

Tyndale Hall - Safety Notes

Some events in the Tyndale Hall require a Public Entertainments Licence. Other events where a large audience or attendance is expected are required to meet the same conditions. The maximum permitted number attending is 200. Generally, organisers of such events will be advised by the Church Office Manager of the need to follow these provisions. At least four weeks notice is required of such events.

For children's parties where there is the proposed use of a bouncy castle, the Church Office Manager must be informed at the time of booking and a refundable cheque deposit of £80 will be required to cover the cost of potential damage to the hall floor. Should there be no damage, the cheque will be returned or destroyed. The hall at its lowest point is 12 feet (366cms) high.

The provisions and the requirements of the Public Licence are specified on the Public Licence booking form. Listed below are instructions on how to use the safety equipment in the Hall, standards for room lay-out and safety guidance for ALL users of the Tyndale Hall.

Exit Signs. These must be lit during "public" performances. There are three Exit signs.

- over the main entrance to the building
- over the entrance door from the Tyndale Hall
- over the emergency exit doors from the Tyndale Hall

In all three signs, there are two light fittings. The larger, left-hand fitting will automatically light if there is a power failure. The smaller right-hand fitting must be manually switched on to show the required "Exit" indication. The switch for these signs is on the top of the right-hand fitting. The knob moves sideways, left or right to operate the light. The signs must be lit before the performance commences and switched off after the audience has left the building.

Emergency Exit Door. There are bolts fitted top and bottom. This measure was taken after consultation with a security firm and the Fire Officer. No fire rules are being contravened. For "public" performances these bolts must be released before the performance leaving the door secured only by the panic-bolt. The door must be re-secured by bolting after the audience has left. If you need to use the fire doors for any reason, please bolt them again after use. Do not use the fire doors for access to and from the building (unless in an emergency).

Gangways and Aisles. The main and fire exit doors are of two leaves and are in excess of the required minimum width of 1.05 metres (3 feet 6 inches). This should allow two files of people to exit together through the doors and therefore all aisles and gang-ways leading to the doors need to be of the same width as the doors. Seating must be arranged to provide such clear passage.

Seating. When arranging blocks of seating, no seating must be more than 3.65m (12 feet) from an aisle or passageway and there must be at least 30.5cm (12 inches) between the back of one row and the front edge of the row of seats behind. Seats must be removed at the ends of rows to accommodate push-chairs or wheel-chairs as necessary.

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Stewarding. An adequate number of stewards/helpers must attend the event. For example, the Youth Policy of the Church requires a ratio of 1:8 for 4 - 8 years old and 1:10 for 8 years old and over. For a mixed group with older children (Y7 and upwards) ensure that there are male and female stewards/helpers present.

Three of the stewards should be stationed, during a “public” event, at or near the exits from the Hall, one at the main entrance doors between the Hall and lobby, one at the door to the Kitchen corridor and one at the Fire Exit door.

The following are not permitted: lasers, smoke or fogging machines, confetti cannons, pyrotechnics, naked flames, strobe lights, foam or bubble making machines, or any similar machines.

Scenery, hangings, curtains etc on or about the stage are to be rendered and maintained flame-proof unless otherwise fire-resisting.

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