

Sedgeford Village Hall

Information for Hall Hirers

As the Temporary Responsible Person for the event/function, you have legal duties with regard to the safety of those persons assisting or attending the event.

Before the event or function, you should be aware of:-

1. Our fire detection system, which includes;
 - a. Fire detectors in entrance hall and kitchen
 - b. Manual "call points" at each exit
2. The fire alarm signal is indicated by the sound of wall mounted ringing bells
3. Our evacuation Procedure (see below).
4. However, you may need to consider the alerting and evacuation of anyone with sensory or mobility requirements that are part of your group. All exits are, however, level access but evacuation for wheelchairs onto the field is easier as it avoids the gravel in the car park.

At the start of the event or function, you should notify all those present about:-

1. The fire prevention procedures (e.g. "No Smoking")
2. If a fire is discovered, to activate one of the manual call points at each exit
3. The emergency warning signal is activated, leave by the nearest fire exit (pointing these out), using the plan below
4. The Assembly Point in front of the Children's Playground
5. Not to re-enter the building until the "All Clear" has been given.

During the event or function, help reduce risks by ensuring:-

1. The 'No Smoking' policy is adhered to
2. Kitchen equipment is used sensibly
3. Any portable electrical appliances brought into the Hall as part of the event or function are electrically safe, preferably "P.A.T." tested and used safely (e.g. don't overload extension leads)
4. Care with naked flames. Candles are permitted, but only if used safely (e.g. use tea lights and holders, or put candles in glass jars to contain them and combustible material is kept clear)
5. Exits are unlocked and escape routes do not become blocked
6. If the stage is to be used during your event, the steps to access and exit should be on the right as you face the stage, not on the side of the main entrance which is an escape route.
7. Noise levels cannot drown out the fire alarm

At the end of the event or function, you should ensure that:-

1. There are no apparent sources of ignition
2. All electrical apparatus (e.g. cooking equipment, heaters, sound equipment, etc) is switched off and any hot surfaces are allowed to cool before leaving
3. All accumulated rubbish is removed from the Hall
4. All lights are off and doors properly secured to prevent unlawful entry

Particular attention should be paid to the fire exits. They must be unlocked whilst the premises are occupied and then re-secured after the event.

***TO BE READ IN CONJUNCTION WITH
THE PLAN OF FIRE EXITS AND FIRE FIGHTING EQUIPMENT***

In the event of evacuation, your duties are:-

- 1. Ensure the building is evacuated**
- 2. If safe to do so,**
 - a. ensure any equipment is turned off, such as cookers**
 - b. check that the toilets, Meeting Room and kitchen are clear**
- 3. Call 999, giving the location as**
 - a. Sedgeford Village Hall, Jarvie Close, PE36 5NG and/or**
 - b. What3Words “ populate / emerge / readily “**
- 4. Only use fire extinguishers if it is safe to do so, and you are confident or trained in their use.**
 - Foam extinguishers (Reception & Main Hall) are for use on fires involving solid combustible materials and flammable liquid fires**
 - CO2 extinguishers (Reception & Kitchen) are for electrical and flammable liquids**
- 5. Liaise with the Fire and Rescue Service when they arrive**

If you suspect a false alarm, re-set the fire panel, but only after thorough investigation and you are absolutely sure.

If the alarm re-sounds or sounds a second time, full evacuation.