

MERRIOTT **COMMUNITY PAVILION**

GENERAL INFORMATION & USERS GUIDE



ARRIVAL AND CAR PARKING

- The Pavilion is located at Merriott Recreation Ground, Broadway, MERRIOTT. TA16 5QJ
- Vehicular entrance is off Broadway into a car park which is a shared space with the Village Hall. There is an extension car park onto a designated grass area.
- For Disabled Access to the Pavilion a car can be taken in front of the tennis court to allow assisted and/or wheelchair access.

ACCESS TO THE PAVILION and PUBLIC TOILETS

- There is a flat self binding pathway from the car park leading to the Pavilion and Public toilets.
- There are steps to the Main Entrance. These have a highlighted stripe for visually impaired persons.
- There is a side ramp, with hand rail, to the Toilets. A wheelchair user can use this entrance for access to the changing rooms and pavilion hall area.

PUBLIC AREAS – General

- The Hall takes 40 seated or 60 standing persons.
- All areas are NON – SMOKING.
- Worktops in the Kitchen are at a height that wheelchair users may have some difficulty.
- Smoke detectors are in place.
- There are Male, Female and a separate Disabled Toilet facilities. Access is level.

EMERGENCY EXIT FROM THE PAVILION

- Should a wheelchair user need to exit via the Main entrance then assistance will be required.

PREVENTION OF FIRE

Hazards that must not be used in the pavilion without authorisation from the parish council are:

- flammable liquids.
- electrical equipment producing heat.

Preventive and protective measures in accordance with health and safety are:

- smoking is forbidden inside and outside of the hall.
- emergency exit and routes to them must be kept clear.
- appropriate fire fighting equipment is provided.
- fire equipment is maintained and checked annually.

IMPORTANT ISSUES ASSOCIATED WITH HEALTH AND SAFETY IN THE MERRIOTT PAVILION

Working Alone

Hirers, contractors or tradesman should not work alone on the property if they are using equipment that may pose a danger such as ladders or chemicals.

Less risky jobs must be risk assessed by the individual.

Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. In the event of a children's party or activity groups the hirer must be aware of the child ratio and age of children attending.

Electrical Safety

- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.
- **Should hirers wish to bring electrical equipment onto the premises then the equipment must meet safety standards.**
- Users have a responsibility to ensure that all electrical appliances are shut off.
- There should be no trailing wires causing a trip hazard.

Heating

Portable heating appliances should not be used.

The Hall is heated via 'off peak' electric storage heaters. To boost the heating there is boost switch and a coin operated meter. The shower & toilet areas are heated by thermostatically controlled electric tubular heaters.

Hot Water

There is a centrally controlled water heating system supplying all taps and showers.

Cold Water

All taps are fed from the mains cold water service and is drinkable.

Housekeeping

The premises are cleaned and safety checked on a regular basis. **EVERY USER** has a responsibility to ensure the premises are left clean and tidy.

- Rubbish **MUST** be removed and taken away from the premise and recreation ground.
- Food, drink and perishable items must be taken away at the end of each hire.

Noise

The premise is situated in a residential area.

Be considerate and keep noise and music levels to a minimum when at the premise and when leaving.

Parking

A shared parking area is available. Do not obstruct driveways or block entrances to the Recreation Ground as Emergency Vehicles may require access.

Parking is at the owners risk.

Security

The Pavilion has an ALARM SECURITY SYSTEM.

Caretaker

The Caretaker will be informed of ALL Hire arrangements and will unlock/lock the premise and activate the alarm.

Accident Reporting

Any accident occurring during the hire of the Pavilion such as

- A Death or Major Injury
- Any injury
- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital.

MUST be reported to the CARETAKER.

Tel: 07970141945 or 01460 72508

AND/OR

Parish Council Clerk

Tel: 01935 863420 or merriott-clerk@hotmail.co.uk

IN THE EVENT OF AN EMERGENCY: DIAL: 999

THE NEAREST HOSPITAL WITH ACCIDENT & EMERGENCY IS:

**YEOVIL DISTRICT HOSPITAL
HIGHER KINGSTON. YEOVIL. BA21 4AT**

Tel: 01935 475122

Insurance The Pavilion is Insured: Insurer: Came & Co
Policy Number : 24414511 CHC. 1st June 2014- 31st May
2015

FIRE EVACUATION PROCEDURE

The Regulatory Reform (Fire Safety) Order 2005, came into force 2006 and is relevant to the Merriott Community Pavilion. **It means that any person who has some level of control in the premise must take reasonable steps to reduce risk of fire and make sure people can safely escape if there is fire.**

- The Responsible person will instruct ALL persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible in the Car Park. A Roll Call should be taken.
- No matter how small the fire , **CALL THE FIRE BRIGADE ON 999. Give the address : Merriott Recreation Ground, Community Pavilion, off Broadway, MERRIOTT. TA16 5QJ.**
- The Responsible person should ensure that once the premise is vacated, no-one re-enters the building under any circumstance.
- On arrival of the Fire Brigade, the responsible Person should inform the Officer in Charge that a roll call has been taken and all persons are safe/or there are missing persons.
- Attempts to extinguish the outbreak of the fire with the fire fighting equipment within the building should only be attempted if it is considered safe to do so. If in any doubt, vacate the building immediately.
- If the above steps have been carried out the Caretaker and/or Parish Council Clerk must be informed.
- All incidents, however small, must be reported.

**FOR BOOKING COSTS AND
INFORMATION**

CONTACT

Parish Council Clerk

merriott-clerk@hotmail.co.uk

Tel: 01935 863420