

Lowes Barn Community Project CIO	Merryoaks Community Hall Code of Conduct for Hall Users Version: 1.0	Status: Approved Date: 14th May 2023 Effective Date: 15th May 2023
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Code of Conduct for Hall Users

1. Introduction

It is the intention of Lowes Barn Community Project CIO (LBCP), who own and manage Merryoaks Community Hall, to provide a safe and enjoyable experience for all users of the Hall and to be a good neighbour to the surrounding community.

Employees, those hiring rooms, contractors, and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by LBCP as outlined in this document and by the Hiring Terms and Conditions.

Key contacts and phone numbers are on the notice board in the Merryoaks Community Hall Hub area.

2. Health and Safety

All users and visitors to Merryoaks Community Hall must comply with all relevant health and safety legislation and act positively to prevent injury, ill health, or any danger arising from their activities and operations.

All of the health and safety requirements set out in the Hiring Terms and Conditions must be adhered to, and safety notices on the premises must be observed.

The following practices must be followed in order to minimise risks:

- All emergency exit doors must be kept clear and unlocked throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components, or water penetration etc.
- Any damage or failure of equipment or facilities must be reported to a representative of the Hall's Management Committee.
- All accidents should be reported to the Health and Safety Officer.
- Do not work at a height unless another person is present. When using steps or ladders, make sure they are properly secured and another person is present.
- Gas appliances must not be used unless permission has been granted in writing by LBCP.
- Do not leave portable electrical or gas appliances operating while unattended.
- All electrical appliances brought on to the premises must be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work.

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Regulation 1989. Portable Appliance Testing should have been carried out where appropriate.

- Make sure that bulky or heavy items are moved in a safe manner with the appropriate number of people assisting.
- Items should not be left in such a way as to create a tripping or toppling hazard
- Do not stack chairs more than five high.
- Care should be exercised when handling hot, sharp, or heavy items in the kitchen (e.g., pans, knives).
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen, and do not allow running.
- Any spillages should be cleaned up immediately to avoid slips and falls.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Care should be exercised when arriving and leaving the premises especially in the parking areas to avoid accidents and collisions.
- Ensure all outside areas are kept clean and tidy and free of any equipment.
- LBCP reserves the right to restrict access to outside areas; such restrictions will be notified to all users.

3. Noise

Merryoaks Community Hall forms part of a quiet residential neighbourhood. Please respect our neighbours' right to quiet enjoyment of their homes.

All users and visitors to the Hall must abide by the Noise Management Plan (see Noticeboard in the Hub) and act to minimise the potential impact of noise on our neighbours and the surrounding community.

Attendees should arrive and disperse from the building in a quiet and efficient manner.

All events must end and attendees must leave by:

- 22:30 (Monday to Saturday)
- 20:30 (Sunday and Bank Holidays)

The only exception is for those clearing up after the event.

The building must be fully vacated by:

- 23:00 (Monday to Saturday)
- 21:00 (Sunday and Bank Holidays).

Rubbish and recycling must not be taken out of the building after 20:00.

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4. End of Hire

In order to make the use of the Hall as pleasant an experience as possible for all of our users and visitors, Merryoaks Community Hall requires all hirers to leave the premises neat and tidy ready for the next user.

CHECKLIST

All chairs, tables, and other furniture moved during a hiring must be cleaned and returned to their storage positions.	
Please avoid dragging furniture across the floor to prevent damage to the floor.	
The chairs in the Multipurpose Room should be stacked no more than five high and placed around the walls.	
All recyclable rubbish (glass, paper, plastic, and metal) should be placed in the appropriate bins in the bin store at the front of the building.	
General waste should be securely tied in bin bags and placed in the appropriate bin in the bin store at the front of the building. Bin bags can be found under the sinks in the kitchen and kitchenette.	
Kitchen work-surfaces, cooker, and sink should be wiped down and left clean and tidy. All cleaning products can be found in the high cupboards in the Kitchenette.	
All kitchen electrical equipment, except fridges and freezers should be turned off.	
The fridges and freezer must be emptied of food brought into the Hall for the activity, cleaned, and left closed and switched on.	

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All crockery, cutlery, and cooking equipment, etc. to be washed and put away.	
Ensure that all lighting has been turned off.	
Check all toilets before leaving and make sure they have been flushed.	
Report any damage or breakages to a representative of LBCP (contact details are on the Notice Board in the Hub).	
Notify the Health and Safety Officer if the First Aid box has been used and of details of any accidents/incidents for our records (contact details are on the Notice Board in the Hub).	
All windows and fire doors should be shut, and locked where appropriate, before vacating premises.	
Return any key(s) or key fobs to a representative of the Merryoaks Community Hall Management Committee or, if the building is unattended, set the building alarm according to instructions provided and post the key(s) or key fob through the letterbox.	

Revision	Approval date	Reason for change
1.0	14th May 2023	Initial version