

CROOK^{OF}DEVON

VILLAGE HALL

FIRE RISK ASSESSMENT EMERGENCY PLAN FOR THE HIRER

The Village Hall Management Committee has a legal duty to inform you, as the responsible person for the event/function during the hire of the Village Hall, that you have legal duties with regards to the safety of those persons assisting or attending the event.

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

- What fire protection system is present: **smoke detectors & fire alarm system**
- The location of all **3 fire alarm break glass points**
- The location and use of fire equipment
- The location of all **3 fire exits** (signed with the green running figure) and method of operation of escape door fastenings
- The location of the fire assembly point: **RECYCLE AREA in CAR PARK**
- The need to check all areas of the building are clear after evacuation
- The need to use your own mobile to call the fire brigade as there is no landline at the hall
- Limitation on numbers: **117** throughout building
main hall (max. 96) ; 16 – kitchen (max.16) ; office 1 (max; 2) : office 2 (max. 3)
- Location of first aid kits: **main corridor / back corridor**

Before the event or function, you must decide:

- Arrangements for means of escape for disabled persons, children and others
- How you will proceed if the fire alarm or detectors fail
- Who will be responsible for calling the fire brigade
- Who will check all areas of the building, **including all toilets**, during evacuation
- Your plans to deal with people once they have left the premises
- Arrangements for fighting the fire (use the extinguishers only if you feel competent, otherwise simply vacate the building and call the fire brigade (**dial 999**))

During the event or function, you should ensure that:

- The **main entrance door** is kept **unlocked at all times** when the main hall &/or kitchen is occupied as this is a fire exit
- That all escape routes are free of obstruction and can be safely used for instant free public exit
- The **no smoking** policy is adhered to
- No fireworks or naked flames are allowed with the exception of birthday cake candles (which must not be left unattended and combustible material must be kept away)
- The limit on persons on the premises is not exceeded

YOUR GUESTS' SAFETY IS YOUR RESPONSIBILITY