

STRADBROKE SPORTS & COMMUNITY CENTRE USER MANUAL



**Wilby Road, Stradbroke, Eye,
Suffolk. IP21 5JN
www.stradbrokeonline.org.uk**



ALL FORMS OF SMOKING ARE PROHIBITED ON THESE PREMISES



PARKING OF BICYCLES ARE PROHIBITED WITHIN THE BUILDING

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A1 –Introduction

This document provides overview information on the Community Centre premises, and also includes information & facilities specific on a room to room basis

At the HIRING STAGE it is important to make clear all your requirements as some of the facilities detailed in these documents are unique to certain areas of the Centre.

This manual complements the hiring documentation signed by HIRER.

Information is also available on our web site

www.stradbrokeonline.org.uk/ & by selecting Community Centre via the Menu Bar

The Notice Board in the LOBBY has the Management Committee and Contact Numbers details if required.

A2 – Facilities & Services

Facilities

- Meets the requirements of the Community and Surrounding Area with adequate parking.
- Telephone landline (incoming only) - 01379 388254 & outgoing 999 only.
- Oil heating installed, with some areas recently upgraded to electric heaters.
- Three function hiring rooms with tables & chairs available. There is a bar and large kitchen which can cater for 100 + persons.
- Variable/tiered staging configurations to client requirements.
- State of the art projector, screen and surround sound to cinema standards.....or bring your own.
- Sound equipment can be direct wired or use Bluetooth, wireless microphones are also available.
- Club Room with TV, Servery and bar, plus access to Changing Rooms.

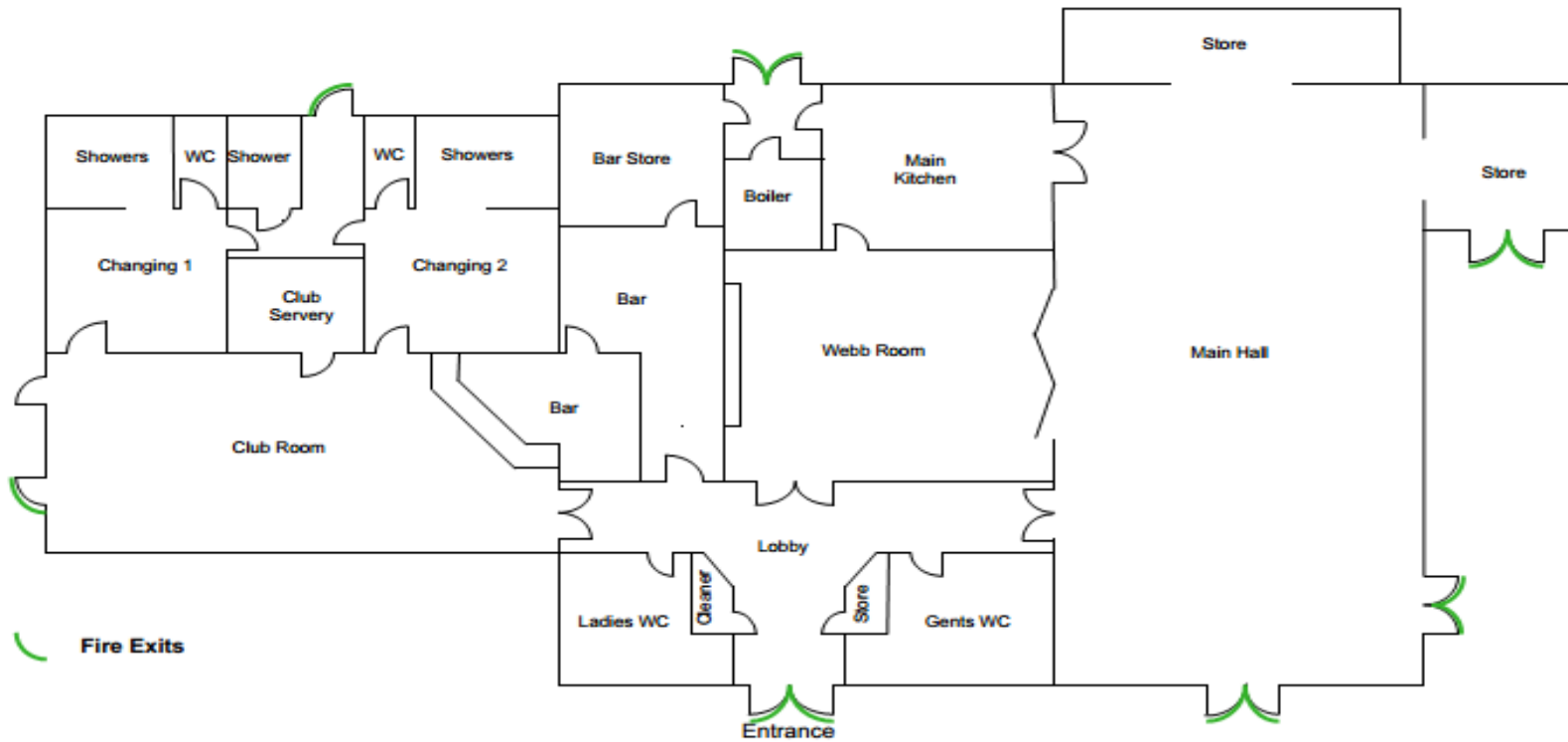
Services

- **Electricity – Access to Incoming Electrical Supply and Distribution are located in the Bar Store Room.**
- **Water – Access to Incoming Water Supply stop cock (signed) is located in the Main Kitchen inside the base unit under the left hand side sink.**

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A3 – ROOM LAYOUT

Stradbroke Sports & Community Centre



Plan not to scale

B1 -ACCESS VIA LOBBY (page 1 of 2)

The Main Entrance door may be open, but you **MUST** obtain and sign for a key from the Pool/Fitness Centre, then please note that the door may be double locked.

ENTER LOBBY- The light switches are on your right.

- **FIRE extinguisher** inside of entry door adjacent to
Alarm Call Point & Test Control Panel
- **Community Centre and General Notice Boards**
- **FOR MAIN HALL** -Turn right, through double doors and main ceiling light switches - are on your left.
- **FOR WEBB ROOM** – Straight through double doors and light switch are on your left.
- **FOR CLUB ROOM** – Turn left, through double doors and light switches on your right.
- **TELEPHONE** – On the left hand side - Incoming calls on 01379 388254 & Outgoing calls 999 only
- **TOILETS & COAT RACKS** -left/right through **LOBBY**.
- **LOBBY ENTRANCE DOORS** are a **FIRE EXIT** – so please remember location with respect to your hired room.

B1 -ACCESS VIA LOBBY (page 2 of 2)

EXIT/DEPARTURE

- **TURN off ALL lights.**
- **If you have used 13 amp power sockets do replace the safety cover.**
- **Close ALL doors and ensure the Main Entrance Doors are CLOSED and LOCKED.**
- **RETURN the key to the Fitness Centre or arrange an alternative key holder to do so.**

B2 – MAIN HALL (page 1 of 3)

On entry from the **LOBBY**

- Ceiling light switches to your left.
- Side lights touch switches are located right of the main kitchen door and right of the cinema screen.

Operation – Lightly tap button to turn on & off, & hold button to adjust intensity up / down.

FIRE

- Exits routes are clearly signed above doors. Fire extinguishers /Fire Call Points are clearly signed around the room.
- Emergency illumination is present in the event of power loss.

MEDICAL FACILITIES

- A Medical box is located in the **MAIN KITCHEN**.
- Second Medical box is located in the **CLUB SERVERY**.

TELEPHONE

- In **LOBBY**.

B2 – MAIN HALL (page 2 of 3)

HEATING – Electric

- Control panel is located to the left of the kitchen door and the temperature is remotely preset for your event.
- **THERE SHOULD BE NO REQUIREMENT TO USE THE CONTROLS.**

Operation -If TOO HOT- press Large button (on/off).

If TOO COLD - press the Small button (this will give 1 hour boost to override the thermostat)

Lights – bottom left – 2 indicators are for Heating mode - green On /amber Off.

EXTRACTOR FANS

- Controls are located to the right of the **MAIN KITCHEN** door.

Operation Select power – switch to the left of control unit.

Select Auto/On/Off extract/blow & speed on control unit as required

STORE ROOM

- Located behind curtains on the opposite wall.
- This storage area houses tables and chairs for hirers use, and staging equipment for Committee Members **ONLY** (Health & Safety).

B2 – MAIN HALL (page 3 of 3)

SOUND LOOP

- Auto facility for those with hearing difficulties.

BAR/KITCHEN/STAGING/SOUND/VISION

- Facilities have to be requested at time of hire.

SOUND & VISION & SCREEN OPERATION

- Panel facilities for this are located to the left of the projector screen, with further access to Sound & Vision via panels to the right of the store room and at the rear of the hall – right of fire exit doors
- Surround sound is standard via multi speakers around the hall, and a state of the art projector is located on the rear wall.
- Both sound and vision are remote controlled by the user.

BAR/WEBB ROOM DOORS

- These doors will be locked if you have not requested either the **BAR** or **WEBB ROOM**, as they provide for sound proofing for either room.

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B3– MAIN KITCHEN (page 1 of 2)

Two entries for access

- One entry is via the **WEBB ROOM** - the ceiling light switches on your right.
- Second entry is via the **MAIN HALL**.

FIRE

- Exit route is clearly signed above door (near the window) leading to a Small Hall area where the Fire Call Point is located.
- Fire extinguisher & Blanket are located adjacent to base units & cooker respectively

MEDICAL FACILITIES

- A Medical box is located **HERE**.
- Second Medical box is located in the **CLUB SERVERY**.

TELEPHONE

- In **LOBBY**

B3– MAIN KITCHEN (page 2 of 2)

HEATING – Electric

- Control Box for ceiling heater unit – preset to 15 deg C - is located to the left of the kitchen window.

Operation – on

Press BOOST and hold for required time duration of heat illuminated above the Boost control.

Operation - off

Pressing BOOST so ALL time lights are OFF (only Boost LIT)

Ensure it is TURNED OFF (if you have used this facility) when you leave.

EXTRACTOR FANS

- Controls are located to the left of the door to the **MAIN HALL**

Operation

Select power – switch above the control unit.

Select Auto/On/Off extract/blow & speed on control unit as required

B4 – WEBB ROOM (page 1 of 2)

On entry from the **LOBBY**

- The ceiling light switches on your left
- Side light switch are by the kitchen door.

FIRE

- Exits routes are clearly signed above doors.
- Emergency Illumination is present in the event of power loss.

MEDICAL FACILITIES

- A Medical box is located in the **MAIN KITCHEN**.
- Second Medical box is located in the **CLUB SERVERY**.

TELEPHONE

- In **LOBBY**.

B4 – WEBB ROOM (page 2 of 2)

HEATING – Electric

- Control panel is located to the left of the kitchen door and the temperature is remotely preset for your event.
- **THERE SHOULD BE NO REQUIREMENT TO USE THE CONTROLS.**

Operation -If TOO HOT- press Large button (on/off).

If TOO COLD - press the Small button (this will give 1 hour boost to override the thermostat)

Lights – bottom left – 2 indicators are for Heating mode - green On /amber Off.

SCREEN OPERATION (located above the BAR hatch)

- Controls to right of screen.
- Screen power lead required to supply power to up/down switch – located in Bin Store off **LOBBY**
- For own projector use, lead should be requested at time of hire.

BAR/WEBB ROOM DOORS

- These doors will be locked if you have not requested the **MAIN HALL**, as they provide for sound proofing for either room.

B5 – CLUB ROOM (page 1 of 2)

On entry from the **LOBBY**.

- The light switches on your right.
- Further side lights switches are located near the far right door (service access to car park).

FIRE

- Exits routes are clearly signed above doors. Fire extinguishers /Fire Call Points are clearly signed.

MEDICAL FACILITIES

- A Medical box is located in the **CLUB SERVERY**.
- Second Medical box is located in the **MAIN KITCHEN**.

TELEPHONE

- In **LOBBY**.

B5 – CLUB ROOM (page 2 of 2)

HEATING – RADIATOR

- The heating/hot water will be preset for your event.
- Temperature adjusted by using the thermostat on the radiators - 1=coolest/5=hottest.

EXTRACTOR FAN

- Controls (marked **CLUB ROOM**) are located to the right of the door inside the **CLUB SERVERY**.

Operation

Select power – switch right of the control unit.

Select Auto/On /Off extract/blow & speed on control unit as required.

TELEVISION

- This facility is located adjacent to the **BAR**, and a remote controller provides TV operation.

There is a service door (normally locked) located adjacent to the Fire Door, and is used for direct access to vehicles in the car park.

BAR available if requested at time of hire.

B6 – CLUB SERVERY (page 1 of 2)

Access from **LOBBY** via **CLUB ROOM**

- The ceiling light switches on your left.

FIRE

- Exits routes are clearly signed above door. Fire extinguishers /Fire Blanket are clearly signed.

MEDICAL FACILITIES

- A Medical box is located **HERE**.
- Second Medical box is located in the **MAIN KITCHEN**.

TELEPHONE

- In **LOBBY**.

B6 – CLUB SERVERY (page 2 of 2)

EXTRACTOR FANS

- **FOUR sets of Controls are located to the right of the door inside the kitchen.**

- **CLUB ROOM & CLUB SERVERY**

Operation

Select power – switch right of associated control unit.

Select Auto/On/Off extract/blow & speed on control unit as required

- **CHANGING ROOMS 1&2.**

Operation

Select power – each switch located in associated changing room above radiator.

THESE ARE PERMANENTLY ON

Select On/Off on associated control unit as required.

CLUB SERVERY

Facilities have to be requested at time of hire.

B7 – SHOWER, Toilets & CHANGING ROOMS (page 1of 2)

On entry to **CHANGING ROOMS 1** or **2** via the **CLUB ROOM**.

- The ceiling light switches are to the open side of either door.
- Extractor fans if selected on respective control unit in **CLUB SERVERY** will operate provided the associated power switch is ON. This is located above the radiator in the associated **CHANGING ROOM** and **ARE PERMANENTLY ON**
- Additional lights switches are located in toilets and internal connecting corridor which leads to **FIRE EXIT**

FIRE

- Exits routes are clearly signed above doors. Fire extinguishers /Fire Call Point are clearly signed in corridor which leads to **FIRE EXIT**.
- Emergency Illumination is present in the event of power loss.

MEDICAL FACILITIES

- A Medical box is located in **SERVEDRY**
- Second Medical box is located in the **MAIN KITCHEN**.

TELEPHONE

- In **LOBBY**

B7 – SHOWER, Toilets & CHANGING ROOMS (page 2of 2)

HEATING – RADIATOR

- The heating/hot water will be preset for your event.
- Temperature adjusted by using the thermostat on the radiator 1=coolest/5=hottest.

EXTRACTOR FANS

- Two sets of Controls are located to the right of the door inside the **CLUB SERVERY**.

For CHANGING ROOM 1or 2

Operation Select power – located in CHANGING ROOM – permanently ON -see note A
Select on/off as required

Note A. - If they do not operate, ensure the power switch is ON in the associated CHANGING ROOM. This is located above the radiator in the associated CHANGING ROOM and SHOULD BE PERMANENTLY ON.

B8 – BAR – SUPERVISED USE ONLY – via LOBBY (page 1 of 2)

FIRE

- Exits routes from the Bar Area are clearly signed above doors. Fire extinguishers /Fire Call Points are clearly signed.
- Emergency Illumination is present in the event of power loss.

MEDICAL FACILITIES

- A Medical box is located in **SERVERY**.
- Second Medical box is located in the **MAIN KITCHEN**.

TELEPHONE

- In **LOBBY**.

This FACILITY has to be booked at time of HIRE to ensure the bar is manned for the time requested.

B8 – BAR – SUPERVISED USE ONLY- via LOBBY (page 2 of 2)

The BAR area can be split into 3 working areas:-

- **Club Room Bar – used in conjunction with CLUB ROOM.**
- **Webb Room Bar – used in conjunction with MAIN HALL &/OR WEBB ROOM.**
- **BAR Main Door –Authorized Persons Only – leads to BAR working area, and a DOOR (FIRE KEY opened) for access to small hall and FIRE EXIT DOORS.**

- **ACCESS to MAIN Electrical Supply & Distribution/FIRE Control Supply Units which are located in Bar Store Room.**



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C1 –FIRE

In the event of FIRE, PRIORITY is to SAVE LIVES &

Evacuate EVERYONE ASAP via one of the FIRE EXITS.

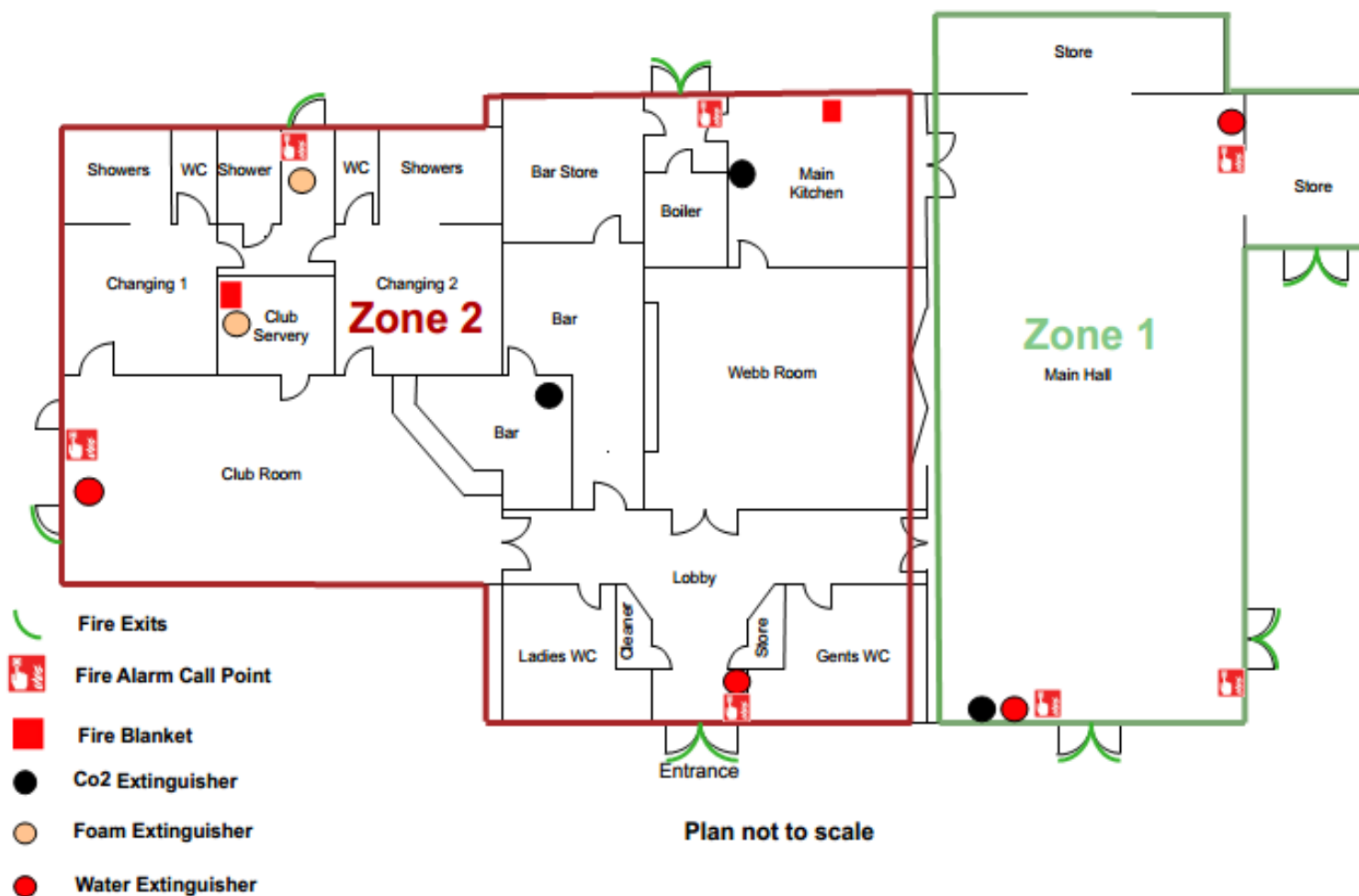
- Remember other areas of the building may be occupied, so if fire local to your location, activate the Manual Fire Point in your area to sound the siren.
- If a minor incident, it may be possible to utilise the extinguishers located in your area, but **BE SAFE.**
- Congregate at one of the External FIRE ASSEMBLY AREAs

EXTINGUISHER LOCATIONS & TYPES

SEE PAGES 28 & 29 &

FOR FIRE EMERGENCY PLAN SEE PAGES 32 to 34

Stradbroke Sports & Community Centre - Fire Plan



Type Fire Extinguisher	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
	Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

C2 – MEDICAL

In the event of a MINOR injury, TWO Medical Boxes are available.

- **MAIN KITCHEN** – ACCESS via **MAIN HALL** or **WEBB ROOM**.
- **SERVERY** – ACCESS via **CLUB ROOM**.
 - Both Boxes are identical and contain sufficient supplies for **BASIC** injuries - minor cuts and burns.
 - **ALL** accidents/injuries to be detailed in the Health & Safety Accident Book located in the individual Medical Box being used.
 - For **SERIOUS MEDICAL CONDITIONS**, see the main notice board in the **LOBBY** for phone numbers etc. and use usual emergency procedures - (999 etc) if in doubt.

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C3 - FIRE EMERGENCY PLAN (page 1 of 3)

STRADBROKE SPORTS AND COMMUNITY CENTRE

EMERGENCY PLAN IN THE EVENT OF A FIRE – MARCH 2019

INSTRUCTIONS TO USERS IN THE EVENT OF A FIRE

All users to includes Trustees, Committee Members, Employees, Contractors, Caterers, Entertainers, Delivery Staff, Regular Users, Village/Other organisations and those using the premises for 'one-off' events. (NB - this list is not definitive)

ALL USERS MUST ACQUAINT THEMSELVES WITH FIRE PROCEDURES AND THE LAY-OUT OF THE PREMISES. PLEASE SEE THE FLOOR PLAN DISPLAYED HERE SHOWING THE POSITION OF ALL THE EXITS – INCLUDING FIRE EXITS, FIRE ALARMS AND FIRE FIGHTING EQUIPMENT.

IN THE EVENT OF A FIRE – DIAL 999 – ASK FOR THE FIRE BRIGADE

- **RAISE THE ALARM BY BREAKING THE GLASS AT ONE OF THE MANUAL FIRE ALARM CALL POINTS**
- There is a public phone in the Entrance Hall – if this is not accessible or out of action users must ensure that one of their party has a fully charged mobile phone (please note signals may not be accessible in the whole of this complex)
- **THE MAIN CRITERIA IN THE EVENT OF A FIRE IS THE SAFE EVACUATION OF ALL PEOPLE FROM THE BUILDING. PERSONAL BELONGINGS/EQUIPMENT MUST BE LEFT BEHIND AND USERS SHOULD IMMEDIATELY EVACUATE THE BUILDING AS QUICKLY AND CALMLY AS POSSIBLE. IF SAFE TO DO SO, PLEASE CHECK AREAS SUCH AS THE KITCHENS, BAR AREA, TOILETS AND CHANGING ROOMS TO ENSURE NO-ONE IS TRAPPED THERE**
- Ensure all vulnerable users eg. children and the disabled are escorted safely off the premises. The Community Centre is all on one level ensuring ease of access for wheelchair users throughout the building. Wheelchairs either occupied or unoccupied should be placed where they will not obstruct other people in an emergency but where a ready means of exit is available
- Fire Extinguishers should only be activated if they are needed to assist safe evacuation and escape from the building
- The Fire Assembly point is in the first car park on the corner of the Stradbroke Fitness Centre building

Issue Date March 2019

C3 - FIRE EMERGENCY PLAN (page 2 of 3)

GENERAL ADVICE

- **THE WHOLE OF THE STRADBROKE SPORTS AND COMMUNITY CENTRE IS A NON-SMOKING ZONE INCLUDING 'E' CIGARETTES. PLEASE ENSURE THAT NO MEMBERS OF YOUR GROUP SMOKES ON THE PREMISES. THERE IS A RECEPTACLE OUTSIDE BY THE FRONT ENTRANCE FOR CIGARETTE STUBS. NO NAKED FLAMES ARE PERMITTED WITHIN THE BUILDING**

Please ensure all members of your group are aware of the Fire Procedures. A verbal announcement should be made immediately prior to any event issuing instructions in the case of a Fire, indicating Fire Exits and notifying the Fire Assembly Point. A

- minimum of 2 stewards from your group should be appointed and made fully aware of the Fire Safety arrangements and be able to give assistance in evacuating the premises in the case of an emergency. These stewards should be readily identifiable by your group
- Before the commencement of any function please ensure that you are aware of the numbers and identity of participants in your group
- During any function please ensure that all internal Fire Doors are kept shut and Fire Exits are free of any obstructions. All Fire Exit Doors are opened by a 'drop down' bar
- If you intend to hold a Barbecue as part of your celebrations you must first inform the Bookings Manager at the time of your booking.
- The maximum permitted numbers for your group are displayed on the notice board. If your group reaches full occupancy figures the curtains hung over the Fire Exit doors must be pulled back and secured to avoid obstruction
- Any seating in the Community Centre must be arranged to allow free and ready access directly to the exits – for seating arrangements please see the maximum permitted numbers on the notice board
- There are sometimes multi events taking place in the Community Centre – be aware that there may be other users in the building apart from those attending your function

Issue Date March 2019

C3 - FIRE EMERGENCY PLAN (page 3 of 3)

GENERAL MEASURES TO PREVENT A FIRE

- Before leaving the building please ensure all internal Fire Doors are closed, turn off all lights, ensure electrical appliances are switched off and if appropriate unplugged, ensure no cigarette butts are smouldering outside the building and all outside doors locked
- Do not leave any items, including tea-towels, on top of the cooker
- Ensure no cars are parked in such a manner as to restrict or obstruct the Fire Exits or to obstruct Fire Fighters and their vehicles from attending the premises

IN THE EVENT OF A FALSE ALARM

If the Fire Alarm is activated accidentally or in error, the key to de-activate the Alarm is hanging in the Waste and Recycling Cupboard, on the right as you enter the Community Centre, besides the fire Alarm Control Unit and is hanging on a hook by the light switch. This key can be used to silence the Alarm and re-set the Control Unit. Please advise the Bookings Manager as soon as possible of any false alarms during your event

Issue Date March 2019

These instructions are provided only to ensure your safety and the safety of the members of your group, not to spoil your enjoyment of this community Centre. Thank you



**ALL FORMS OF SMOKING ARE PROHIBITED
ON THESE PREMISES**

STRADBROKE SPORTS & COMMUNITY CENTRE USER MANUAL

DATE	REV	REVISION DETAILS	BY
Aug 2019	0	Original	Colin Jones Dennis Merritt
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