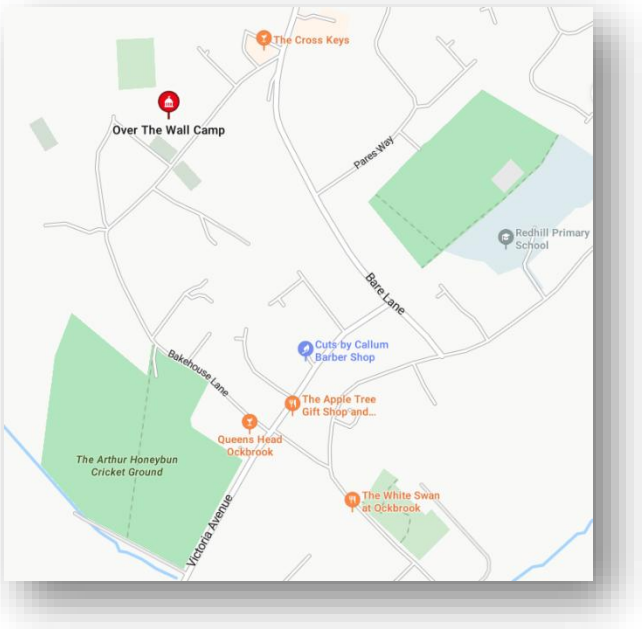
v1.0

OPC Meeting Members' Instructions (Nov 2026)

OPC meets on the first Monday of the month at OTW (former Ockbrook School Birtall Hall) in Ockbrook.

The Settlement
Ockbrook
Derby
DE72 3RJ

What3Words
///dance.moods.hugs



Access

Members can access the hall from 18.45 onwards with each session starting formally at 19.00. Sessions should be finished by 21.30. Note the campus is covered by CCTV managed by OTW.

Parking

The car park is clearly signposted and contains up to 50 spaces; there is both an upper and lower car parking area both of which are for members to use. Walk towards the main buildings through clear gaps in the walls. Wall lights will illuminate your walkway. Disabled parking is available by entering the lane opposite the tennis court on the right of 'The Settlement', going through the barrier and parking in the allocated spaces near the hall entrance.

Unlocking and Locking – Committee to action

Currently the hall door key is accessible from a key safe located on the wall of Swallows Nest building (on the left as you walk up the drive). The code for the key safe is known by the committee members. The key opens the front doors to the hall. Doors to be locked after use and key replaced in key safe.

Preparing the hall – Committee to action

Light switches are positioned at right hand entry beside the stage (turn off at the end of the night). Chairs and tables can be moved to accommodate various room set ups. Stage curtains can be drawn to or apart using pulley system through right hand stage door.

Laptop plugs in at the front to a HDMI cable (check the other end is plugged into the white box on wall behind curtain). A remote control turns on the power to the (installed) projector; the HDMI source may also be needed to be selected on the remote.

Catering – Committee to action

A water urn will be made available. This may need filling with jugs of water obtainable from the taps in the toilets at the entrance to the hall. Check the urn has been turned on.

v1.0

Toilets

Ladies and Gents toilets are provided as you enter the hall on the left (lights should be on, but there is a switch just inside each door). An accessible toilet can be made available on request.

Emergencies – Committee to action

If the fire alarm sounds all members should immediately exit from the 2 fire exits (hall entrance or right hand fire door) and meet on the tennis court to check attendance. A decision will be taken to finish the session or, as the campus is unstaffed in the evenings, wait for OTW staff to arrive (each month a different member of staff will be on a rota call out and contacted in the event of an emergency) and allow us back into the hall.

First Aid – Committee to action

OPC has a basic first aid box and some nominated first aiders. The hall also has a first aid box, anaphylactic response box and wall mounted AED (the code to access is XXXX). The Cross Keys Pub at the north end of The Settlement lane also has an AED as a plan B.

Exit – Committee to action

Once the session has ended, projector disconnected from laptop and turned off, urn turned off and all OPC equipment removed, toilets checked. Fire exits to be checked for closure, lights turned off, and front door locked, and key returned to key safe. All members to exit the car park turning either left or right depending on their direction homewards. Be aware of any walking members or public. All exterior lights are on a timer.

Risk Assessment (RA), Public Liability Insurance (PLI) and Safeguarding

The club reviews its risk assessment regularly and maintains PLI through Zurich Insurance. Copies of both documentation are provided to OTW. The RA documents our approach to Safeguarding, developed to provide equal opportunity to all, including young people and vulnerable adults. Kevin Lane is the current Safeguarding Officer.

Kevin Lane, OPC Treasurer

November 2026