



St Michael's Hall

Fire Safety Policy for Hirers and Visitors

At the start of your hire period you must make all attendees aware of the following guidance:

- **Read and familiarise yourself** with the hall's **Fire Evacuation Plan** it is available for you to access at any time, it is kept in a folder on the window-ledge next to the entrance.
- **Fire exits and escape routes** must be free and clear of obstruction at all times, inside and outside.
- **Fire extinguishers** are not to be removed from their stands and must never be tampered with or used to prop a door open.
- **Fire doors**, are to remain closed at all times, including when the kitchen is not in use.
- Any **portable electrical equipment** must be in good working order and visually inspected for defects prior to use.
- **Portable heaters** are not permitted.
- The **kitchen** must not be left unattended when the appliances are in use.
- **Rubbish** and any other sources of ignition are to be contained and removed at the end of the hire.
- **Smoking, vaping and naked flames** are strictly prohibited on the premises including the car park.
- **Charging of EV's** in the car park is strictly prohibited.
- **Ensure that no vehicle obstructs** the entrance to the car park should the emergency services require access to the building.
- **Keep a record of the number of people** who are attending your event so you can account for everyone in the event of an emergency.
- Ensure your attendees are aware of **the location of all manual call points**.
- Ensure your attendees are aware of **the location of all fire exits**.
- Ensure your attendees are aware of **the assembly point located in the corner of the car park by the notice board**.
- Take precautions when your **attendees have additional needs** such as wheelchair users, young children and the elderly to ensure they get the assistance they need in the event of a fire.
- **Be vigilant** for any evidence that a fire may have broken out.

At the end of the hire period, double check the kitchen area for appliances which may have been left on. Switch off all lights. Switch off all wall heaters. Check all fire doors are closed.

Immediately report any defects, incidents, hazards you have noticed to Lynchmere Parish Council, no matter how small.