

Exmouth Town Hall Tenant Handbook / Building User Guide

Issue details	
Version number:	2 (Two)
Issue status:	Final
Officer responsible:	Project & Facilities Manager
Authorisation by:	SMT
Authorisation date:	July 2018
Review date:	January 2019

General information

Building address: Exmouth Town Hall, St Andrews Road, Exmouth, EX8 1AW

The building is arranged over three floors.

Building owner and main occupier: East Devon District Council – Housing, and Revenues & Benefits Departments

Building facilities manager: EDDC Property & Estates Department (t: 01395 516551, e: property@eastdevon.gov.uk).

Out of hours contact for queries or non-999 emergencies – EDDC Homesafeguard (t: 01395 578237)

Other tenants/occupiers:

Devon County Registration Service (t: 0345 155 1002) - ground floor

Exmouth Town Council (t: 01395 276167) - ground floor and first floor

Exmouth Town Centre CCTV - ground floor

Exmouth Volunteers Service (t: 01395 266062) – ground floor

Your contact details

To help us with the day-to-day running of the premises, please provide us with the contact names, addresses (where different from the premises), telephone numbers and email addresses for the following:

- Manager on site
- Accounts
- Emergency call-out

Opening hours and working hours – EDDC open to public via main entrance 8.30am to 5pm Monday to Friday. EDDC staff access between the hours of 7am to 9pm Monday to Thursdays and 7am to 8pm on Fridays. Access outside of these hours is to be by arrangement with EDDC Facilities Manager.

Lone working – Lone working should be avoided wherever possible. Tenants must take full responsibility for their own lone working procedures.

Car Parking – the car park adjacent to the building is a District Council short stay public Pay & Display car park from the hours of 8am to 6pm every day. The Enforcement Officers will allow 10 minutes for loading/unloading before serving a penalty charge notice on any car found without a valid pay and display session. The car park contains two disabled person's parking spaces, and one space allocated for motorcycle parking. The car park also contains one allocated space for the Mayor.

Tenants may wish to purchase annual permits for the nearby Camperdown Terrace, Imperial Recreation Ground or the Estuary Long Stay car parks.

For EDDC car park locations and information, see <http://eastdevon.gov.uk/parking/car-park-locations-and-information/>

Cycle parking – there are three ground mounted hoops in the main car park and five contained within the secure rear yard of the building (underneath the fire escape staircase) provided for bicycle storage. The gate to the yard is controlled by a digi-pad, the code to which is available from the EDDC Facilities Manager, and will be changed periodically.

Dogs and guide dogs – no dogs permitted inside the building except for service/assistance dogs.

Motorised scooters – Not permitted inside the building.

Security & access control

The building has an intruder alarm system which is armed every night.

Tenant's access cards and keys are issued by EDDC at commencement of lease. Any queries or problems, please contact the EDDC Facilities Manager. For extra copies of keys, these can be sourced from Select Architectural Ironmongery Ltd of Teignmouth (t: 01626 337447).

Tenants are responsible for the security of their own offices in terms of keeping doors and windows locked when not in use and for making security arrangements in accordance with their own business needs and those specified by their insurers.

There is a nightly patrol by Securitas every evening Monday to Friday to check that the building has been vacated and left secure.

CCTV and panic alarm systems – EDDC has an internal CCTV system covering the ground floor meeting rooms (1-3), Rooms A, B, & C, Reception Area, and the ground floor corridor and staircase. See Section 8 of appended EDDC Emergency Arrangements and Procedures document.

Post – there is a communal post box on the outside of the building, which EDDC will empty daily and distribute. Tenants are responsible for their own outgoing mail.

Meeting room booking/hire – use of the Committee Room and Chamber will be available to tenants, but is not a hiring service that EDDC will be providing to the general public. Bookings are recorded in an Outlook Calendar, and can be made by contacting Reception at Exmouth Town Hall, on a first come first served basis. If Committee Room or Chamber use is not included in a tenant's lease, then there will be a charge made for each hire, based on an hourly rate. The rates of charge will be reviewed annually. Adequate building security measures will need to be provided by the Tenant for out of hours' events, to ensure no unauthorised access to the building, theft, or damage occurs. See appended standard Room Use terms and conditions.

Before each meeting, the organiser/chair of the meeting will be required to set the furniture in the room into their required layout, and then after, restore the furniture to its standard layout and clear away and drinks cups and saucers etc to the nearby kitchenette/tea point and load the dishwasher.

The Committee Room contains five wall mounted presentation screens (one large, four small), 10 foldable tables, and 35 stackable chairs.

The Chamber Room contains one large wall mounted presentation screen, 21 Bosch Dicontis Wireless Conference Devices, 10 Bosch Dicontis battery charging points, 15 foldable tables, and 35 stackable chairs.

The maximum capacity, for fire safety purposes, is 50 persons in the Committee Room and 75 persons in the Chamber.

Users of the Bosch devices will be expected to turn them off after use, put them away tidily when required and to assist with the battery charging regime, so that they are ready for the next user. Battery life is approx. 20 hours, so as long as they are turned off after use, they do not require charging after each and every use. There is a battery charge indicator on the underside of each unit (from 1 to 5 green dots). From empty, it takes approx. 3 hours to fully charge the battery. Particular care must be taken not to lift or move these devices using the microphone, as they are delicate and not intended to be used as a handle.

Each room has its own user guide for the Audio Visual equipment, copies of which are appended to this guide.

There is a sliding/folding partition wall between the two rooms, and each leaf has an identification sticker. Tenants must receive demonstration on how to use this by the EDDC Facilities Manager prior to use.

The cost of repair or replacement of any equipment in the Committee or Chamber Rooms caused by accidental or malicious damage by tenants or their customers will be recharged to the tenants by EDDC.

Noticeboards – there are two external noticeboards outside the main entrance, which are available for use by tenants on request. Inside the building, blue-tack must not be used to affix things to walls with painted surfaces.

Building cleaning – there is a daily cleaning contract with Devon Norse, arranged by EDDC, of Landlord's and communal areas (toilets, corridors, staircases etc). Tenants are responsible for their own cleaning arrangements, so at their discretion they may choose to contract with Devon Norse direct, or choose another provider.

Window cleaning – external window cleaning arranged twice a year by EDDC. Internal window cleaning within their offices is the responsibility of tenants.

Toilets – ground floor and first floor toilets are available for communal use. They are provided with hand washing, drying, air fresheners, and sanitary waste bins etc.

Each accessible toilet has an emergency pull cord within the cubicle, which, if pulled will alert Reception, who can summon assistance if required. Tenant's staff who are nearby will be expected to respond to this alarm by attending the WC to establish what assistance is needed, and then notifying EDDC or dialling 999 if required.

Waste & recycling – weekly collection contract with Viridor arranged by EDDC. There are two wheelie bins in the rear compound, one for general waste and another for recyclables. Tenants are responsible for emptying bins from within their offices and putting contents appropriately in the wheelie bins. The gate to the yard is controlled by a digi-pad, the code to which is available from the EDDC Facilities Manager, and will be changed periodically.

Kitchenettes/tea points – one on first floor outside Committee Room is available for communal use, which includes a refrigerator, water chiller, hot water boiler, and dishwasher. These areas must be kept clean and tidy after every use.

First aid kits – tenants must provide their own facilities, where required.

Wi-Fi – The free Wi-Fi network within the building is called ‘Exmouth Town Hall Public’ and the password is ‘customer’.

Lifts – there is a wheelchair entrance lift adjacent to the main entrance, and a main passenger lift serving all floors from the ground floor corridor. These must not be used in the event of fire. Both lifts have an assistance alarm and Tenant’s staff who are nearby will be expected to respond to this alarm by attending the WC to establish what assistance is needed, and then notifying EDDC or dialling 999 if required.

Fire Safety

Fire evacuation procedure – see appended EDDC Emergency Arrangements and Procedures, which tenants must engage and fully participate in. Each tenant will be expected to provide a trained Fire Warden to assist in the evacuations.

Fire risk assessment – see appended EDDC fire risk assessment for the landlords and communal parts. As occupiers, tenants are responsible for managing fire precautions and compliance with the Regulatory Reform (Fire Safety) Order 2005, in relation to their own offices. Any portable fire-fighting equipment, such as extinguishers or blankets etc.), required inside a tenant’s office or demise, must be provided and maintained by the Tenant.

Toasters and other domestic style equipment are not to be used in the kitchenettes/tea points due to the extra fire risk, the likelihood of setting off the smoke detectors in the open plan areas, and the mess they create.

Fire assembly point – Manor Gardens Performance Stage (Bandstand)

Fire drills – 6 monthly, arranged by EDDC Corporate Health & Safety. Tenants must engage and provide full participation in these.

Refuge points for disabled staff/visitors who may require assistance in the event of evacuation are provided on the first and second floor landings. EDDC will be providing Evac Chairs which tenant representatives will be expected to be trained in the use of, to assist in the evacuation of their staff or customers.

Weekly fire alarm system test – 9am every Friday morning, carried out by EDDC Facilities Manager and the alarm will be sounded for approx. 45 seconds only.

Tenants must not block access to fire escape routes or fire escape doors.

Smoking – No smoking is permitted in or around the building.

Bomb threat – see appended EDDC policy

Signage – any tenant signage required inside or outside the building will require prior approval from EDDC.

Alterations – Tenants must not make any structural alterations to the property, and should only make internal and non-structural alterations with prior consent in writing. If you wish to make any alterations, then please contact EDDC Property & Estates Department with details and plans of your proposals. We will then be able to explain what conditions may apply to any consent.

All data and electrical cabling installed through the building must use the provided cable trays and baskets, and be done in a neat and tidy fashion, and carried out by competent persons.

Asbestos – a copy of the building's HSG264 Asbestos Management Survey report is appended to this guide. The only identified item is the external roofline soffits.

Legionella - a copy of the building's Legionella/Water Hygiene Risk Assessment report is appended to this guide.

Portable appliances and electrical safety – all electrical items within the building that are older than 12 months, must have an up to date portable appliance test certificate. EDDC will carry out portable appliance testing throughout the building every 12-18 months, and Tenant's will be expected to make all electrical items available, including stored items.

Reporting repairs and facilities management requests – building management related requests to EDDC can be made via our webform.

<http://eastdevon.gov.uk/property-services/corporate-building-enquiriesrepairs/>

Tenant's forum – there will be a six monthly meeting held to discuss building management and tenant related matters, to which representatives of all tenants and building occupiers will be invited.

APPENDICES

1. EDDC Emergency Arrangements and Procedures
2. EDDC Fire Risk Assessment
3. EDDC room use terms and conditions
4. EDDC Audio Visual (AV) user guides for Committee Room and Chamber
5. HSG264 Asbestos Management Survey report
6. Legionella/Water Hygiene risk assessment report

Emergency Arrangements and Procedures for Exmouth Town Hall

Issue details	
Title:	Emergency Arrangements and Procedures for Exmouth Town Hall Fire procedure Bomb procedure Panic alarm procedure
Version number	Version 1.0 (Draft)
Officer responsible:	Principal Environmental Health Officer – Commercial
Authorisation by:	SMT
Authorisation date:	June 2018

Date	Page	Change	Origin of change (e.g. change in legislation)

1. Introduction

- (i) The Property Services Manager is responsible for ensuring the provision and maintenance of the fire alarm system, emergency lighting, fire escape routes, fire fighting equipment and internal intruder alarm system throughout the premises.
- (ii) The Corporate Safety Team is responsible for the preparation and maintenance of effective fire drill procedures and for organising a fire drill at least once every six months.
- (iii) The Corporate Safety Team is responsible for organising other emergency drills every two years.
- (iv) The Corporate Safety Officer will develop and maintain a fire-training programme for Fire Wardens and ensure all employees have undertaken fire awareness training.
- (v) The Corporate Safety Team will ensure all employees are aware of the other emergency procedures.
- (vi) The Senior Housing Manager on duty will be the 'Officer in Charge' in case of an emergency drill being carried out or an alarm sounding
- (vii) The Senior Housing Manager on duty should check daily that there are fire wardens available on each floor.
- (viii) In the event of the fire alarm sounding, the Senior Housing Manager on duty should make their way to the Assembly Point at the Bandstand and wait there for the Fire Wardens to make their report.

2. TESTING OF ALARMS

- (i) The Property Services Manager will make the necessary arrangements for the fire alarm systems to be tested between 9.00 a.m. and 9.10 a.m. on Friday of each week.
- (ii) Fire Wardens will be expected to assist in the weekly fire alarm tests as directed by the Property Services representative on site.
- (iii) A different alarm point will be activated each week and all alarm points will be tested in rotation. Each Fire alarm test will be recorded in the Fire Register, kept by Property Services, and any defect rectified with the minimum of delay.
- (iv) The Fire alarm system allows for the weekly test to be undertaken without the Fire Brigade being summoned.
- (v) The weekly alarm test will be identified by a short (2 minute max.) continuous alarm signal.
NOTE: In the case of an actual fire the alarm will be a continuous signal.
- (vi) No emergency evacuation will take place during a weekly alarm test.
- (vii) The Benefits, Corporate Fraud & Compliance Team Leader will make the necessary arrangements for stage one of the panic alarm system to be tested of each week.
- (viii) Tamar Security will maintain the panic alarm system on a six monthly basis and ensure that the system is functional.

3. FIRE EXTINGUISHERS

- (i) All personnel must ensure that unobstructed access is maintained to all fire extinguishers at all times.
- (ii) Any fire extinguisher wholly or partially discharged in an emergency or by accident, must be immediately reported to Property Services who will make arrangements for it to be recharged - replaced with the minimum of delay.

4. FIRE EXITS AND ESCAPE ROUTES

- (i) All personnel must ensure that fire exits and escape routes are maintained free from obstruction at all times.

- (ii) The Fire Wardens will check that fire exits are unobstructed and immediately useable on a daily basis.
- (iii) Any problems with opening or closing of fire exits will be immediately reported to Property Services by the Fire Warden who discovers it.

5. FIRE DRILLS

- (i) A fire drill will be undertaken at least twice per year.
- (ii) The Chief Executive and the Strategic Lead Housing will be notified in advance of each drill.
- (iii) A Fire Alarm notice will be displayed in each room and adjacent to each fire alarm point and on the Notice Boards around the building.
- (iv) The Corporate Safety Officer is responsible for ensuring that the Service's Assembly Point and name(s) of the appropriate Fire Warden(s) are included on notices displayed in those parts of the premises it occupies/controls.

6. FIRE WARDENS

The Strategic Lead Housing will:

- (i) Appoint and maintain the required number of Fire Wardens to cover the defined areas of the building.
- (ii) Notify the Corporate Safety Officer of all new appointments of Fire Wardens detailing the area which they will be responsible for.
- (iii) Notify the Corporate Safety Officer of any significant change of office accommodation that will require the Fire Warden's areas to be reviewed.
- (iv) Ensure that the Senior Housing Manager on duty arranges that Fire Warden cover is provided during the absence of nominated Fire Wardens.
- (v) Ensure there are sufficient sentries to cover the access points to the building to prevent re-entry to the building once an alarm has sounded.

Fire Wardens will:

- (i) Fire Wardens will receive appropriate training and will be given a Hi-Viz tabard to be worn during a fire evacuation/drill.
- (ii) Carry out a daily check on the fire doors to ensure they open.
- (iii) When an alarm sounds, sweep their designated floor to ensure that all staff and visitors have left the building.
- (iv) Close doors and windows wherever possible.
- (v) Fire Wardens should encourage all staff to leave as quickly as possible.
- (vi) Report to the Senior Housing Manager on duty in the Manor Gardens Assembly Point to confirm that the building is clear of staff and visitors. If staff (or visitors) refuse to leave the building, the Fire Warden should leave them and report to the Senior Housing Manager on Duty who and where the person is.
- (vii) The tenants Fire Warden will ensure that their parts of the building are clear and report to the Senior Housing Manager on duty.

7. BOMB PROCEDURE

- (i) As a public body the Council may from time to time be the subject of threats or attack by:
- J Telephone
 - J Packages or letters which may contain explosives, incendiary devices or harmful substances, which are delivered either by post or by hand.
 - J An explosive device in the building.
 - J An explosive device outside the building.
- (ii) These threats must always be treated as real.
The Senior Housing Manager on duty will be the Incident Control Officer and give instruction on what action to take.

Read the EDDC Bomb and Other Threat Procedure for a detailed description of the signs to be aware of for letters and packages, and the procedures for dealing with Telephone Threats.

Incident Control Officer will:

1. Inform the Police immediately.
2. On the basis of the information received decide whether a complete or partial evacuation is required.
3. Instigating a search of the premises:

BOMB THREAT - In the event of a threat instruct staff to look for any items they do not recognise as they are evacuating the building.

SUSPECT PACKAGE - Attempt to ascertain if it is the property of anyone in the building or an expected delivery.

4. Contact the Fire Wardens inform them on the incident site location and evacuation process:

BOMB THREAT - If the location of the device is known staff nearest to it are to be moved out first. All other staff are to be directed around its location to the building exits. Staff are to take all personal belongings with them and windows are to be opened wherever possible.

SUSPECT PACKAGE - The immediate vicinity of the package is to be evacuated first. Personal belongings are to be taken with staff and windows opened wherever possible.

5. The Fire alarm will be sounded once the immediate vicinity of the threat has been evacuated, and fire wardens set up to direct staff away from the threat location.

Staff (and visitors) will assemble at the normal fire assembly points.

As with the Fire evacuation procedure staff will be positioned at the entrances to the site to prevent access by the public as soon as possible.

If the threat is on route to the assembly point an alternative must be used, e.g. the Strand. Fire Wardens must inform staff on using an alternative path

The Main reception will be used as the Emergency Control room where possible.

8. OTHER THREAT PROCEDURE

- (i) If a member of the public behaves in a violent or threatening manner to a member of staff in the interview rooms or Reception, there is a panic button at their workstation that will sound a buzzer in the Reception office and back office on the ground floor. Support will be provided to the staff member as per the Exmouth Town Hall Reception Procedure
- (ii) In the event of a member of the public who is behaving in a violent or threatening manner entering the general public circulation spaces of the building, the Reception staff will operate the internal panic alarm. This will alert the Monitoring Company to telephone the Police for assistance.
- (iii) The internal panic alarm will operate the blue flashing lights close to each secure entry door. On the second floor there is also a buzzer that sounds as where the light is not visible from the doorway.
- (iv) When the blue flashing light operates each security door must be closed if it is open for any reason. Staff should remain in the secured area until the light is extinguished.

9. BUILDING EVACUATION FOR MOBILITY IMPAIRED PEOPLE

Refuge points

- (i) There are Refuge Points on the landing of the first and second floor. These areas will provide a place of relative safety for wheelchair users and those with mobility impairment before being assisted to a final exit. It may not be necessary to evacuate from the refuge during a fire drill or if the alarm has been activated accidentally.
- (ii) Communication systems are in place to connect the fire refuge to the main reception. Signage is provided on the use of the communication systems by these points.
- (iii) All members of staff working at Exmouth Town Hall will be instructed in the use of the evacuation mattresses provided on each landing at the Town Hall.
- (iv) In the event of a fire in the building a mobility impaired person must be assisted to leave the building by any member of staff close to the person. No person should be left alone in the refuge.
- (v) Wheelchair lift must not be used as a means of escape.
- (vi) 'Personal emergency evacuation plans' (PEEPs) should be developed for and staff member with a mobility impairment who works at the building.

10. ASSEMBLY POINTS

Assembly points will be based around the bandstand in the Manor Gardens.

EDDC Employees and Visitors	Bandstand Assembly Point A
Occupiers of leased and rented offices, Exmouth Town Council, Members Outside users of Conference facilities	Bandstand Assembly Point B
Out of Hours at the rear of the car park, adjacent to Manor Gardens.	Car Park Assembly Point C

11. OFFICER IN CHARGE OF EMERGENCY PROCEDURES

The Senior Housing Manager on duty will be the Officer in Charge of emergency operations (or Incident Officer for other threats) until the arrival of the Senior Fire Service Officer.

The fire alarm system is linked to a monitoring station, so will automatically alert the service. The service will attempt to contact Reception, and if unable to do so will call the Fire Service.

The Fire Services prefer a manual confirmation, as soon as the Senior Housing Manager on duty is aware of an active fire report they must call 999.

The responsibilities of the Senior Housing Manager on duty include:

- (a) Call 999
- (b) Ensuring unobstructed access for Fire Service appliances.
- (c) Directing the Fire Service to the seat of the fire.
- (d) Receiving and passing on essential information to the Fire Service, e.g. has the building been completely evacuated? Are there persons trapped within the building? Are there particular hazards the Fire Service should be made aware of?

The Senior Housing Manager on duty, on hearing the alarm, will proceed to the top of the Manor Gardens bandstand where they will await each Fire Warden and tenant to confirm that a sweep of their area has taken place and any issue that needs to be reported to the Fire Service. On arrival of the Fire Service they will make them aware of any persons still inside the building

12. ASSEMBLY POINT PROCEDURES

- (i) After carrying out their duties, Fire Wardens will immediately proceed to the assembly point and report any problems to the Senior Housing Manager on duty to convey the results.
- (ii) Sentries will be posted opposite the Town Hall entrance and at the side entrance, whose duties will be to direct any incoming visitors (excepting emergency services) and staff away from the building and so prevent them from approaching the building or obstructing the access of the emergency services.
- (iii) All personnel will remain at their assembly point until otherwise instructed by the Senior Housing Manager on duty.

13. FIRE PROCEDURES DURING NORMAL WORKING HOURS

As per the Fire Notice displayed in each office room and at each Fire Alarm Point.

14. FIRE PROCEDURES OUTSIDE NORMAL WORKING HOURS

In the absence of any Fire Warden the most senior officer on the floor will co-ordinate the evacuation.

As Manor Gardens could be locked shut, the Assembly Point will be in the car park.

Assembly Point Procedure

The most senior officer present will:

- (a) Call the Fire Service

- (b) Establish that all staff working late/ Home Safeguard staff/ cleaning staff have evacuated the building.
 - (c) Establish the whereabouts of the fire.
 - (d) Report to the Senior Fire Officer on the Fire Services arrival.
- (i) Should a fire occur whilst a meeting or other function is being held, the Chairman of the meeting/person in charge of the function (as appropriate) will:
- (a) Activate the alarm.
 - (b) Call the Fire Service using the telephone available.
 - (c) As far as is possible ensure that the building is completely evacuated.
 - (d) As far as is possible ensure everyone attending the meeting/function is accounted for.
 - (e) Report to the Fire Service immediately upon their arrival.

NOTE: In the case of a Town Council meeting, all persons attending will immediately proceed to the appropriate assembly point where the Clerk on duty will ensure all persons are accounted for.

- (i) If a function is taking place, e.g. wedding reception, in the Council Chamber/Committee room, the fire arrangements/fire evacuation procedure is outlined in the Standard Conditions of Hire document.

As soon as it is convenient to do so, the most senior officer must telephone the Council's Home Safeguard service at Lymebourne House, Sidmouth, requesting them to notify the appropriate Property Services Officer of the fire/emergency.

- (i) **Home Safeguard telephone numbers:** 01395 516854 or 578237

NOTE: ALL ALARMS SOUNDED MUST BE TREATED AS AN EMERGENCY

Fire Procedure

1. On discovering a fire:

- a) Raise the alarm – shout, activate the nearest fire point.
- b) If you know how to operate a fire extinguisher safely, and you can safely tackle the fire, you may do so. If the fire cannot be extinguished by the use of one fire extinguisher, leave the area.
- c) Close the room access door and any adjoining doors to prevent the spread of the fire.
- d) In all other situations, leave the area.
- e) Leave the building and go to the Assembly point.

2. On hearing the Fire Alarm (i.e. a continuous bell ring):

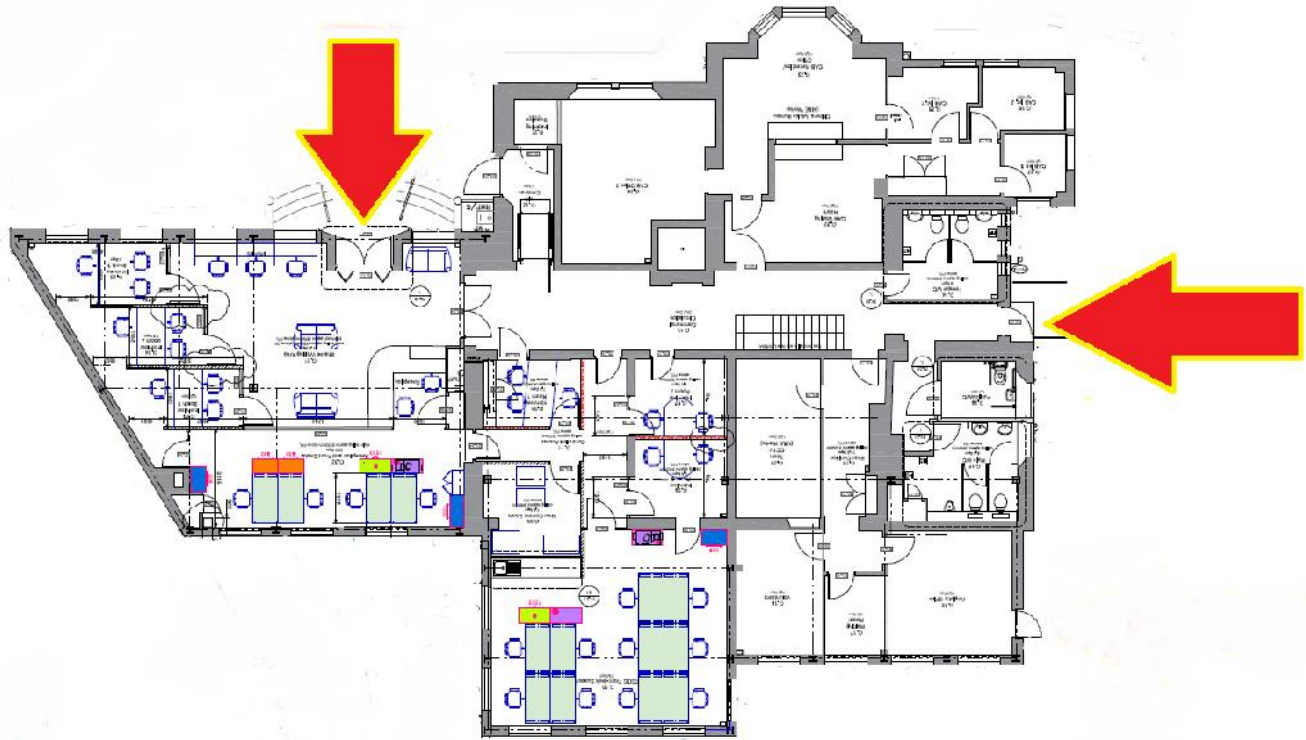
- (a) Leave the building via the nearest available exit and proceed to your Assembly Point.
- (b) DO NOT use lifts.
- (c) DO NOT stop to collect personal belongings.
- (d) DO NOT re-enter the building until told that it is safe to do so.

3. Assembly Point Procedure

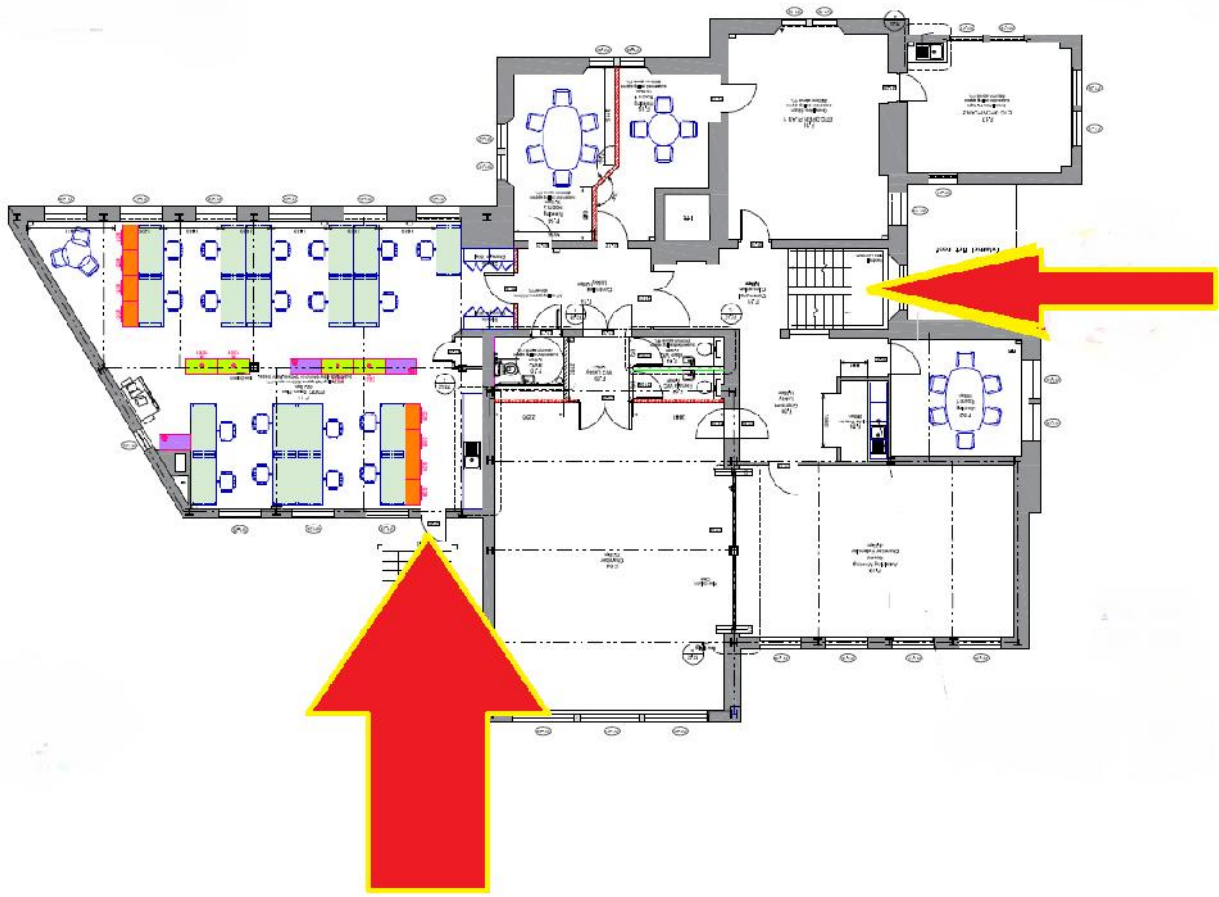
The Senior Housing Manager on duty will:

- (a) Receive reports from the Fire Wardens on which areas of the building are clear.
- (b) Establish the whereabouts of the fire if possible.
- (c) Report to the Senior Fire Officer on the Fire Services arrival.

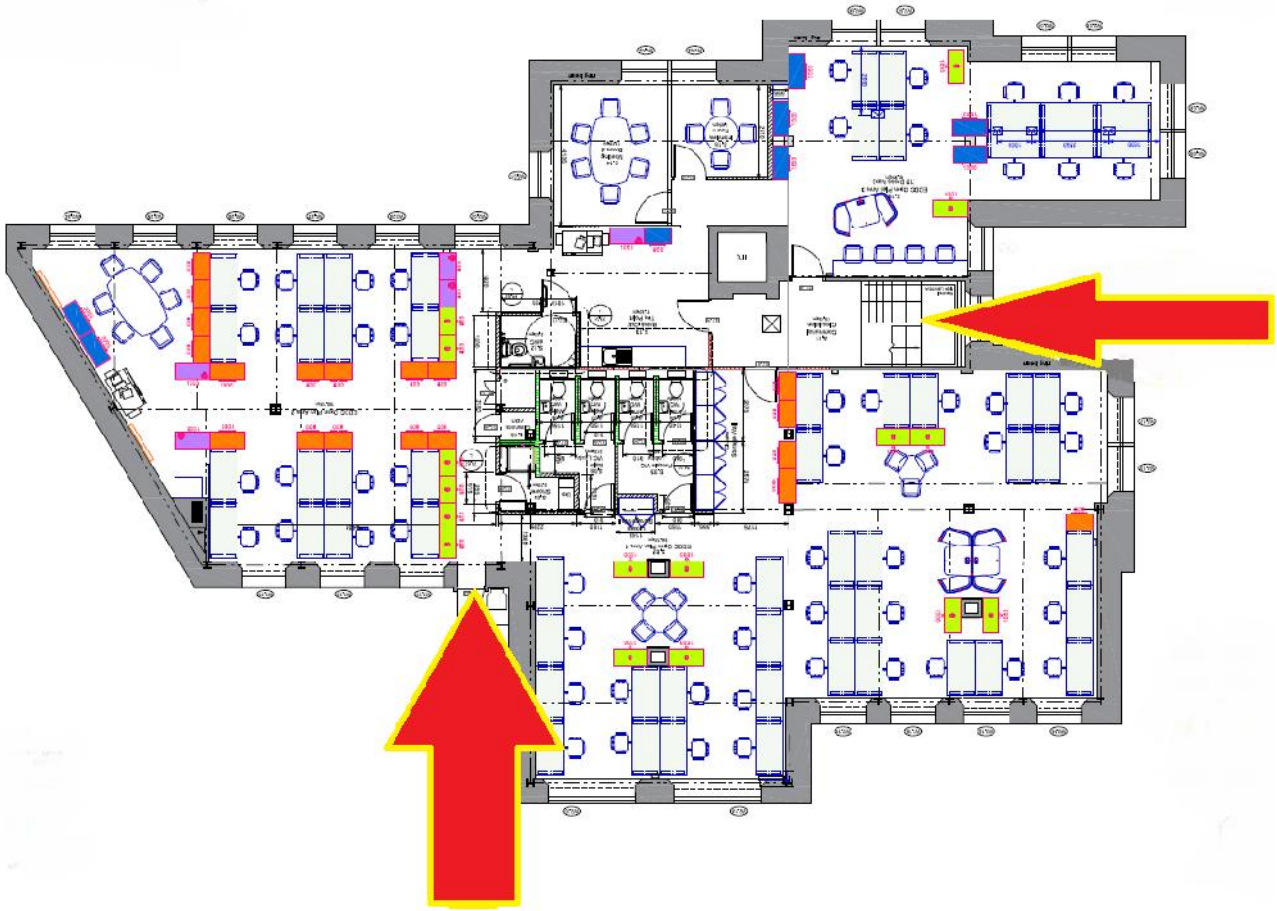
Ground Floor Fire Exits



First Floor Fire Exits

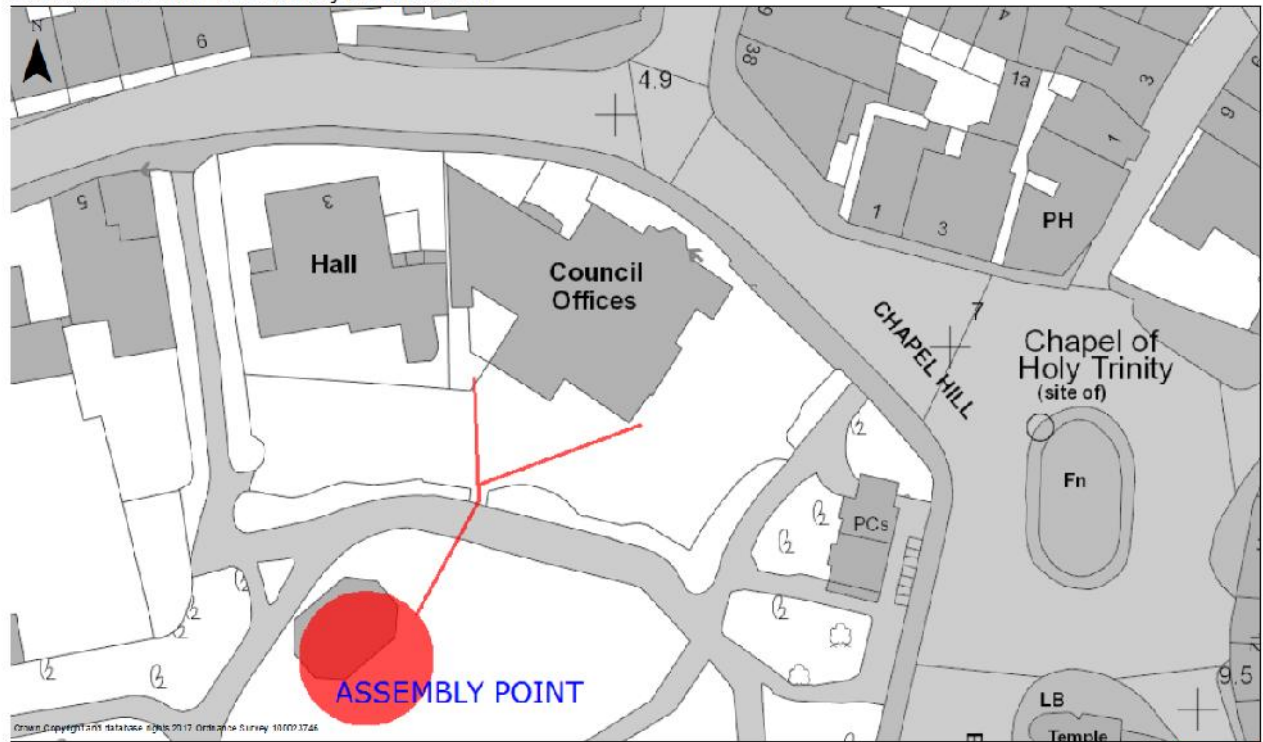


Second Floor Fire Exits



Assembly Point

Exmouth Town Hall Fire Assembly Point Location



1:500



Map file: SY008UNW Full Reference: SY00L23 8J8E03

FIRE RISK ASSESSMENT



Name of Building:	Exmouth Town Hall
Date of Site Visit:	31 January 2018
Date of Fire Risk Assessment:	31 January 2018
Date of Next Review:	December 2018

1 Premises Particulars

Address	Exmouth Town Hall St Andrew's Road EXMOUTH EX8 1AW
Tel no.	01395 516551
Use of Premises	Council offices, civic meetings, and tenanted offices (Town Council, Volunteers, Registrar's, Police CCTV)
Owner/Employer/Person in control of the workplace	East Devon District Council
Name & relevant details of the person who carried out the Fire Risk Assessment	Simon Allchurch, Project & Facilities Manager

2 General Statement of Policy

Statement:

East Devon District Council Health and Safety Policy Statement:

East Devon District Council recognises and accepts its responsibility as an employer, and will provide, as far as is reasonably practicable, a safe and healthy workplace and work environment for all of its employees and those who are not its employees, e.g. customers, contractors and others affected by its activities, or in premises it makes available as a place of work. Similarly, the Council will strive to ensure the wellbeing of its employees.

3 Management Systems

Commentary:

Please see a schematic of the Fire Risk Safety Management Plan in the Appendix.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Employers Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk process will be prioritised and rectified accordingly.

East Devon District Council (Strategic Lead – Housing & Environment), has overall responsibility for fire safety matters of the premises.

East Devon District Council (Property & Estates Manager) is responsible for carrying out the fire risk assessment.

East Devon District Council (Property & Estates Manager & Corporate Health & Safety Officer) will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

East Devon District Council (Corporate Health & Safety Officer) will be responsible for the staff training and implementation of co-ordinated fire drills.

As occupiers, the tenants of areas of the building not under EDDC control are required to carry out their own fire risk assessment of their offices, and to engage and fully participate in EDDC's overall arrangements. Any portable fire-fighting equipment, such as extinguishers or blankets etc.), required inside a tenant's office or demise, must be provided and maintained by the Tenant.

4 General Description of Premises

Description:

The building has recently undergone extensive refurbishment. It is of three storey traditional masonry construction with some internal steel structural frame. The roof is a tiled Mansard with a single ply membrane flat roof above.

The ground floor

Comprises of a public reception, offices, comms/server room, CCTV control room, and toilets. There is a platform lift giving access into the building for wheelchair users, and a passenger lift giving alternative access to the two floor above. The main access is via the staircase.

The first floor

Comprises of offices, committee room, council chamber, and toilets.

The third floor

Comprises of open plan offices and toilets.

Occupancy	Size
<p>Times the Premises are in use:</p> <p>The building is open to the public 8.30am to 5pm Monday to Friday. Staff may be working 7am to 9pm Monday to Thursday, 7am to 8pm Friday, with occasional use at weekends</p>	<p>Building footprint (Metres x Metres):</p> <p>Approx. 30m x 20m</p> <p>GIFA approx. 478m²</p>
<p>The Total Number of persons Employed within the premises at any one time:</p> <p>Approx.100</p>	<p>Number of floors:</p> <p>3</p>
<p>The Total Number of persons who may resort to the premises at any one time:</p> <p>Approx. 120 max.</p>	<p>Number of stairs:</p> <p>2 (including rear external fire escape)</p>

5 Fire Safety Systems within the Premises

Fire Warning System (i.e. automatic fire detection, break-glass system to BS 5839, other):

A fully automatic fire alarm system has recently been installed to conform to BS 5839.

13 zone fire alarm panel located in the foyer on ground floor. See Section 12.

The system is automatically linked to a 24/7 monitoring station (Southern Monitoring), who will first ring EDDC for confirmation during the hours of 8.30am to 5pm Monday to Friday, but outside of these hours they will automatically call the Fire Service (followed by EDDC).

Emergency Lighting (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266):

Mixture of maintained and non-maintained emergency lighting throughout the building, of 3 hours battery back-up duration.

Other (i.e. Sprinkler system to LPS rules BS 5306):

None

6 Plan Drawing

See floor plans appended.

7 Identify Fire Hazards

Sources of ignition:

There is a gas fired boiler in the rear external basement (low risk).

There are kitchenette facilities on each floor and comprise of a microwave, hot water heater, hot water boiler, dishwasher and refrigerator (low risk).

Arson (low risk)

Sources of Fuel:

Recycling bin units are located within all floor office areas. All rubbish should be removed daily and stored in the bins in the external locked store area to the rear of the premises, ready for weekly collection.

Very limited amount of soft furnishings, such as upholstered chairs and sofas. These are flame retardant.

Cleaning chemicals are stored in locked cupboards.

7 Identify Fire Hazards – continued

Work Processes:

There are no work processes carried out in the building that pose a fire hazard.

Contractors working on the building are required to complete a permit to work form and carry out their own risk assessment.

Competent contractors to carry out the following inspections:-

- 1) Electrical installation certified by Dodd Group in September 2017. Next due in 5 years' time.
- 2) Emergency lighting installation certified by Dodd Group in September 2017. Next due in 6 months' time.
- 3) Portable appliances are either all brand new or have been re-located from the Knowle, which were last tested in August 2017. Next due in 12 months' time.
- 4) Gas installation certified by Dodd Group in September 2017. Next due in 12 months' time.
- 5) All new fire extinguishers installed by Firewatch in October 2017. Due for fire service in 12 months' time.
- 6) Last annual lift inspection carried out in October 2017 by Hanover Lifts. Next due in 6 months' time.

Structural features that could promote the spread of fire:

Staircase, lift shaft, and various flues and ducts that run up through building, but are all appropriately compartmented or fire stopped.

8 Identify People at Risk

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

At present, there are two persons employed based at the buildings with physical impairments. One in Housing Rental on the second floor, and one in Benefits on the ground floor. Their requirements are to be taken account of in the fire evacuation procedure.

Safe evacuation of staff, visitors, and contractors working within or visiting the building is to be overseen by the nominated fire wardens, and relevant department managers. Democratic services officers are to oversee the safe evacuation of elected members and attendees of civic meetings, especially if these are occurring outside of 8.30am to 5pm.

Disabled members of the public visiting the site are to be evacuated by EDDC staff in the event of a fire.

There are two refuge points for wheel chair users, one on the second floor landing and the other on the first floor landing lobby. These are provided with communicator panels linked to the control panel next to the fire alarm panel in reception on the ground floor, and enable two-way communication and an audible alarm. There are also two evac sledges for assisted evacuation of persons unable to use the stairs.

Building cleaning is carried out for EDDC by Devon Norse, usually between the hours of 5.00pm and 7.00pm Monday to Friday. There is a team of three cleaners, so no lone working should occur.

Tenants are discouraged from lone working, but if this necessary, are required to carry out their own risk assessment and implement their own safe systems of work.

There is a nightly security check and sweep of the building, carried out for EDDC by Securitas, usually between the hours of 9.00pm and 10.00pm.

9 Means of Escape - Horizontal Evacuation

Commentary:

There are sufficient fire exits of suitable width from the premises that will allow all persons using the premises to evacuate in the event of a fire.

It is anticipated that all staff and persons using the building would have evacuated the building within 2 minutes and before any escape route becomes unsustainable. The recent fire drill on the 16th November proved this.

All door fastenings can be easily opened at all times. The main external escape staircase leads to the rear bicycle and bin storage compound (which has an easily openable lever handle on the exit gates). The assembly point is close by at the Bandstand (Performance Stage) in Manor Gardens. Escape routes on all floors are covered by emergency lighting.

10 Means of Escape - Vertical Evacuation

Commentary:

Second Floor –

There is one internal stairway serving the second floor and one external staircase to the rear leading to the service compound and the assembly point in Manor Gardens beyond.

First Floor –

There is one internal stairway and one external stairway serving the first floor. The staircase between the ground floor and first floor level is open plan. There is one external stairway to the rear leading to the service compound and the assembly point in Manor Gardens beyond.

During times of evacuation, the lifts will be out of use.

There are two refuge points for wheelchair users, one on the second floor landing and the other on the first floor landing lobby. These are provided with communicator panels linked to the control panel next to the fire alarm panel in reception on the ground floor, and enable two-way communication and an audible alarm. There are also two evac sledges for assisted evacuation of persons unable to use the stairs.

11 Fire Safety Signs & Notices

Commentary:

There are adequate fire safety signs in the premises.

There is a sufficient number of fire action notices on display in the premises.

There are user instruction signs above all Fire Extinguishers.

All routes and fire safety equipment are adequately signposted.

12 Fire Warning System

Commentary:

A new automatic mains linked (battery back-up) fire warning system has been recently installed, comprising of manual call points, automatic detection devices and refuge point voice communication on each floor landing.

There is 13 zone Kentec series 6000 fire alarm panel located in the foyer at main entrance, next to the refuge point control panel. Responsible person/s to carry out weekly tests and record in log book kept on the premises.

The system is automatically linked to a 24/7 monitoring station (Southern Monitoring), who will first ring EDDC for confirmation during the hours of 8.30am to 5pm Monday to Friday, but outside of these hours they will automatically call the Fire Service (followed by EDDC).

13 Emergency Lighting System

Commentary:

There is a non-maintained emergency lighting system within the premises. It is adequate to illuminate escape routes and show fire exit doors. Responsible person/s to carry out monthly tests and record in a log book kept on the premises.

14 Fire Fighting Equipment

Commentary:

There are a number of fire extinguishers located throughout the premises. They are all new and not due for servicing till twelve months has lapsed.

Fire blankets are provided in all the kitchenette areas.

15 Management - Maintenance

<i>Is there a maintenance programme for the fire safety provisions in the premises?</i>	Yes
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<i>Commentary:</i> Annual check on Fire Risk Assessment	
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<i>Are regular checks of fire resisting doors, walls & partitions carried out?</i>	Yes
--	-----

<i>Commentary:</i> Annual check on Fire Risk Assessment	
--	--

<i>Are regular checks of escape routes & exit doors carried out?</i>	Yes
--	-----

<i>Commentary:</i>	
--------------------	--

<i>Are regular checks of fire safety signs carried out?</i>	Yes
---	-----

<i>Commentary:</i> Annual check on Fire Risk Assessment	
--	--

<i>Is there a maintenance regime for the fire warning system?</i> <i>Weekly</i> <i>Annually</i>	 Yes Yes
---	------------------------

<i>Commentary:</i> Annual check carried out by contractors and recorded	
--	--

15 Management - Maintenance - continued

<i>Is there a maintenance regime for the emergency lighting system?</i>	
<i>Daily</i>	No
<i>Monthly</i>	Yes
<i>Annually</i>	Yes
<p>Commentary: Six monthly check carried out by contractors and recorded. Responsible person/s to carry out monthly checks and record.</p>	

<i>Is there maintenance of the firefighting equipment (By competent person?)</i>	
<i>Weekly</i>	Yes
<i>Annually</i>	Yes
<p>Commentary: Annual check carried out by contractors and recorded. Responsible person/s to carry out weekly visual checks.</p>	

<i>Are records kept & their location identified?</i>	Yes
<p>Commentary: Fire Log book kept on premises and updated by responsible person/s. Annual inspections recorded and details kept by Property Services, Knowle Offices, Sidmouth.</p>	

16 Method for Calling the Fire Service

Specify:

Staff to call 999, as directed on the Fire Action Notices.

17 Emergency Action Plan (EAP)

Commentary:

There is a standard Emergency Action Plan included within this fire risk assessment. The Corporate H&S Officer has also prepared a 'Fire Arrangements and Procedures' document for Exmouth Town Hall, a copy of which is appended. This document is updated periodically.

18 Training

Commentary:

Corporate Health & Safety Officer to arrange six-monthly meetings to remind all staff (and Tenant representatives) what to do in the event of a fire, and also arrange training for Fire Wardens, and use of fire extinguishers, and evac sledges.

New staff to be given fire safety training as part of their induction.

Fire drills

Six monthly fire drill to be led by the Corporate Health & Safety Officer and details recorded in Fire Log Book. First drill took place successfully on the 16th November 2017. The next six monthly drill will include the new tenants of the building (Exmouth Voluntary Service and Exmouth Town Council), and are planned for February and July 2018.

19 Fire Safety Deficiencies to be Rectified

Deficiency / <i>Rectification</i>	Priority H M L	Date to be Rectified	Date Rectified
None			

20 Significant Findings

Significant Finding	Control Measure / Action
None	

21 Additional Hazards

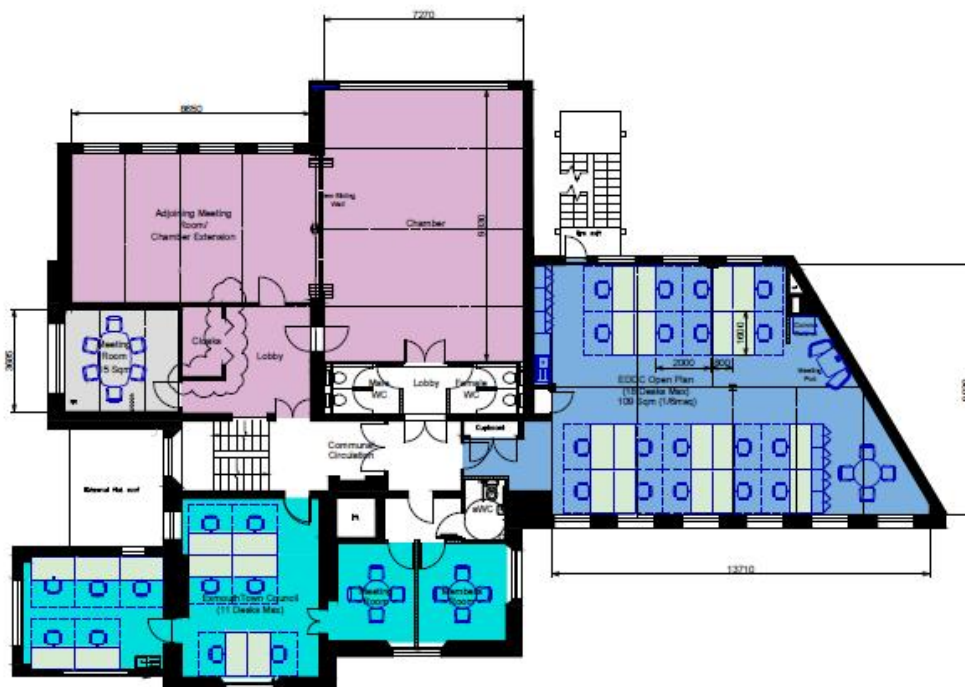
<p><i>Specify:</i></p> <p>All asbestos related materials were removed during refurbishment except for :-</p> <p>High level external soffits – very low risk</p> <p>See Environmental Services Management Survey up-dated in October 2017 for full details.</p>
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22 Appendices

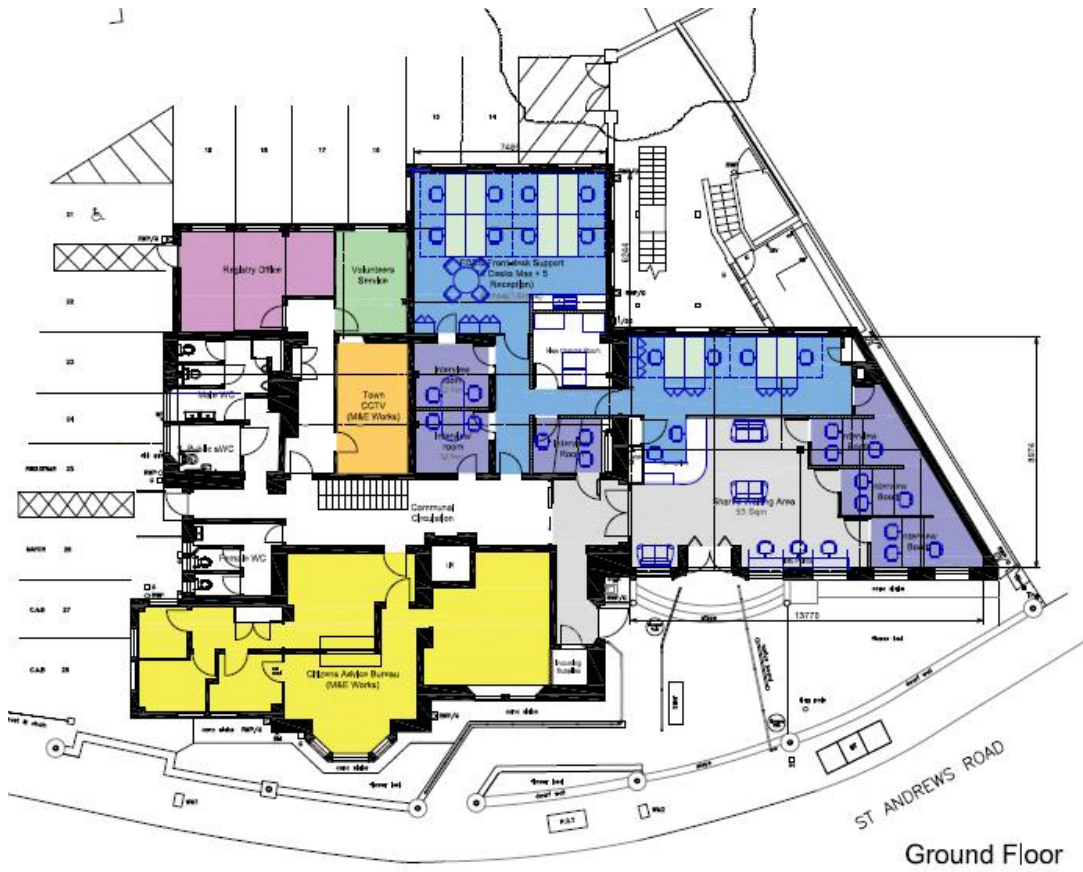
1. Floor plans



Second Floor



First Floor



Ground Floor

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON

Strategic Lead – Housing &
Environment

FIRE RISK ASSESSMENT

PERSON RESPONSIBLE FOR:
CARRYING OUT & REVIEW

RESPONSIBLE PERSON

Property & Estates Manager

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:
J MAINTENANCE OF FIRE SAFETY PROVISIONS
J FIRE ALARM
J EMERGENCY LIGHTING
J FIRE FIGHTING EQUIPMENT
J ESCAPE ROUTES
J FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON

Property & Estates Manager

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:
PRODUCTION & REVIEW

RESPONSIBLE PERSON

Corporate Safety Officer

STAFF TRAINING

PERSON RESPONSIBLE FOR:
J FIRE SAFETY TRAINING OF ALL STAFF
J IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON

Corporate Safety Officer

EXMOUTH TOWN HALL

EMERGENCY ACTION PLAN

ASSEMBLY POINT – MANOR GARDENS BANDSTAND

ACTION ON DISCOVERY OF FIRE

- J SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- J CALL THE FIRE BRIGADE BY DIALLING '999'
- J CALL EDDC HQ BY DIALLING '01395 516551' TO NOTIFY THEM OF SITUATION
- J LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- J DO NOT RE-ENTER THE BUILDING
- J REPORT TO THE ASSEMBLY POINT
- J LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- J ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- J DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- J CALL THE FIRE BRIGADE BY DIALLING '999'
- J CALL EDDC HQ BY DIALLING '01395 516551' TO NOTIFY THEM OF SITUATION
- J LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- J DO NOT RE-ENTER THE BUILDING
- J REPORT TO THE ASSEMBLY POINT
- J LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- J ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- J ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY



Standard Conditions of Room Use Council Chamber & Committee Room, Exmouth Town Hall

(Please retain this for your records)

1. The person by whom making the booking is considered the User/Hirer and be responsible for payment of the charges (if applicable) and observance of the conditions. The User/Hirer shall himself observe, and shall be responsible for securing the observance by other persons on the premises, the directions of the council's accredited representatives.
2. The User/Hirer shall not sub-let the premises or any part thereof.
3. Except, insofar, provided for under the Unfair Contract Terms Act, 1977, the council shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, due to any breakdown of any machinery, failure of supply of electricity, leakage of water, fire, government restrictions or Act of God, or any other cause which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the user/hirers shall indemnify the council against any claim which may arise out of the hiring or which may be made by any persons resorting to the premises during the hiring in respect of any such loss, damage or injury.
4. The User/Hirer shall be responsible for the good order and decency being kept in the premises during the room use and the council may, if it thinks fit, charge the user/hirer for any extra expense they may incur, and cancel any other booking for the premises that the user/hirer may have made without incurring any liability to the Hirer whatsoever.
5. It is the User/Hirer's responsibility to ensure that any portable electrical appliances have been checked and certified as passing a 'Portable Appliance Test' by a qualified electrician.
6. The User/Hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state and shall defray the expenses of making good any damage to the premises or the contents thereof.
7. No bolts, nails, tacks, screws, etc., shall be driven into, nor shall any placards, or other articles be fixed in any part of the interior of the premises.
8. The right of entry to the premises without charge is reserved for any authorised officer of the Council, uniformed Fire Officer or Police Officer at any time during the hiring.
9. The User/Hirer shall ascertain the position and operation of all fire fighting apparatus and shall ensure that the attendants appointed by him are instructed in their duties in case of fire. In the event of a fire call the fire brigade on 999 and then evacuate the building to a position of safety (see Fire Notice in the building for details of assembly point). After checking everyone is present, please contact Property & Estates on 01395 516551 (8.30am - 5pm Monday to Friday) or via Home Safeguard on 01395 578237 or 516854.
10. The staff offices are out of bounds and must not be used.

11. Attendance at in the Council Chamber is not to exceed 50 when the Council Chamber only is hired
Or 70 when the Council Chamber and Committee Room are hired.
12. **No** alcohol is permitted on the premises.
13. **No** live or recorded music is permitted to be played on the premises.
14. **No** food is permitted on the premises other than pre-prepared cold snacks or soft drinks.
15. **No** fireworks, Chinese lanterns or firework display shall be held/released on the council's premises or in the council grounds.

Please Note:

Users/Hirers are reminded that any kitchenettes or toilets used should be left in a clean and tidy condition.

Exmouth Town Hall Chamber

AV Quick Guide



Start Up

Power Toggle	Room Extension Toggle
VGA 1	Wireless
VGA 2	Volume Up
HDMI 1	Volume Down
HDMI 2	Mute

Please use the wall Control Panel to power up the AV system and choose your settings:

The remote control handset is not required for controlling the AV system, unless you are using the repeater screens in the Committee Room.

1) Power on / off button

2) Source option

VGA, HDMI or Wireless

3) Room Extension Toggle

This privacy button is used to start/stop sending video output to the repeater screens in the Committee Room.

The Committee Room screens will need to be powered on and off via the remote control, which will be stored in the Chamber cupboard.

4) Volume

Press and hold button, for increasing/decreasing volume.

Please beware, when turning up too loud this could cause feedback issues with the microphones.

You can also manage volume from your laptop/device.

5) Mute

This toggles sound on/off.

Laptop Presentations

6) Cabled connection

Use the VGA or HDMI cables to connect direct to your device

(Display port to HDMI adapter is available for use in the Chamber cupboard)

Choose the Presentation option from the control panel

If you are using VGA connectivity and require sound please also plug-in the standard 3.5mm audio jack cable to your device (this audio cable is not to be used for audio recording)

7) Wireless presentation

To present using the wireless option please install the WiPS client.

The software client is available for windows, android and apple devices.

EDDC devices will require Service Desk to install this software for you

Any other non-EDDC device – please follow these instructions:

Using your internet connection download and install the WiPS software from www.tegavit.com/download

When you have the WiPS software installed on your device:

- Connect to the wireless network: [WiPS-ETH Chamber](#)
- Run the WiPS software
- Connect to the Chamber wifi and enter the 4-digit code
- There is a new code each time you connect for a wireless presentation

Limitations with using wireless presentation:

- Video and audio does not stream across wifi
- When connected to the wireless presentation system you will not be able to access the internet

Pause feature:

- Screen freezes, so you can check out something else on your laptop screen without interrupting the presentation
- Press Play to continue with the live presentation

More than 1 person can connect to the wireless presentation at a time, and either choose who is presenting or show on screen together.

8) Committee Room Repeater Screens

If using the Repeater screens to replicate the Chamber screen output please use the remote control to power on each of the four screens individually.

On the wall control panel choose “Room Extension Toggle”

Microphones

There is a roaming presentation mic available for use.

- Switch on a the microphone to use
- Use the volume control at the control panel where needed.
Please beware, when turning up too loud this could cause feedback issues
- The mic is powered by 1x AA battery
- Please ensure it is switched off when not in use

Bosch Desk Microphones

These are set so you press to talk.

- Two microphones can be live to talk at one time
- Chairman microphone takes priority and can mute all other mics to speak
- There are 21 units, with 15 dual delegate licences – allowing for a meeting of 36 speakers
- Each unit has an ear phone connector on the side with its own volume control
- Please do not lift the units by the microphone it is not a handle and will be expensive to replace if broken
- Battery management is required to ensure units are ready for meetings
- There are 21 units and 10 charging bays, each charging bay has a charge indicator light
- Batteries take 2 hrs to fully charge
- LED lights on the underside of the microphone show how much battery is remaining, each light is 3 hrs

Hearing Loop

The hearing loop set up is infra-red.

- Hearing loop headset controls use rechargeable batteries and are kept in the charging bays on top of the AV cabinet in the corner of the room
- Please do not change the batteries for non-rechargeable in these control units
- Headset controls should be set to channel 1 or 2

Shut down

After use please shut down the main AV equipment by using the wall control panel.

Each of the desk microphones needs to have the battery ejected then replaced to power the units down.

Repeater screens in the Committee Room should be switched off with the remote control and remote control returned to the Chamber cupboard

The hand held microphone should be switched off on the device.

Hearing Loop headset controls should be switched off and returned to the charging bay.

Screen remote controls should be returned to the appropriate shelf in the cupboard.

Technical Support

For technical support or to report a fault please contact Strata Service Desk 01395 517433.

Exmouth Town Hall Committee Room

AV Quick Guide



Start Up

Please use the wall Control Panel to power up the AV system and choose your settings:



- 1) **Power on / off button**
- 2) **Source option**
VGA (button with PC), HDMI (button with PC 2) or Wireless (button with W)
- 3) **Volume**
Press and hold button, for increasing/decreasing volume.
Please beware, when turning up too loud this could cause feedback issues.
You can also manage volume from your laptop/device.
- 4) **Mute**
This toggles sound on/off.

Laptop Presentations

- 5) **Cabled connection**
Use the VGA or HDMI cables to connect direct to your device
Choose the Presentation option from the control panel
If you are using VGA connectivity and require sound please also plug-in the standard 3.5mm audio jack cable to your device
- 6) **Wireless presentation**
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