

# Wedmore Village Hall Operations Manual

Version 4, 8<sup>th</sup> December 2019

## 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. The current list of people is:
  - Mike Rippon
  - Simon Tomes
  - Anne Richards
  - Curtis Hogben
  - Touche Hogben
- 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](mailto: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 personnel other than the 2 who are extending the unit are kept well clear of the area.

### Rear Jack Feet Anchors



These are located at the rear of the unit on each side fixed to the two rear columns. When the whole structure is to be moved into a new location put these in the **up** position, with the rubber pads clear of the flooring, by pressing the 'up' lever.

Before extending the seating unit set the jacking feet assemblies into the **down** position by pressing the 'down' lever. 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 lifted just clear of the floor.

### 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.

## Extending the unit

Remove the left and right hand kickboards from in front of Row 1 by holding the handle at the top of them and lifting vertically upwards off their locating screws, and then moving them outwards. Store them temporarily at the position the seating will be extended to while the platforms are opened.



The telescopic platforms must be opened by two persons working together. Insert the two T-shaped 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. **Keep hold of the handle when it is in the upright position so it does not fall and dent the floor.**



Before extending the seating the 2 row locks must be released. They are the 2 **outer** black knobs located on each side of the seating unit, adjacent to the cluster of blue wheels, indicated by the arrow in the picture. Release them both by pushing on them while gently pulling on the pulling handles.

The two operators can 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. As each row reaches full extension you will hear its row lock click into place. When the unit is fully extended you should have heard every one of the row locks click into place in turn. The platforms will now be locked in their out position.

Remove the pulling handles by twisting them to the entry angle and then withdrawing them. Reattach the two removable kickboards, using a procedure opposite to when removing them. They are in the correct location if the Hussey logo on each is on the **outside** of the kickboard.

## 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.

Lift the Intermediate Step onto the ground near the kickboard, in line with the aisle. Slightly 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.

### Aisle Face Panels

Remove all of the fascia panels located in the centre aisle by sliding them upwards. Store them carefully while the seating is in use.

### 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, one 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.

On each side there are 7 standard side rails and 2 slightly wider rear side rails which are 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

Close 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 so that the badminton equipment will be accessible.

**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 drape 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 seats 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 located in 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. Store them under the stage. Then re-fit the kickboards. If you have put the unit away correctly the front fascia panels should be all smoothly aligned as in the photo. If not, you will have to pull the unit out and try again.

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.