared to assume the same duties as the attendants.

The Person in Charge shall ensure that each of the attendants (or those acting as such) knows the portion of the premises that they are responsible for, and that all parts of the premises are covered. The duties of attendants and other supervisory persons in an emergency are given in the Emergency Action Procedure.

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## **5. Kitchen**

It is a requirement that this be kept hygienically clean at all times. Any equipment/utensils used must be cleaned after use by the hirer. There are no facilities for storing food.

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## **6. Use of the Bar**

The bar is open to members and their guests and public attending a function at Central Hall. It is not open to the general public. The opening hours of the Bar shall be at the discretion of the Management Committee, but no longer than the limits stated on the Premises Licence.

Anyone under 18 years of age may not purchase or consume alcohol on the premises. Identification will be requested where age is in doubt.

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## **7. Limit of Activities**

Limit of activities, (eg entertainment) which are open to members of the public under the Premises Licence shall be from 08:30 to 23:30 every day. The Public must leave the premises no later than 30 minutes after the latest times. No activity should be audible outside a 30 metre radius of the building.

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## **8. The Building**

There shall be no obstruction of any of the entrances while the building is in use.

The stage lighting and hall public address system must only be used with prior permission and then only by personnel designated by the hirer and agreed by Central Hall.

A strict "No Smoking" rule shall be observed throughout Central Hall. No scenery shall be allowed to be used which is flammable, unless it is treated with Flambar or a similar flame retardant treatment. Cotton wool shall never be used for scenery or decorations.

If the main hall is used for performances where a theatre type seating is required, the seats must be linked. A free passage, minimum width 2 metres, must be maintained across the seating adjacent to the main doors from the lobby into the main hall. A centre gangway at least 1.5m wide must be free to run the length of the Hall. Rows of seats must be at least 30cm apart.

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The use of ladders must be strictly controlled. It shall be the responsibility of individual hirers to ensure that, when the building is under their stewardship, the use of ladders by competent persons is monitored.

Any problems arising from accidents shall be the responsibility of the hirer at the time. It shall also be the responsibility of the hirer at the time to ensure that use of tools and all lifting and carrying is done in a safe manner.

The heating system is set to reflect the general requirements of the building. It must not be adjusted or tampered with by any hirer or member of the public.

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## **9. Electrical safety.**

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All portable electrical equipment brought onto the premises should carry an in-date PAT sticker. This applies to personal electrical equipment, band and disco equipment. Where this is not possible and the equipment is to be removed immediately after use then it may be used as long as the plug, lead and equipment are visually inspected to confirm no damage and then used with a tested RCD. It is the hirer's responsibility to ensure that performers and DJs are made aware of this requirement before equipment is brought into the building.

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## **10. Decorating the Hall etc.**

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Fire exits must not be obstructed in any way. Flammable material must not be used for wall hangings or ceiling drapes unless it has been treated with an approved fire-retardant.

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## **11. Private Hirer**

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Copies of these rules, Fire Action Notices and where necessary Risk Assessment Sheets will be issued with all Booking Forms. Private bookings must be stewarded by the hirer, in accordance with Section 4 above, who shall ensure that all safety requirements and statutory legislation are met. The hall's Management Committee has the right to close-down any event or activity which does not comply with the conditions of the Premises Licence, Fire Regulations or Health and Safety legislation.

Particular attention must be paid to:

### **a) Music.**

Central Hall is situated in a residential area and maintaining good relations with neighbours is important. It is a condition of our Premises Licence that no activity, and this includes music, will be audible outside a 30 metre radius of the building. In order to contain any noise we advise that all doors and windows are kept closed when music is being played.

### **b) Occupancy.**

The hours of occupancy required by the hirer are given on the Booking Form. The end time on the booking form is the time building must be completely vacated by the hirer, including the removal of all equipment unless agreed beforehand with the Management Committee. The User is responsible for the conduct and behaviour of guests whilst on the premises and in the vicinity of the building.

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## **11 Applicability**

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A member of the Central Hall Management Team has the right to be present during any functions open to the public. He/she has the authority to intervene should the hirer be deemed not to be complying with these or any other requirements for use of the facilities.

*Approved and accepted by Wymondham Central Hall Management Committee  
4 November 2010*