

Compton Dundon and Littleton Village Hall

Fire Safety. Information and Instruction for users.

General

All users of the hall must nominate a person to be responsible for safety on behalf of their organisation. It is the responsibility of that nominated person to ensure that these instructions are carried out, and as part of their conditions of use, the User will be required to sign a statement confirming that the instructions will be adhered to. A plan of the Hall showing fire escape routes, fire exits and fire safety equipment is attached. There are also copies of this on walls around the Hall.

On opening the hall

The User is responsible for completing the checklist on the attached sheet. Any problems should be reported toIt is the responsibility of the User to be satisfied that the Hall is safe to use.

Maximum permitted numbers

The User of the Hall is responsible for seeing that the maximum safe number of people in the Hall is not exceeded. These numbers are stated in the Hiring Agreement.

For a seated event, the User is responsible for ensuring that no seat is more than seven seats from a gangway and that the horizontal distance between one seat back and the next seat edge is not less than 305mm (approximately one foot).

Safety instructions

For reasons of fire safety and compliance with legislation, smoking is not permitted anywhere inside the Hall buildings. The only naked lights permitted are night-light type candles enclosed in a jam jar, or some such arrangement, on sand.

At the start of any event or function, the User is responsible for pointing out to those present:

- The no-smoking policy
- Warnings given by smoke alarms
- In the event of a fire, to leave the building immediately and not attempt to collect any valuables or personal effects.
- Locations of exits and escape routes (see attached plan)
- Location of the Muster point (at the end of the rear car park extension).
- Who is responsible for controlling re-admission to the building once the all-clear is given.

IN THE EVENT OF FIRE

- **THE PERSON DISCOVERING THE FIRE SHOULD SHOUT 'FIRE' LOUDLY.**
- **EVERYBODY MUST LEAVE THE BUILDING BY THE DESIGNATED FIRE ESCAPE ROUTES AS QUICKLY AS POSSIBLE AND MUSTER AT THE END OF THE REAR CARPARK**
- **CALL THE FIRE BRIGADE ON 999, BY MOBILE PHONE.**
- **GIVE THE ADDRESS AS MEADWAY HALL, HAM LANE TA116PQ**
- **THERE IS NOT A PUBLIC CALL BOX IN THE VILLAGE.**
- **IF SAFE TO DO SO WITHOUT COMPROMISING PERSONAL SAFETY, TACKLE THE FIRE WITH THE APPROPRIATE APPLIANCE.**
- **AS SOON AS PRACTICAL, THE PERSON WHO IS RESPONSIBLE FOR THE HIRE SHOULD NOTIFY THE HALL'S NOMINATED PERSON.....**

Fire safety. Checklist for Hirers.

Before admission of the public, check:

- All exit doors are unlocked, and the push bar mechanism on fire doors tested and in good working order.
- Escape routes are free from obstruction and available for use.
- Any fire doors are closed and not wedged or propped open.
- Fire fighting equipment is in place and unobstructed.
- There is no combustible storage in areas open to the public.
- Exit signs are illuminated.
- There is no obvious fire hazard in or near the building

End of function check:

- Search for smouldering fires or cigarettes left burning.
- Check that cookers are turned off.
- Check that all electrical appliances are turned off .
- Turn out all lights
- Close all internal doors and the shutters in the kitchen hatches.
- Secure all outside doors and windows.