

Woodbury Village Hall

Hirer's Fire Safety Responsibilities

In advance of a hire, the hirer must appoint a responsible person who will attend the event and ensure that:

- all fire exit doors are unlocked;
- all fire exit routes are free from obstruction and can be used safely;
- fire doors are not wedged open;
- all illuminated fire exit signs are on;
- there are no obvious fire hazards on the premises;
- candles are not being used in the building (night lights in jam-jars are permitted);
- at the start of any event the locations of fire exits and the fire assembly point (outside the public toilets adjacent to the hall) are announced.

As the responsible person, you must also make yourself familiar with:

1. The Fire Evacuation Procedure.
2. The plan showing the fire exit routes, the fire alarm points and the extinguisher locations.

The mobile phone signal is poor in the hall, so use the phone in the kitchen to dial 999, or use a mobile phone in the car park.

Action to be taken in the event of fire:

- If possible put the fire out using the extinguishers / fire blanket provided, without risk to anyone.
- If necessary, follow the Fire Evacuation Procedure and set off the fire alarm if not already sounding.
- Inform a member of the Hall staff – phone numbers are on the noticeboard outside the hall.

This document is the first of a three part set:

1. Hirer's Fire Safety Responsibility. 2. Fire Evacuation Procedure. 3. Plan showing fire exit routes.