

EAST BRIDGFORD VILLAGE HALL FIRE SAFETY INSTRUCTIONS

PLEASE READ CAREFULLY BEFORE USING THE HALL.

1. RESPONSIBILITY

1.1 **HIRERS HAVE A LEGAL DUTY TO ENSURE THE SAFETY OF ALL THOSE PRESENT AT A FUNCTION IN THE EVENT OF AN EMERGENCY. THE PENALTIES FOR NEGLIGENCE CAN INCLUDE HEAVY FINES AND EVEN IMPRISONMENT.**

2. BEFORE THE EVENT

2.1 Hirers shall appoint two fire marshals prior to commencement of an event. One shall be responsible for the front of the Hall and associated rooms, the other for the rear including the upstairs meeting room if used. One should be assigned to take overall charge in the event of an incident. One fire marshal may be sufficient if only one part of the Hall is used and the attendance is less than 20 people.

2.2 The Hall is fitted with strategically placed smoke detectors. There is no central fire alarm system. Hirers need to decide how the alarm will be raised in the event of a fire, especially at events such as discos where the ambient noise will make a warning sound difficult to hear. In such cases, use of the PA system may be beneficial to raise the alarm, otherwise sound systems should be turned off.

2.3 Hirers should ensure the fire marshals are familiar with the fire fighting equipment provided and the type of extinguisher to be used for particular types of fire.

2.4 Decide how the emergency services will be summoned if needed. There is no telephone in the Hall and no public telephone in the vicinity. Fire marshals **must** have access to a mobile phone. Dial 999 or 112.

2.5 Ensure that all fire exits are unlocked/unbolted, can be opened easily and access is unobstructed. The mortise locks (large key) on the front and rear doors must always be unlocked when the Hall is in use. The Yale locks on the main front and rear entrances may be used for security especially when only the committee room is in use.

2.6 It is the responsibility of hirers to ensure all those in attendance are acquainted with the fire exits and the fire assembly point which will be the Village Hall Car Park on Main Street.

2.7 Consider whether any of those attending may have special needs relating to mobility or vision etc. and plan any special arrangements for their evacuation in the event of a fire.

2.8 If the event uses a stage with scenery, the materials used should be fire resistant as far as possible. The hirer must complete a documented risk assessment if it is intended to use any naked flame or pyrotechnics as part of a performance. Hirers are responsible for mitigating any risks identified.

2.9 If seating is to be arranged in theatre fashion, there must be a clear space between rows of at least 305mm (12 inches) (front edge of seat to back edge of seat in row in front). No seat shall be more than seven seats from a gangway. Gangways shall be at least 1.05m (40 inches) wide. Standing or sitting in gangways or in front of any exit shall not be allowed.

2.10 Ensure that ticket sales cannot exceed the capacity of the room to be used. If entry is not by ticket, plan how numbers attending will be limited to the permitted capacity.

3. DURING THE EVENT – Fire Marshals shall:

3.1 Check frequently that escape routes and exits do not become obstructed. **No parking is allowed alongside the Hall.**

3.2 Check that the no-smoking policy is adhered to.

3.3 Naked flames should be avoided and are prohibited unless a documented risk assessment has been completed and risks mitigated (see 2.8 above). Naked flames must be monitored closely during the event to ensure that combustible materials are kept well away from them.

3.4 Ensure that rooms do not become overcrowded and that the maximum room capacities are not exceeded under any circumstances. (Hall and kitchen 120 people, committee room 40 people)

3.5 During hours of darkness lights outside the Hall that illuminate an escape route shall be on at all times.

3.6 Ensure that smoke effects are used with care so as not to make a real fire difficult to spot.

4. IN THE EVENT OF A FIRE

4.1 The fire marshals shall each ensure the safe evacuation of their end of the Hall and shall check

that all rooms are clear. They shall call the fire brigade to any unintentional fire however small. They may attempt to put out the fire with the extinguishers provided but **only** if they feel competent to do so and do not risk endangering themselves or others.

- 4.2 A Fire Marshal or other person appointed by them shall take charge at the assembly point to ensure all occupants of the Hall are accounted for and to ensure that no-one returns to the Hall without the permission of the Fire Brigade.
- 4.3 A Fire Marshal or other person appointed by them shall alert occupants of neighbouring properties, specifically the un-numbered "Summer Cottage" adjacent and to the left of the Hall, 63 and 65 Main Street and 2 College Street, also any occupants of the Scout Hut and King Edward Club at the rear of the Hall.

5. AFTER THE EVENT

- 5.1 Ensure **all electrical switches, lights and equipment are switched off**. Equipment that is to remain in the Hall must have the plug removed from the socket, except for the refrigerator. Ensure any naked flames such as candles have been fully extinguished and safely disposed of. Close all windows.
- 5.2 Ensure **all rubbish is removed** from the Hall. Small amounts may be placed in the wheelie bins outside but please do not fill them. Excess rubbish **must be taken away by the hirers** before they leave the premises.
- 5.3 Ensure the caretaker is available to lock up unless you are a keyholder. Do not leave until the caretaker has arrived or you have made the building secure by locking the front and rear doors using the both the Yale lock and mortise lock on both doors. Ensure the fire escape doors at the side of the building are secured in accordance with the notice displayed on them.