

## **NORMAL PROCEDURES POLICY – Landford Village Hall**

- Open and secure barrier at entrance to car park.
- Enter through front door and switch the lights on from the panel on the left. This panel lights the corridor area and exit lights.
- Open and secure open the main doors leading into the hall.
- Switch lights on from the panel on the left. The top row of four switches turns on the exit lights and the main hall lights. The main hall lights need time to warm up. If the lights are turned off or go out due to electricity cut, note that they will not come back on straight away and you need to wait 10 minutes before attempting to switch them back on.
- In the summer it may be necessary to switch on the overhead fans via the switch directly above the lights panel to circulate the air.
- In winter turn on the heating in the main hall to 20C by the switch on the wall near to the hatch area. In extreme cold conditions it may be necessary to turn on the heating in the corridor, upstairs and toilets by turning the dial to 15/20C in the corridor.
- Transport and assemble gymnastics equipment into the hall.
- Supervise the arrival of children.
- Take class register.
- Carry out gymnastics and trampoline lesson focusing towards term goals.
- Supervise the safe dispersal of the children.
- Repeat arrival, register, lesson and safe dispersal of children at all following lessons.
- Dismantle, transport and return the equipment to storage. All participants are encouraged to help so direction and supervision should be given throughout.
- Supervise the safe dispersal of children from the last class.
- Turn the heating off, returning the dial(s) to 5C.
- Check the fire exits are closed.
- Turn off the lights in the main hall and close the doors.
- Turn off the lights on the panel by the main entrance.
- Exit and lock front door.
- Close and secure barrier at entrance to car park.