



DUNTISBOURNE ABBOTS VILLAGE HALL SAFETY INFORMATION FOR HIRERS

In the Standard Terms & Conditions of Hire, annexed to the Booking Form & Hire Agreement, the Hirer or duly authorised person is required to read, understand and fully comply with the important safety instructions and information contained in this document:

1. At the beginning of the hire period the Hirer shall ensure:

- That all fire exits are unlocked and opening/closing mechanisms are in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any internal fire doors are not wedged open.
- That exit signs are visible and illuminated.
- That there are no obvious fire hazards on the premises.
- That they have briefed all guests and visitors about what to do in an emergency at the beginning of the activity/event/function.

2. On leaving the Premises the Hirer shall be responsible for leaving the premises and surrounding area in a secure, safe, clean and tidy condition ready for the next user. Specifically the HIRER is to ensure:

- All doors and windows are firmly closed and locked.
- Ceiling mounted radiant heaters are switched off – failure to do so will result in the full additional costs incurred (as assessed by the Management Committee) being passed on to the Hirer.
- Floor mounted storage heaters remain 'as set' at the start of hire.
- All electrical appliances are switched off and unplugged – less fridge in kitchen.
- All taps are turned off.
- Lights are switched off.
- Kitchen specific:
 - Cooker is switched off.
 - Water heater switched off.
 - Fridge emptied but left switched on.
 - All work surfaces are clean.
 - All rubbish is removed.
 - Items of crockery or glassware etc are cleaned and returned to appropriate cupboard.
- Main Hall specific:
 - All tables and chairs stacked and returned to original positions – see Storage Plan on Notice Board.
 - As necessary – floor swept and any spillages cleaned up.
- Record any faults, damage or breakages in the appropriate book.
- Make a final internal check of the Village Hall to ensure all persons have left and vacated the premises.
- Make a final visual check of the building from the outside.
- Secure the keys in the key-press safe.

3. Action in the Event of a Fire:

Any person discovering a fire should:

- 1) **Shout 'FIRE, FIRE, FIRE' and operate the mechanical (rotary) Fire Alarm** located in the Main Hall.
- 2) **Call the Fire Brigade** by dialling 999 and ask for the "Fire" service. Give the location as Duntisbourne Abbots Village Hall, Duntisbourne Abbots, GL7 7JN. There is no fitted telephone within the Village Hall and to contact the emergency services will require the use of a mobile phone - if required an emergency mobile phone is available in the **Emergency Evacuation Pack** located in the kitchen by the First Aid box. The Fire Brigade must be called to any outbreak of fire, however slight, and the full details must be given to the DAVH Management Committee as soon as possible.
- 3) If, and only if, it is deemed safe to do so, **attack the fire with the appropriate appliances and equipment provided**. Fire fighting equipment is located as follows:
 - Main Hall – 6 ltr Foam Fire Extinguisher found at the FIRE POINT located to the right side of the Stage.

- Kitchen – 2kg CO2 Fire Extinguisher and 9 ltr Water Fire Extinguisher found at the FIRE POINT located by the main exit door with a Fire Blanket located on the wall adjacent to the cooker.

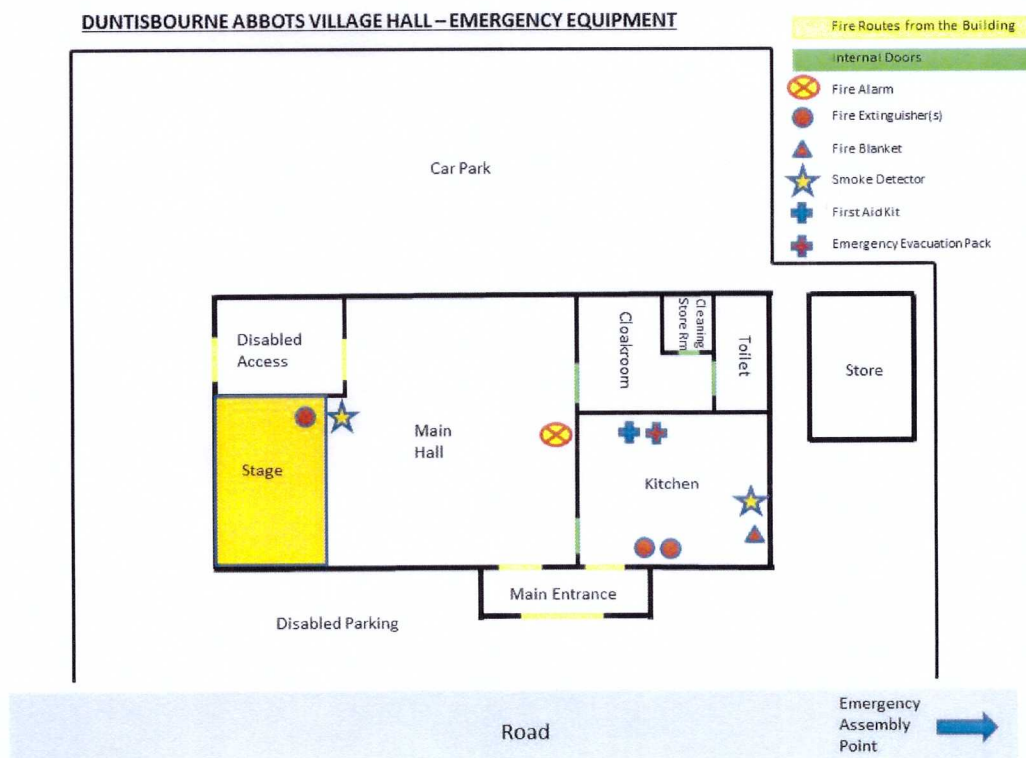
Check that everything is present and that you know how to use it. Instructions are posted with each piece of equipment. The diagram below shows the location of all fire safety equipment.

On hearing 'Fire, Fire, Fire', or Fire/Smoke Alarm, all persons on the premises are to:

4) **Evacuate the building.** The Evacuation Procedure is as follows:

- Exit the building using the nearest safe Fire Exit - Fire Exits are located in the Main Hall, Kitchen and adjacent to the side of the Stage.
- Turn left on the road and head down the hill to the Emergency Assembly Point which is located on the Pound adjacent to Pound Cottage (see map at the end of this document). Do not re-enter the building even if personal belongings have been left inside.
- Last person to leave the building should, having confirmed (where safe to do so) that the building is clear, close all doors.
- Exercise great caution when evacuating the building – especially in the hours of darkness. An **'Emergency Evacuation Pack'** is held available in the Kitchen which contains:
 - 4 x torches.
 - 4 x Florescent Vests for the Incident Commander and up to 3 designated Marshalls.
 - 1 x Whistle.
 - 1 Mobile Phone (charged with £10 of credit).
 - A copy of these instructions.
 - Notebook and pencil.
- On arrival at the Emergency Assembly Point the person in charge of the event becomes the designated **INCIDENT COMMANDER** and should:
 - Don the Incident Commander's Florescent Vest.
 - Appoint three Marshalls from those assembled.
 - Issue the appointed Marshalls with a Florescent Vest and a torch (if in the hours of darkness) and post them to the 3 corners of the Pound (or further out if safe to do so) to warn approaching traffic of the assembled group.
 - Check to ensure everybody is present and safely accounted for.

5) **Meet the Fire Brigade** when they arrive to brief them on the situation. The Fire Brigade will take control when they arrive.



FIRE ASSEMBLY POINT The Fire Assembly Point is located on the Pound adjacent to Pound Cottage – see diagram below.

