

The Great Coxwell Parish Room, ('The Reading Room')
Registered Charity number 300155
readingroom@greatcoxwell.com



INFORMATION FOR ALL USERS

GENERAL

Users are expected to exercise common sense when using the facility. They are particularly advised to heed warning signs and to ensure that main walkways to exits and facilities are kept clear. All hirers will be asked to provide a statement of the specific considerations and actions they will take to address any exceptional risks of their use of the facilities and how with will act to reduce the risk of the spread of COVID-19.

EVENTS

Hirers are responsible for obtaining any necessary licenses for their events. The performance of live music, playing of recorded music or the exhibition of any film requires explicit written permission from the Trustees. All events must cease before 11pm.

All users are reminded that the Room and its grounds is a non-smoking environment.

PARKING

Please note that Great Coxwell Parish Room has no dedicated parking facilities, and there is very limited space for parking near the Room where the road is quite narrow. Users are requested to park responsibly and considerately, and ensure the road remains passable to all users including emergency vehicles and farm vehicles.

FACILITIES

Hot water in the toilets is provided by electric heaters, hand drying facilities by air driers. Both these should be turned on at the start of the hire and turned off before leaving the premises. Heating is provided by means of programming system and in room thermostat. It will be on for events and should not be tampered with. Special instructions may be provided if required.

The fabric covered chairs should not be used outside and should not be removed from the premises, if outside chairs are needed or chairs are required at a different location these can be provided on request. Neither the chairs nor the tables should be stood on or otherwise used to facilitate working at height. If ladders are to be brought onto the premises please consider this in a risk assessment and ensure they are safely used and not left accessible when the public can use the premises.

To ensure the ability to exit the building rapidly in the event of an emergency, the main door should be kept unlocked whilst the building is in use.

AT THE END OF YOUR USE

Please leave the premises clean. Cleaning materials and tools are provided in the cupboard in the gents toilets and in the kitchen for this purpose. Rubbish and recyclables should be placed in the appropriate bins outside the room. Chairs should be stacked no more than 6 high and left in front of the cupboards at the North end of main room. Tables should be folded and left in the alcoves provided at each end of these cupboards

Please report any breakages, accidents, or problems with the use of the facilities to the Trustees.

APPENDIX A Safety check list for hirers

Special considerations (COVID-19)

The government has removed any requirement for Covid-19 controls, however, reasonable care should be taken to ensure the safety of all those using the building.

All users of the hall are asked to consider the steps they can take to reduce the risk of the spread of COVID-19 and provide a statement to the trustees on their approach.

Users may wish to consider

1. It is suggested that all hirers of The Reading Room undertake their own Covid-19 risk assessment when using the building, having regard to the personal characteristics of the intended users with consideration of the points listed below.
2. Anyone showing any symptoms associated with COVID-19 (such as a new continuous cough, a high temperature or a sudden loss of smell) should be advised not to attend the Reading Room. Users may wish to consider a lateral flow test prior to their use.
3. While social distancing is no longer mandatory, users are advised that where users wish to maintain 2m social distances the maximum capacity of the main room will be 8 persons. For events wishing to consider 1m plus additional measures the maximum capacity is considered to be 15 if participants are not moving about during the event. In any case you should consider the number of people likely to attend and how this influences the risk profile of your event and consider this when considering record keeping and recommended mitigating measures such as those listed below.
4. The toilet and kitchen facilities are small and it is recommended that their use to limited to 1 person at a time in the toilets and 2 in the kitchen, or if this is not possible that other mitigating measures such as mask wearing is recommended in these areas.
5. Users are recommended to consider ways to minimise mixing or close contact during their event.
6. A QR code is provided to enable users to check-in at the venue. It's use, or some other means of identifying and contacting users is encouraged.
7. We recommend that the space is kept well ventilated by ensuring there are open windows.

8. Hand sanitiser will be available at the entrance which everyone should be encouraged to use it on entrance and exit. We recommend that users consider if additional hand sanitiser might be appropriate for the event.
9. Hand washing and drying facilities are available in the two toilets. All users should be encouraged to wash and dry their hands thoroughly.
10. Damp hands are a hygiene issue. Both disposable paper towels and heated air dryers are considered safe and effective means of drying hands and at least one of these methods should be facilitated and encouraged.
11. We ask that you wipe down high contact surfaces such as handles and light switches at the end of your event

Before admission of the public

1. All exit doors should be unlocked, fastenings removed and the pushbar mechanism of the fire exit door in the kitchen tested to be in working order
2. Escape routes must be kept free from objection and available for use
3. Note the location of fire extinguishers and fire blanket and ensure they are accessible
4. No freestanding heaters or stoves not fixed in position are to be used on the premises
5. No combustible storage should be kept in any public areas
6. The kitchen smoke alarm is tested
7. There are no obvious fire hazards in or near the building
8. The air dryers and the electric water heaters should be turned on if they are expected to be used. It is recommended that the water heaters are turned on at least 15 minutes before use to ensure hot water is available.

At the end of the function

1. Check for any smouldering fires, objects or cigarettes
2. Check electric water heaters and cooker is turned off and no other heaters are present
3. Turn off the electric hand driers, cooker kettle and microwave at the wall switch
4. Close all internal doors
5. Turn out all lights
6. Secure all outside doors and windows

APPENDIX B Indemnity to Hirer Cover

Some events and hirers of the Parish Room Public qualify for limited indemnity to hirer under the extension of cover provided within the Parish Council's insurance policy:

- One off hirers of the Parish Council's buildings for non-commercial events, such as a wedding reception or birthday party, qualify for this cover and do not need to arrange their own Public Liability Insurance.
- Clubs and groups, for example, Scouts, WI, fitness/dance classes, who hire the Parish Council's premises on a regular basis should possess their own Public Liability Insurance and provide proof of this to the Trustees.
- Businesses or commercial organisations who hire the hall for an event must possess their own Public Liability Insurance and provide proof of this to the Trustees.
- Indemnity to Hirer cover can be granted to an individual or group who wish to hire the hall for non-commercial activities that are regarded as being for the benefit of the local community. This is subject to the approval of the Parish Council and thus should be explicitly sought and given for these instances.