

Wedmore Village Hall Operations Manual

1. Safety Information

Telescopic platform seating is, by design, a moderately heavy structure with a variety of moving parts. Therefore, it is vital that the correct procedures for the use of the seating system be adhered to. The following points should be noted;

- The seating system must only be operated by personnel who have been authorised and signed off as trained by Wedmore Village Hall.
- When opening and closing the telescopic platforms all other personnel must be kept well clear.
- When the telescopic platforms are extended and in use the platforms must not be overloaded with more people than the designed capacity. The platforms are not designed to support the weight of people when the unit is in the retracted (closed) position and climbing the front of the closed system or standing on the top row can cause damage to the under-structure.
- Before the seating system is to be used it is imperative that all safety rails are securely in place, that the row 1 intermediate step is in place and that all the seats are locked in the upright position.
- Any personnel who go **underneath** the structure must wear appropriate safety clothing and, in particular, hard hats.

Any queries regarding the safe usage of the seating system should be addressed to Mike Rippon on 01934 713125 or mike@holdenhurst.co.uk

2. Moving and Extending the Seating Unit

Before operating the system ensure the floor in front of the seating is clean and free of dust, debris and loose equipment. Ensure all personal other than the 2 who are extending the unit are kept well clear of the area.

Travelling the seating unit to the desired position.

The seating bank structure is described as a travelling unit and, while closed, can be pulled from its storage position into a different final operating location using the T-shaped pulling handles.

Rear Jack Feet Anchors

These are located at the rear of the unit on each side fixed to the two rear columns. Ensure these are in the **up** position with the rubber pads clear of the flooring when the whole structure is to be moved into a new location

Before the seating unit is extended set the jacking feet assemblies into the **down** position. The down position is when the rubber pads are in full contact with the floor and the rear wheels of the rear row column are just clear of the floor.

Extending the unit

Remove the left and right hand kickboards from in front of Row 1 by lifting vertically upwards and then moving them outwards. Store them temporarily while the platforms are opened.

The telescopic platforms must be opened by two persons working together. Insert the two pulling handles into the front of the row 1 columns. The pulling handle is entered at an angle of 30° from the horizontal and when inserted fully twisted to the upright position. The handle is now locked into the correct position for pushing and pulling. The row locks are the 2 outer black knobs located

adjacent to the location points of the pulling handles. Release them by pushing on them while gently pulling on the pulling handles.

The two operators must now evenly and steadily pull the unit out into the extended position. It is imperative that the operators pull in unison so that each platform moves out squarely. When the unit is extended check that the column row locks are all engaged so that each platform is locked into the out position. Remove the pulling handles by twisting them to the entry angle and then withdrawing them. Reattached the two removable kickboards, using the opposing procedure as when removing them.

3. Preparing the Seating for Use

Fit the following items to the platforms to prepare the seating system for public use:

Removable Row 1 Intermediate Step

This component is positioned at the base of the aisle on the theatre floor.

Lower the Intermediate Step on the ground near the kickboard in line with the aisle. Lift the bottom front edge of the step to allow the two hooks to engage with the two brackets mounted on the kickboard, once the hooks are engaged lower front edge of step.

Seating

Seating on the telescopic platforms is deployed by lifting each chair group (3 or 4 chairs) into the vertical position. Pull or shake the chair frame towards the front to check the latches are safely locked. The 4 seat frames are best deployed by 2 operatives working at each end.

Side Rails

Side rails and rear rails are stored under the stage on the trolley on your right as you look at the stage.

Danger: Fitting the side rails requires operatives to work at height, close to the open end of each platform (row). Close supervision is required and good awareness to ensure that safe working practice is achieved. Only personnel who have been trained by Wedmore Village Hall may do this. The side rails on the first 3 or 4 rows can often be fitted from floor level but all other rails should be fitted from on the platform, standing near but not at the edge.

There are 7 standard side rails and 2 rear side rails, positioned at the ends of the top row.

Starting with row 1 insert the side rail into the sockets and then tighten the silver locking thumb screws (2 per rail) to secure the rail. Repeat this procedure for the remaining rows, ensuring each rail is fully located (down) in the sockets

Rear Rails

There are 3 rear rails. Fit these in the same way as the side rails, remembering again that you are working at height.

Side Drapes

These are black fabric drapes with weighted ends, positioned on the end of each platform to blank off the under-structure. The drapes are attached to the end of each platform by a pin bracket. Installation is therefore simply a case of selecting the correct drape (a label on each drape confirms the row number) and then matching the pins to the provided holes to secure in place.

The drapes must be removed before retracting the platform system.

4. Preparing the Seating Unit for Storing

Before the telescopic platform can be retracted (closed) all the items and operations mentioned in the previous section need to be completed, in exact reverse order.

Before starting ensure the underside (under-structure) of the platforms is free of debris, stored equipment and people.

Seating

Closed down the seating rows (1 to 7) by depressing the toe bar, situated at floor level behind each row of chairs and lowering each group of chairs gently down onto the deck. Ensure the frame is folded flat against the deck.

Rails

Slightly slacken the silver thumb screws securing the railings. Then lift the railings out of their sockets. Store the railings on the trolley under the stage on your right as you look at the stage, taking care to follow the picture that shows the correct storage arrangement.

The procedures for working at height must be strictly observed.

Side Drapes

Remove all drapes except Row 7 (back row) by lifting the pins out of the holes. Roll each drapes up on its horizontal supporting bar and store the drape on the platforms.

Important Note: It is vital to check that all ancillary items are removed and all the chairs are lowered correctly before the seating unit is retracted (closed). If one or more backrests should remain upright major damage will result to the benches and platform under-structure. It is worth double checking and checking again that all ancillaries are removed.

5. Retracting the Seating Unit

The telescopic platform must be closed by two persons. First remove the kickboards as per previous instructions. Then insert the two pulling handles into the front of the row 1 columns. The pulling handle must be entered at an angle of 30° from the horizontal and when inserted fully twisted to the upright position. The handle is now locked into the correct position for pushing and pulling.

Before the unit can be pushed closed you must release the manual locks. This is done by pressing the two **inner** black knobs, close to the pulling handle location holes.

The two operators can now evenly and steadily push the unit back into the retracted position. It is imperative that the operators push in unison so that each platform moves in squarely. When the unit is retracted check that the front to back locks are engaged so that unit is locked into the retracted position. Remove the 2 pulling handles by twisting them to the entry angle and then withdrawing them. Then re-fit the kickboards.

If the closed unit is then required to be moved back into a different position it is necessary to return the jacking feet assemblies to the **up** position. The unit can then be rolled to the desired location.