



## **Kedington & District Branch**

### **Safety & Licensing Information Pack**

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The supplied Terms & Conditions of Hire along with any Additional Conditions of Hire will apply to all hiring's of the Legion Hall.

This Safety & Licensing Information Pack is provided for the personal safety of everyone attending the Legion Hall. Also our Premises Licence places a legal duty on all users of the hall to comply with the legislation.

The Hirer is therefore responsible for ensuring that all such conditions advice and guidance is observed.



# Kedington & District Branch Royal British Legion



## Fire Precautions & Evacuation Procedures

### Guidance for Volunteers, Hirers & Contractors

The Branch has a duty of care to ensure that all persons working, using and hiring the hall are aware of their responsibilities in the event of fire. All such persons must read these Fire Precaution and Fire Evacuation procedures prior to working in or using/hiring the premises and ensure that they are complied with to reduce the risk of a fire and what to do in the event of fire.

**Compliance with these procedures forms part of our Terms & Conditions of Hire**

#### 1. Fire Stewards

##### 1.1 Events Organised by the Branch

Not less than two nominated members of the Branch will act as fire stewards during all such events.

##### 1.2 Private Hire

If the event or hiring is not one in which the Branch is involved, then the organisers of that hire will be responsible for nominating at least TWO stewards, aged 18 or over to assist with any Evacuation of the premises.

##### 1.3 Contractors

All contractors must read these procedures before undertaking any renovations or alterations unless in an emergency when these may be given verbally.

##### 1.4 Fire Stewards – Main Duty

All nominated Fire Stewards will familiarise themselves with all aspects of these Precautions and Procedures and Fire Safety Plan and if necessary communicate relevant information to all users before the start of any hiring.

#### 2. Fire Prevention

2.1 Under no circumstances are candles, fireworks, barbeques or bonfires allowed in any part of the Hall or Grounds unless agreed by the Branch.

2.2 Any waste material must be removed from the premises at the end of the hire and use wheelie bins provided. The areas around the fire exit doors must be kept clear both internally and externally at all times.

2.3 Hirers and Contractors should only use branded electrical appliances in the Hall and these should be tested annually under PAT regulations if possible.

2.4 Please report any wear and tear or faults in electrical equipment to the Hall Bookings Clerk when you return the key.

2.5 Charging of mobile phones, tablets and laptops is not permitted in the Hall. Please ensure such devices are fully charged before arrival.

2.6 It is unlawful to smoke inside the Legion Hall and our Smoke Free Policy includes e-cigarettes, e-cigs, e-hookahs and e-pipes which are not permitted.

#### 3. Fire Exits & Fire Fighting Equipment

##### 3.1 Fire Exits:

Please ensure that you familiarise yourself with the location of **all** exits, Fire Exits, Fire Extinguishers, Fire Alarm Call Points and the Fire Assembly Point. These are shown on the Fire Safety Plan attached.

##### 3.2 Fire-Fighting Equipment

The Branch provides fire-fighting equipment for the safety of all who use the hall. It is our policy to advise all users in the event of the discovery of a fire to **EVACUATE**. However should the fire stand between you and your route of escape, the extinguishers are provided for use.

#### 4. Fire Evacuation Procedures

##### 4.1 Action Procedure

On discovering a Fire or on hearing the Fire alarm please follow the Site Specific Procedure attached.

##### 4.2 Procedure for Vulnerable People

Special assistance should be given to children and any person suffering any physical or mental impairment such as mobility issues, visual or hearing impairment.

The Hirer or a nominated person should ensure that they are made aware of any such persons and assist them to evacuate the building.

##### 4.3 Evacuating the Hall

Ensure that all ancillary areas such as the Kitchen, Bar Store and toilets are also evacuated.

##### 4.4 Summon the Fire Brigade

There is no phone on the premises so please use a mobile phone to dial '999' or seek assistance nearby.

##### 4.5 Fire Assembly Point

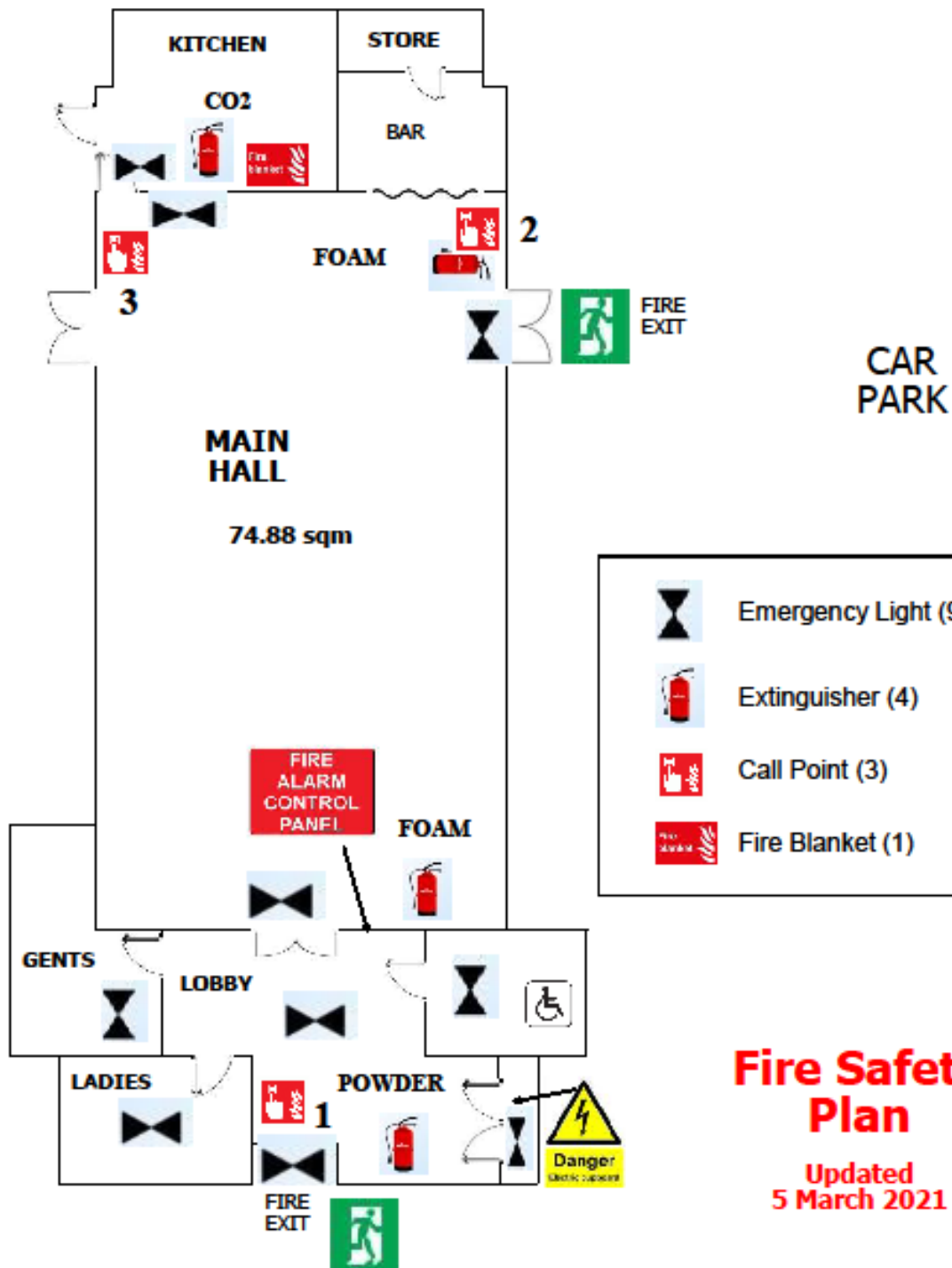
The Fire Assembly Point is in the Car Park – Rear Boundary Fence. If this location is considered a danger then please cross the road to the grass verge opposite.

We hope that you will find these instructions helpful and wish you an enjoyable and above all safe, experience in our Hall. If you have any comments to make please inform the Booking Clerk.

**Royal British Legion  
Hall  
Haverhill Road  
Kedington  
CB9 7NR**



**N**



← Sturmer

HAVERHILL ROAD B1061

Entrance

Haverhill →

# Royal British Legion Hall Haverhill Road

## **FIRE EVACUATION ACTION PLAN**

### **ACTION UPON DISCOVERING A FIRE**

- 1) **SOUND THE ALARM** by operating the nearest fire alarm call point
- 2) **Dial '999'** to call Fire Service.  
The **location** is: **Royal British Legion Hall,  
Haverhill Road,  
Kedington,  
Suffolk, CB9 7NR**
- 3) **Attack** the Fire **IF SAFE TO DO SO** using the appropriate fire extinguisher and **WITHOUT TAKING PERSONAL RISKS**.
- 4) **Evacuate** the building.

### **ACTION UPON HEARING ALARM**

- 1) **Evacuate** everyone from the Hall quickly and proceed to the **Assembly Point**. Assist any vulnerable person(s) on the premises.
- 2) **Dial '999'** to call Fire Service if not already done
- 3) **Close** all Doors behind you
- 4) **DO NOT STOP** to collect personal belongings
- 5) **DO NOT RE-ENTER** the building for any reason until authorised to do so
- 6) **DO NOT TAKE RISKS**

The **ASSEMBLY POINT** is located:

**HALL CAR PARK – REAR BOUNDARY FENCE**  
**If unsafe assemble on grass verge opposite**

## SAFETY RULES FOR HIRERS

**Adherence to these Rules will minimise the risk of injury or harm:**

**Ensure that all Fire Exit doors are kept clear AT ALL TIMES.**

**Main water stop valve is located in the Gents toilet**

**Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

**Do not** work on steps, ladders or at height until they are properly secured and another person is present

**Do not** leave portable electrical operating while unattended

**Do not** bring onto the property any **UNBRANDED** portable electrical appliances which have not been Portable Appliance Tested

**Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided or seek assistance. **Do not** store heavy items on shelving above waist height.

**Do not** stack more than 5 chairs at a time or attempt to lift more than 2 chairs at a time.

**Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool **before** doing so.

**Do not** allow children in the kitchen except under close supervision (e.g. For supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and **do not** allow running.

**Do not** allow chairs or tables to be stood or climbed upon

**Wear** suitable protective clothing when handling cleaning or other toxic materials.

**Report** any evidence of damage or faults to equipment or the building by contacting the Booking Clerk by phone. A notice in the hallway provides contact details.

**Report** and **Record** all accidents and injuries in the Accident Book in the kitchen and follow instructions provided.

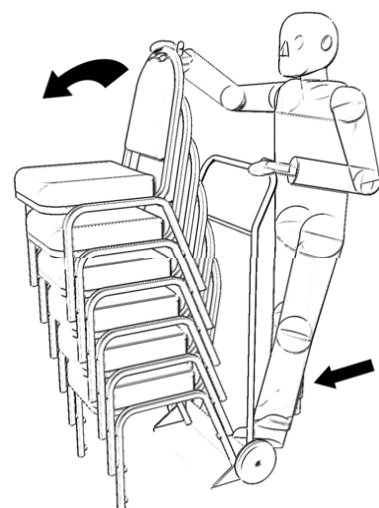
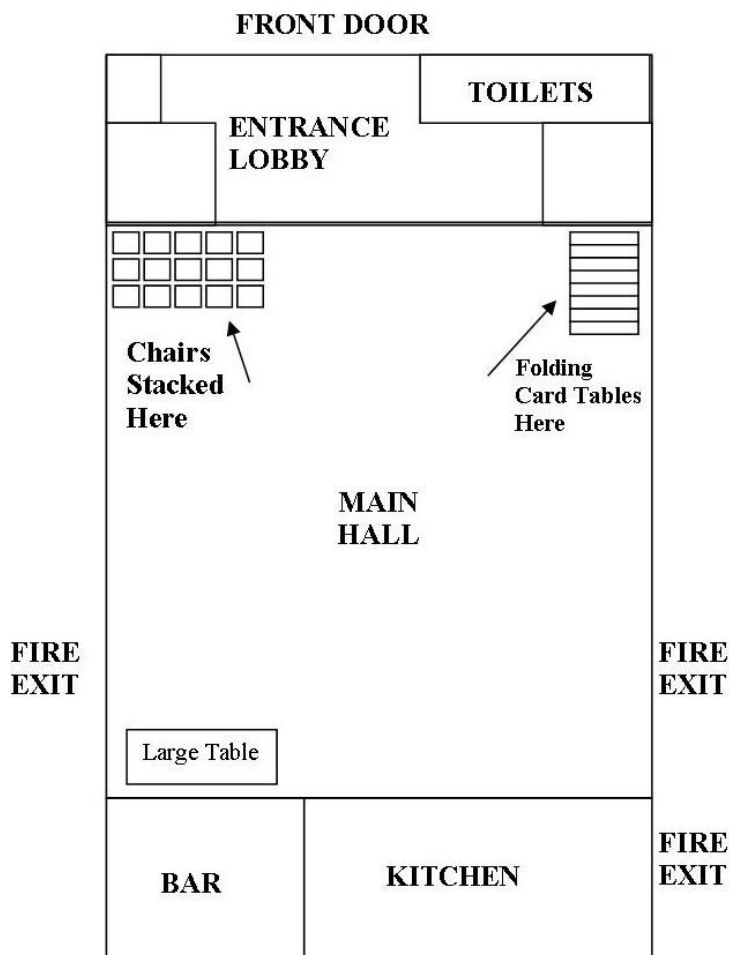
**Be aware and seek to avoid** the following risks:

- ♦ creating slipping hazards – mop up spills immediately
  - ♦ creating tripping hazards such as buggies, umbrellas and other items
  - ♦ use lighting where provided to avoid tripping in poorly lit areas
  - ♦ **risk to individuals while in sole occupancy of the building**
  - ♦ risks involved in handling kitchen equipment e.g. water heater, kettles, knives etc.
  - ♦ creating toppling hazards by piling equipment
  - ♦ ensure that all lights are switched off upon leaving the building
- 
- **IT IS AGAINST THE LAW TO SMOKE ANYWHERE INSIDE THE LEGION HALL – THIS BAN INCLUDES TO ALL TYPES OR FORMS OF E-CIGARETTES and VAPORIZERS**
  - **BARBEQUES ARE NOT PERMITTED ANYWHERE ON THE PREMSIE THIS INCLUDES THE CAR PARK AND OUTSIDE SPACE UNLESS EXPRESS PERMISSION HAS BEEN GIVEN BY THE BRANCH.**
  - **PLEASE ABIDE BY ANY GOVERNEMNT HEALTH RELATED RESTRICTIONS**

## Safety Advice - Stacking of Chairs

### Handling and Storage Instructions

1. These instructions are intended for the guidance of all hirers of the premises to ensure the handling lifting and stacking of chairs is carried out safely and to prevent personal injury and damage to the chairs and flooring.
2. To reduce the risk of injury and/or damage to chairs and flooring please use the trolley provided to move a stack of chairs around the hall. They should never be dragged, as this will result in damage to flooring. Always use the trolley provided.
3. When lifting a chair always use the correct Manual Handling lifting technique – legs bent, back straight, head up. It is recommended that only one chair at a time is lifted. **Only lift one chair at a time.**
4. When using the chair trolley approach the stack from behind and align the trough of the trolley with the rear legs of the stack. With one hand, tilt the stack forward slightly to allow the trolley to be pushed underneath with the other hand. Carefully pull back on the stack and trolley simultaneously, maintaining the grip on the stack. The stack can now be moved. See diagram below.
5. After use all chairs should be stored stacked one on top of the other up to a **maximum of 5 chairs per stack** as shown in the plan below.
6. Any defective/broken chair (including any with bent legs) must be immediately removed from use and the Booking Clerk informed. If possible place a note on the chair. Please do not use chairs outside the building.



**Extract from the Premises licence for Hirers of the Hall**  
**under the Licensing Act 2003**  
**Licence Number SEBC/PL/01667**

**Authorised Licensable Activities.**

Perform Plays, Alcohol **on** sales, Exhibit Film, Live Music, Recorded Music, Perform Dance, Entertainment of a similar kind, Entertainment facilities dance, music & similar. For Plays and Films the hirer is responsible for seeing that all copyright and other legal requirements are satisfied.

**Authorised Times.**

Alcohol **On** Sales, Perform Play & Exhibit Film.

Monday to Thursday & Saturday	1000hrs to 2330hrs.
Friday	1000hrs to 0000hrs
Sunday	1000hrs to 2200hrs
Supply of Alcohol on New Year's Eve	0100hrs following day

All other licensable activities Live and Recorded Music and Dancing:

Monday to Thursday & Saturday	1000hrs to 2359hrs
Friday	1000hrs to 0100hrs
Sunday	1000hrs to 2230hrs
New Years Eve Standard timings for that day but finish at 0200hrs following day.	

**Conditions on Premises Licence – Applicable to General Hirers**

1. A Personal Licence Holder (PLH) **must be present** on each occasion that the premises are open to make and oversee the sale and/or supply of alcohol.
2. Hirers should note that the capacity at the Legion Hall is restricted to a **maximum of 66 persons** (this includes performers). This number must not be exceeded.
3. Hirers will ensure that
  - empty glasses are regularly collected and any spillage dealt with as soon as practicable
  - All exit doors are regularly checked to ensure that they are not blocked.
  - take appropriate measures to ensure that people leave the premises quietly.
  - all doors and windows to remain closed, whenever possible, except for access and egress, whilst amplified music is being played.
  - take immediate action to reduce noise nuisance in the event of such a complaint being made either directly or indirectly.
4. Children must be accompanied and supervised by a responsible adult at all times whilst on the premises.
5. Challenge 25 proof of age scheme. The PLH will operate a requirement for the production of a passport, driving licence or other bona fide form of identity carrying a photographic image, where the individual requesting the supply of alcohol appears to be under the age of 25.
6. Where alcohol is offered other than by retail, i.e. Weddings and parties where guests do not pay, no person under the age of 18 years shall be permitted to consume alcoholic drinks of any kind.
7. No person shall be admitted or permitted to leave carrying glasses containing alcoholic drink.

**A copy of the Premises Licence is located on the notice board in the hall**



Royal British Legion  
Kedington & District Branch  
Use of Barbeques - Legion Hall

The current policy of Kedington & District Branch Royal British Legion is that Barbeques will not be permitted unless previously agreed at a Branch Committee meeting or at short notice by the Chairman and Booking Secretary.

If permission is granted as above for you to use a barbeque on our premises the conditions stated below, and guidance must be complied with.

Failure to observe these conditions and safety advice will be deemed a breach of hiring conditions which may result in additional charges and/or refusal on a future occasion.

#### **Barbecues – Condition of Use**

Outdoor Barbecues have their own set of unique fire risks that should not be underestimated. It is all too easy to be distracted whilst cooking so to avoid injuries or damage to property, these precautions and guidelines MUST be followed.

#### **General Safety**

- Make sure your barbecue is in a good condition and in working order
- Ensure the barbecue is on a flat site, stable, well away from the Legion Hall, sheds, trees and hedging and will not cause damage to the car park surface
- Keep children well away from the cooking area at all times
- Never leave the barbecue unattended
- Those involved in cooking to wear suitable protective clothing
- Keep a bucket of water or sand nearby for emergencies
- Ensure the barbecue is cool before attempting to move it

**N.B. small portable gas burners – must not be used.**

#### **Charcoal Barbecues**

- Use only enough charcoal to cover the base to a depth of about 50mm (2 inches)
- Only use recognised fire lighters or starter fuel and only on cold coals – use the minimum necessary and never use petrol or other types of accelerants
- Never put hot ashes/coals straight into a dustbin or wheelie bin – they could melt the plastic and cause a fire. Dispose of responsibly

#### **Gas Barbecues**

- Make sure the tap is turned off before changing the gas cylinder
- Change cylinders outdoors
- If you suspect a leak to the cylinder or pipe work, brush soapy water around the joints and watch for bubbles – tighten to fix but do not overtighten
- After cooking, turn off the gas cylinder before turning off at the controls to ensure any residual gas in the pipe work is used up.

I confirm that I have read and will comply with these Barbeques Safety Conditions.

Date Approved by Branch Committee or Chairman & Booking Secretary:    /    /

Signed: \_\_\_\_\_

Date: \_\_\_\_\_