

CHELMSFORD QUAKER MEETING



ROOM BOOKING PACK 2023

Chelmsford Meeting

This pack contains the following documents relevant for groups and individuals wishing to book rooms in Chelmsford Quaker Meeting House.

We now specify pricing for the hire of the whole building, as requested by several Hirers. These fees are effective for all events scheduled for 1st January 2023 onwards.

We assume no specific Covid-19 precautions are applicable, but we always have hand-sanitizer near entrances, and and surface-cleaning materials in the rooms.

We are pleased to advise that we have installed a 50" TV and a webcam in the main Hall, and this is now available for Hirers' use within the fees below.

Contents

- a) Venue Information
- b) Conditions of Use and Covid-19 operating procedures
- c) Evacuation Procedures
- d) Health & Safety Policy
- e) Manual Handling Guide
- f) Room charges
- g) Privacy and Data Protection

A handwritten signature in black ink, appearing to read 'C. Huggins', written in a cursive style.

Carlos Huggins, Clerk to Finance and Premises Committee

17th November 2022

VENUE INFORMATION

Address: Quaker Meeting House, Chelmsford, Essex, CM1 2QL, [more](#)

Contacts:

Facilities Manager: Emerson Bedford on bookingschelmsfordquakers@gmail.com

Treasurer: Nick Stobbs on quakertreasurerchelmsford@gmail.com



Figure 1 Chelmsford Meeting House

The Meeting House is a peaceful building with a quiet garden with excellent local access for public transport, shops and amenities, and accessible to wheelchair users. It is available for hire most days to clients whose activities are compatible with Quaker ways of thinking.

Note that during the Covid-19 emergency we had specific Covid-19-safe operating procedures which we suggested were followed. Under current regulations, it is the responsibility of the Hirer to decide and impose their own procedures.

The image labels indicate the pre-Covid capacities in theatre setup.



Figure 2 Main Hall -capacity 100 standing, about 70 seated

Hirers of the Hall TV and webcam will have to provide their own laptop which will connect to a connection box near the TV via a full size HDMI socket (Hirers to provide their own HDMI cable). The TV remote control will be issued by our Caretaker and should be returned at the end of the Hire period. The building has a broadband internet connection with wifi access details in every room.

Note we do not have a TV licence, so please do not use BBC i-Player or similar from our premises.

Figure 3: Anne Knight Room -capacity 20 seated



Figure 5: Library

Fig



Figure 4: Kitchen -not licenced for food preparation

The kitchen has a kettle, teapots, a water boiler with capacity of maybe 100 mugfuls, copious cups, mugs and plates and some cutlery. There are no facilities for heating food or cooking, as we are not suitably licenced.

We ask users to provide their own tea, coffee, sugar milk and biscuits etc. and to wash up and put away materials after use.

Car parking is restricted at the discretion of Chelmsford Quaker Meeting and is limited to 11 places covering the time of use of the building only. Any other parking arrangements must be agreed with the Caretaker at the time of opening up.

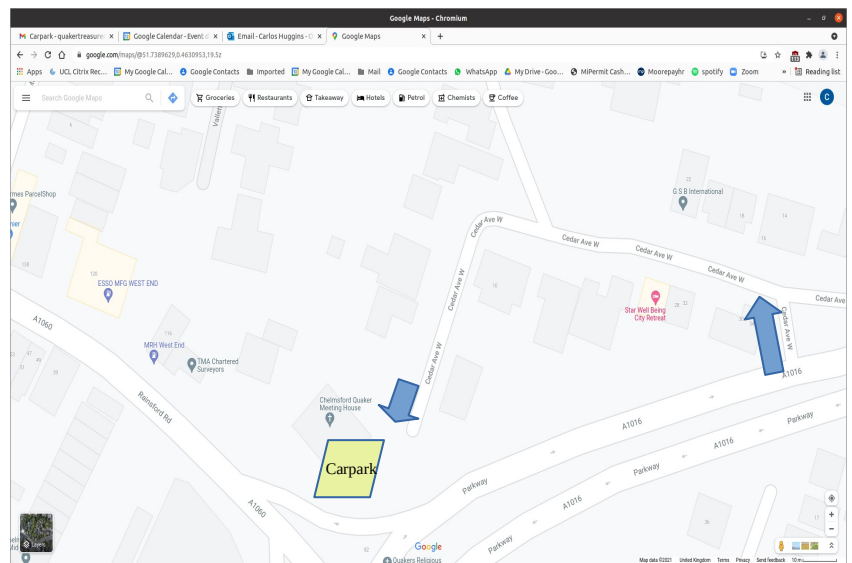
Car park access is via Cedar Avenue (West). A pillar will prevent use of the Rainsford Road entrance for vehicle access or exit, UNLESS prior arrangements have been made with Chelmsford Quakers. Vehicle access and exit will be only via the Cedar Ave (West) gate . The best postcode for satnav is CM1 2XA, then follow the road.

The gates will be locked shut between approx 2100 each evening, and 0900 each morning and open at other times (when the Meeting House is in use)

The gates are to be kindly opened by the first Hirer arriving , and locked by the last Hirer leaving in the evening. The Facilities Manager or Treasurer will advise Hirers of the code to open a combination lock which will be used to secure the gates. This lock is to be left locked onto the (open) gates during the day so it is not lost



Figure 6: Carpark , capacity 11 cars. Access via Cedar Ave (West) only



CHELMSFORD QUAKER MEETING HOUSE

CONDITIONS OF USE 2023

The Meeting House premises, are available for hire under the following conditions:

1. Hirers must have provided the Facilities Manager with a clear statement of the aims and principles of their organisation and of their intended use of the premises, which has been considered and accepted by the members of Chelmsford Quaker Meeting.
2. Hirers must have in attendance a person who has familiarised themselves with the written Fire and evacuation procedures for the Meeting House, and is responsible for ensuring that in the event of an incident (fire or otherwise) all members of the Group are evacuated.
3. Chelmsford Quaker Meeting reserves to itself, and to those authorised for the purpose by it, the right of entry and to refuse admission and to cancel at any time without stating the reason and without incurring any liability in respect of such refusal or cancellation.
4. Hirers must note that they are responsible for, and must indemnify Chelmsford Quaker Meeting against, any damage to the premises or contents during their use, and against all claims in respect of any accident, damage, or personal injuries arising from their use. Hirers must accept responsibility for any of their property at the Meeting House. Where the premises are expected to be hired by a Hirer for more than three times in any twelve months, then the Hirer must arrange their own public liability insurance, and provide evidence of this to Chelmsford Quaker Meeting when requested.
5. Hazards identified by Hirers should be drawn to the attention of the Caretaker and Facilities Manager by noting the problem in the Caretaker Book by the Community Board in the Foyer.
6. In the event of an Accident or Significant Incident, a reporting form should be completed at the time, and a copy left in an envelope provided for the Meeting Clerk. A notice to this effect can be found on the wall by the first aid box. The forms and envelopes can be found in the marked drawer in the Kitchen.
7. Food safety is the responsibility of the Hirer. The kitchen is provided for the preparation of drinks and unwrapping of pre-prepared food brought by Hirers, but not for food preparation. If professional or outside caterers are used, they are required by law to have food hygiene training and to have adequate safety controls.
8. No banners, bill or posters may be affixed to the buildings without prior agreement. There is a Community Notice Board and magazine rack provided for Hirers within the Meeting House.
9. Hirers are not allowed to store their materials and equipment in the Meeting House without prior approval from the Finance and Premises Committee. Such storage is in breach of good Health and Safety practice, and breaches our Insurance. In exceptional cases, we will allow Hirers to purchase a lockable storage cupboard which can be sited in the Meeting House for an agreed period. Should any Hirer materials be stored outside this procedure, then Chelmsford Quakers will request removal, and ultimately will dispose of the materials.
10. Electrical Equipment. Hirers are responsible for the safety of any electrical equipment brought to the meeting House. Since the Meeting House does not have a TV licence, no equipment capable of receiving live broadcast TV should be used.

- 11.** Hirers must maintain good order and appoint stewards if necessary. The Meeting House is in a quiet residential area, and disturbance to neighbours must be kept to a minimum. Please note that the Garden is not automatically available for use by those who have booked rooms, as we have neighbours to consider.
 - 12.** No animals (except assistance dogs), drugs, smoking or gambling to be allowed on the premises. No alcoholic drinks except for ceremonial use.
 - 13.** No shoes with small area heels (stiletto or kitten heels) are to be worn in the Hall, Library or Anne Knight Room, since they seriously damage the wooden floors.
 - 14.** Hirers wishing to cancel a booking must give at least 48 hours notice to the Facilities Manager who has confirmed the booking. Otherwise the full hire fee may be charged.
 - 15.** The Caretaker, or a nominee, will open the Meeting House for Hirers, and instruct Hirers how to lock the premises if required. It is the responsibility of Hirers to ensure that these instructions are followed. If Hirers are unavoidably delayed, they should contact the Caretaker by mobile phone to advise of the delay (Sharon on mob 07775 573 698).
 - 16.** Car park access
 - a. a pillar will prevent use of the Rainsford Road entrance for vehicle access or exit, UNLESS prior arrangements have been made with Chelmsford Quakers. Vehicle access and exit will be only via the Cedar Ave (West) gate
 - b. the gates will be locked shut between approx 2100 each evening, and 0900 each morning and open at other times (when the Meeting House is in use)
 - c. gates are to be kindly opened by the first Hirer arriving , and locked by the last Hirer leaving in the evening. The Facilities Manager or Treasurer will advise Hirers of the code to open a combination lock which will be used to secure the gates. This lock is to be left locked onto the (open) gates during the day so it is not lost
 - 17.** Hirers are responsible for ensuring that tables, chairs and benches are in their normal storage positions at the end of a session unless special arrangements have been made with the Caretaker.
 - 18.** We ask that Hirers do not prop the back door open, as this calls for excessive heating in winter and adds to our carbon footprint and costs (which we have to recover from Hirer charges).
 - 19.** Car parking is restricted at the discretion of Chelmsford Quaker Meeting and is limited to 11 places covering the time of use of the building only. Any other parking arrangements must be agreed with the Caretaker at the time of opening up. Hirers are especially asked not to permit double parking or any obstruction of the thoroughway to emergency vehicles. Detailed information on location of the Meeting House and local car parks can be found on the Mid-Essex Quakers web site at <http://www.midessexquakers.org.uk/chelmsford-meeting.php>
 - 20.** Hirers must agree to abide by any applicable Covid-19 Operating Procedures (most recent release, subject to Government regulations) as provided in the separate pdf document which can be obtained from the Facilities Manager.
 - 21.** Should a Hirer fail to leave the Meeting House in a locked and secure position, then Quakers will reserve the right to make a charge of £30 for the cost of replacement locks.
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Please confirm that your group has accepted the above Conditions of Use 2023 by completing the declaration below, and returning this slip to:

Finance & Property Committee
Chelmsford Quaker Meeting House
Rainsford Road
CHELMSFORD
Essex CM1 2QL

or via email to our Facilities Manager on bookingschelmsfordquakers@gmail.com

I have read and accepted the Conditions of Use 2023 for the Chelmsford Quaker Meeting

House on behalf of _____ (name of group or Hirer)

Name: _____ (block capitals)

CHELMSFORD QUAKER MEETING HOUSE

EVACUATION PROCEDURES 2023

In the event of a fire being discovered, or other need to evacuate, the following procedures should be followed:

1. Raise the alarm

The Meeting House is not fitted with a fire alarm system, but has a smoke alarm in the kitchen and in the switchboard cupboard by the kitchen. If a fire is discovered then the alarm should be raised verbally to ensure that all Groups on the premises are alerted.

If possible, **but not at personal risk**, the fire extinguishers should be used, and all doors and windows closed to contain the fire. Note that only a CO2 extinguisher (black) should be used on electrical fires.

2. Fire Marshall responsibilities

The conditions of use of the Meeting House require that each Group using the premises includes a nominated person (the Fire Marshall) who is familiar with the fire procedures and who is responsible for monitoring safe evacuation of all members of the Group as follows

- a. Fire Marshall to be aware at all times of how many people in the group, and any with restricted mobility, hearing, vision or other constraints.
- b. Fire Marshall to make sure that no cars block free access to the car park- to allow Emergency Access vehicles free entry.
- c. On alarm being announced, Fire Marshall to put on one of two fluorescent jackets which are hung on hooks in the Foyer. Attached to each jacket is a copy of these instructions, and of emergency Quaker contact numbers.
- d. Should one party be booking the entire premises, then the Fire Marshall should perform a sweep of all rooms within 2 minutes of the alarm being raised (without putting self at risk).
- e. Fire Marshall to verify that all people in the group are outside and collected at the Meeting Point.
- f. Fire Marshall to contact Emergency Services via 999, to advise the nature of the emergency and of any people not accounted for or injured.
- g. Fire Marshall to stay at Meeting Point as contact point for Quakers and Emergency Services and to make sure that no one returns to the building till given the all clear by Emergency Services.
- h. Hirers with large groups (more than 100) should appoint two Fire Marshalls:**
 - i. Marshall 1 to sweep Hall, Annexe, Library and Anne Knight Room
 - ii. Marshall 2 to sweep Kitchen, Foyer, Female toilet, Disabled toilet, Mens toilet
 - iii. Marshalls to meet outside, call Emergency services, confirm that the building is clear, and then to restrict re-entry and be points of contact with Emergency Services. Should emergency services need access via the Rainsford Road drive, the key to the padlock securing the pillar is tied to each fluorescent jacket

3. Evacuation routes

There is a separate evacuation route for each part of the building as follows:

- a. **Foyer** through end door as indicated by green Fire Exit sign into car park. The door is opened by rotating the butterfly lock clockwise.
- b. **Main Hall** through glazed double doors with Fire Exit signs, into garden. The doors are equipped with push-bars. Wheelchairs should be taken through the Annex via the sliding doors, through the disabled entrance into the garden. **Keys for the door hang by the entrance in the Annex porch.**
- c. **Library** through glazed double door with Fire Exit sign into garden. The door is equipped with push-bars. **Watch the step down into the garden**
- d. **Anne Knight Room** through door indicated by green Fire Exit sign into Library and then through glazed double door into garden. The glazed double door is equipped with a push-bar.
- e. **Kitchen** through Foyer or Annex to Main Hall
- f. **Annex to Main Hall** through the entrance into the garden. **Keys for the door and to the Garden Gate hang by the entrance in the Annex porch.**
- g. **Car park** via the Rainsford Road drive, or back gate.

4. **Meeting point in case of evacuation:** the pavement on the Rainsford Road (ie south) side of the Meeting House. It is important to keep the drives and car park clear in case Emergency Services need access.

5. **Contact Emergency Services.**

The Meeting House has no telephone, and so the emergency services should be contacted by mobile phone via 999 and advised that there is an incident at:

Quaker Meeting House

Rainsford Road

CHELMSFORD

CM1 2QL

6. **Contact Meeting House Responsible Persons**

Carlos Huggins (Treasurer)	tel 07724 429 303
Sharon Haldane (Meeting House Caretaker)	tel 07775 573 698
Emerson Bedford (Facilities Manager)	tel 07741 475 189

7. **Fire Extinguishers**

These are for discretionary use on minor fires, and are located adjacent to the exit to the Kitchen (CO₂ extinguisher for liquid and electrical fires); in the Foyer (water extinguisher for wood, paper, textile and solid material fires); and in the disabled entrance to the Hall Annex (water extinguisher).

This procedure to become effective once signed and then disseminated to Hirers by the Facilities Manager

Carlos Huggins, Clerk to Chelmsford Finance & Property Committee, 12.11.2022

CHELMSFORD QUAKER MEETING HOUSE

HEALTH & SAFETY POLICY 2022

In concern for the well-being of everyone, Chelmsford Quaker Meeting will take all steps in its power to:

- ensure internally and externally the buildings, plant and equipment are in a safe condition.
- keep all equipment stored safely
- provide opportunities for training as appropriate in avoiding hazards.
- act responsibly towards all employees and ensure their safety and that of Hirers, contractors and members of the general public.

We will comply with current Health and Safety legislation by:

- Conducting an annual Health and Safety risk assessment of our grounds and buildings to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented.
- Ensuring that we devise, maintain and promulgate to Hirers of our premises our emergency evacuation procedures.
- Ensuring that all electrical installations and appliances are examined and maintained on an annual basis or other such period that is considered desirable or required by law.
- Complying with food hygiene regulations.
- Ensuring that all cleaning liquids, aerosols, polishes and pesticides are securely locked away when not in use.
- Complying fully with our written Safeguarding Policy.
- Maintaining a suitable first aid kit and a formal Accident & Incident reporting folder, and displaying prominent notices indicating where these may be found.

The Committee responsible for overseeing these matters in the Finance & Property Committee of Chelmsford Quaker Meeting.

The nearest Enforcing Authority is Chelmsford City Council.

Carlos Huggins
Clerk to Chelmsford Quakers Finance and Property Committee

Reviewed by Chelmsford Quaker Meeting Finance & Property Committee 12th November 2022

CHELMSFORD QUAKER MEETING HOUSE

MANUAL HANDLING GUIDE 2023

Introduction

The Meeting House contains a number of items where care is needed in moving or using them. These are:

- a) Stacked chairs
- b) Wooded benches
- c) Ladder
- d) The water boiler

In the sections below, each of these is considered from a health & safety viewpoint, and recommendations made.

Chairs

The Meeting House has approximately seventy wooden chairs. Those chairs not in use are stacked in the annex to the Hall.

It is recommended that no more than three chairs are stacked together. This is to avoid stacks of chairs toppling forward and injuring someone. Also two stacked chairs are about the maximum that can be carried comfortably and safely without risk of injury. Where a stack of chairs are to be moved it is recommended that they are moved using the chair trolley which is stored in the Foyer, as they are heavy and an awkward load to lift.

All chairs should be fitted with protection on the bottom of their legs to minimise damage to the floors. Missing protectors should be brought to the attention of the caretaker or a member of Finance & Property committee.

Wooden benches



There are a number of wooden benches deployed around the Meeting House and in the Garden. These are heavy, and if they need to be moved they should either be lifted by two people, or carefully slid across the wooden floors. If at any time they need to be stored on end, this should be a two -person job.

Ladder

The steel ladder stored in the external shed (accessible only by Chelmsford Quakers) has two hinged sections, and can be deployed either as a set of steps in an A-form, or as a straight ladder.

If the A-steps are deployed, the stay which hooks the two parts together to provide stability must be used.

If deployed as a straight ladder (see photo opposite) the section with the splayed ends must be uppermost, since this ensures that the sliding pin, which secures the two sections in line, slides into place. When using the ladder in this configuration, and especially when using it on a wooden floor, **it is strongly advised that someone holds the bottom of the ladder to prevent slipping**, as shown in the photo.



The water boiler in the kitchen

This is heavy and difficult to handle when even part-full of water. It is also when hot a serious scalding hazard. For this reason we ask Hirers never to move it when it is hot.

Reviewed by Chelmsford Quaker Meeting Finance & Property Committee 12th November 2022

Carlos Huggins
Clerk to Chelmsford Quakers Finance and Property Committee

CHELMSFORD QUAKER MEETING HOUSE

PRIVACY AND DATA PROTECTION 2023

1. Chelmsford Local Meeting of the Society of Friends (Quakers) is a part of Mid-Essex Area Quaker Meeting. This body is the entity responsible for Data Protection.
2. Mid-Essex Area Meeting follows [Britain Yearly Meeting's Privacy Policy](#) which complies with the Data Protection Act 1998 and the General Data Protection Regulation (May 2018).
3. Enquiries should be submitted to contact@midessexquakers.org.uk

Carlos Huggins

Clerk, Finance & Property
12th November 2022

CHELMSFORD QUAKER MEETING HOUSE

ROOM CHARGES 2022

The Chelmsford Quaker Meeting House premises, are available for hire. The hire charges for 2022 are set out below, and are effective for all events scheduled to occur on or after 1st January 2022. Note the Quakers are not VAT registered, so prices below are inclusive of VAT at current rates. Hirers will normally be invoiced monthly by our Facilities Manager

The day is split into three sessions, and charging is normally by session and accommodation used.

SESSIONS	Morning	9:00am to 12:30pm
	Afternoon	1:30pm to 5:00 pm
	Evening	6:30pm to 10:00pm

When booked times are contiguous through 2 or 3 adjacent sessions the times between are included in the charges, but nothwise.

ROOM CHARGES per session	Hall	£48.00
	Anne Knight Room	£26.00
	Library	£24.00
	Use of Kitchen with Hall	£8.25
	Use of Kitchen with Anne Knight Room or with Library	£4.50

Charges for the whole premises can be agreed, with a requested fee of £86.00 a session and of £210.00 for a full day of three sessions. Use of the Foyer and Hall extension will incur no additional charge if used in conjunction with a Hall booking.

It is possible to hire certain rooms for a Breakfast session, which would be between about 06:30 and 08:00. Charges can be agreed on a case by case basis, but will be based pro-rata on the rates in the table above. Key is avoidance of disturbance to our neighbours.

We now include in the Main Hall fee the use of our 50-inch TV and HD webcam (for Zoom or for presentations).

Pre-existing firm or proposed bookings in 2023 will be charged at these rates- if Hirers have any queries please contact our Facilities Manager

Carlos Huggins, Clerk, Finance & Property
12th November 2022