

Kelsall Community Centre
Chester Road, Kelsall CW6 0SB

USER GUIDE

JANUARY 2020

When Using the Centre...

- Please park on the Community Centre car park NOT the Social Club car park unless you need access to the easy access ramp to the front door. The ramp lies between the Social Club and the Community Centre.
- Cleaning Materials can be found in the kitchen (under the sink). Brooms and vacuum cleaner can be found in the small store room (access from the Main Hall, adjacent to the kitchen hatch).
- When stacking chairs, please do not leave them in front of the radiators. Please stack no more than 6 high.
- Trailing cables should be avoided where possible. However, if it cannot be avoided, cables should be covered / taped appropriately.
- Out of consideration to the neighbours, please close the windows at 7pm if you are playing loud music or making other noise.
- Please note that there is no telephone in the Centre. There is Wi-Fi available to hirers.
- Please note that there is a First Aid box in the kitchen.
- Please contact a member of the committee should you find or lose anything of value. Lost Property is now stored in the bottom drawer in the kitchen. It will be retained for a month, after which it will be donated to charity.
- Please report any faults with the building or equipment to a committee member.
- All accidents resulting in injury to any person or damage to the building/equipment must be reported to a committee member as soon as is practically possible.

How To...

Operate the Heating

1. The timer controls for the Central Heating are located in the Entrance Lobby, to the right of the doors into the Committee Room.
2. It is a box with two dials, labelled "Small Room" and "Main Room".
3. Turn the appropriate dial to set the number of hours you would like the heating to be on for.
4. The heating will automatically be shut off once this timer has expired. It can also be switched off manually by turning the dial back to zero.
5. NOTE: in cold weather you may wish to come in up to half an hour earlier to allow time for the Centre to heat up.

Use the fans

There are Vent Axia fans in the kitchen and Main Hall that can be used to circulate or extract air. Control panels can be found in the kitchen (near cooker) and in the small store room (next to kitchen hatch).





- Ensure nearby fuse switch is ON.
- Slider switches control, on/off, speed and air flow direction.
- Please ensure you switch the fans off before you leave.

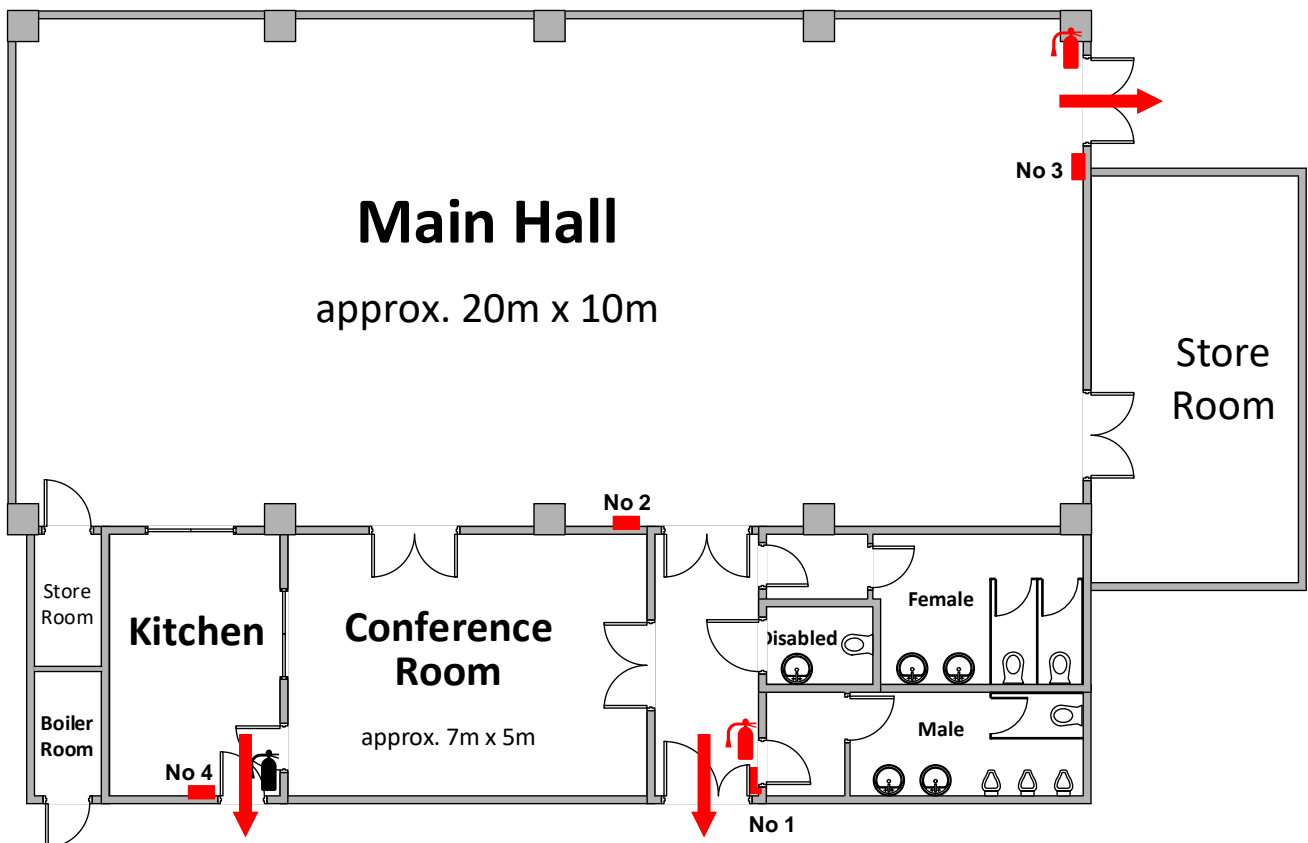
Fire Procedures

Every group booking of the Community Centre must have an allocated “**Fire Marshall**” on site. This can be any adult who is familiar with these procedures and who will assume responsibility to ensure the safety of other users of the Centre in the event of a fire or other emergency requiring evacuation of the Centre.

The Management Committee are required to run practice Fire Drills at any time without advance notice, and will be observing to ensure these procedures are adhered to.

Below is a plan of the Centre indicating the location of:

-  Evacuation Route
-  Water Fire Extinguisher (General Purpose)
-  Break-glass alarm points
-  CO2 Fire Extinguisher (Kitchen Fires)



IN THE CASE OF FIRE

- If you discover a fire, raise the alarm by breaking the glass at the nearest alarm point.
- Only attempt to fight the fire if it is safe and you have been trained to do so.
- On hearing the alarm, all users of the Centre should leave the building at the nearest available exit point.
- **DO NOT** stop to collect belongings.
- The Fire Marshall should, if safe, check the toilets and any other areas of the building in use.
- Proceed to the Assembly Point at the front corner of the Community Centre car park opposite the Church (signed).
- Phone the Fire Brigade.
- Fire Marshall should take a role call to advise of anyone who may still be in the building.
- **DO NOT** return to the building for any reason until authorised to do so.

IN CASE OF EMERGENCY

- The postcode of the community centre is:

CW6 0SB

- The location of the nearest hospital Accident and Emergency is:

**Countess of Chester Hospital A&E,
Liverpool Road,
Chester CH2 1UL**

- The location and telephone no. for the nearest doctor's surgery is:

**Kelsall Medical Centre,
Church Street,
Kelsall, CW6 0QG
Tel: 01829 751252**

- The accident log is kept in the kitchen. This must be completed whenever an accident occurs.
- Any accident must be reported to a member of the centre committee.

Before You Leave

Kitchen

- Clean the worktops and floor if you have made a mess.
- Switch off all appliances.
- Switch off the cooker at the wall.
- Switch off all sockets.
- Unplug the kettle.
- Switch off the instant hot water heater at the wall.
- Ensure the taps are fully closed.
- Switch off the lights.

Main Hall

- Stack the chairs and tables at the ends of the room (not along the long walls).
- Clean the floor if you have made a mess.
- Close and lock all the windows.
- Switch off the lights.
- Switch off sockets.

Committee Room

- Clean the floor if you have made a mess.
- Close and lock all the windows.
- Close the blinds.
- Switch off the lights.
- Switch off sockets.

Generally

- Remove ALL your rubbish.
- Take all your belongings.
- Lock the door behind you unless there is someone else in the building.

Who to Contact

Management Committee

To report a fault (with the building or equipment)

Mike Meaney mike.c.meaney@gmail.com / 01829 751739
07482 099745

BOOKINGS:

Enquiries

Rosie Booth icklerosieb@gmail.com / 01829 751114
0797 481 0035

Cancel / Changes

Beatriz Roel kccbookings@zoho.com 0777 6350942

To get the door access code

Rosie Booth icklerosieb@gmail.com / 01829 751114
0797 481 0035

or Beatriz Roel kccbookings@zoho.com 0777 6350942

To report an accident

Rosie Booth icklerosieb@gmail.com / 01829 751114
0797 481 0035

Payments to the Treasurer

Roger Stringer rogerandsue@stringer24.plus.com / 01829 751526

Other Member/s

Andrew Payne (Chairman) ailpayne@hotmail.com / 01829 751502
07733 227279

Angela Harrop (Secretary) angela.harrop@icloud.com/ 01829 752466

Terry Harrop (Vice-Chairman & Development) terry.harrop@btinternet.com/ 01829 752466

Jan Honeysett (General Administration) jangarner01@aol.com 01829 751955
07929 836726