

ACTION TO TAKE IN THE EVENT OF FIRE

ALERT OTHER PEOPLE within the Hall, taking special care of children and anyone who needs assistance.

ONLY IF SAFE TO DO SO:

- TACKLE THE FIRE with appropriate fire extinguishers or the fire blanket
- CLOSE WINDOWS
- TURN OFF AND UNPLUG ELECTRICAL APPLIANCES
- SOUND THE ALARM using the alarm panel in the kitchen to the right of the stage door. Turn the key to “ON” and press the “SOUND ALARM” button.

LEAVE THE BUILDING calmly using the nearest exit and CLOSE ALL DOORS BEHIND YOU. Do not delay to collect belongings.

CALL THE FIRE BRIGADE, giving the address Richards Castle Village Hall, SY8 4EQ.

MOVE PARKED VEHICLES TO ALLOW ACCESS for the Fire Brigade to the building.

ASSEMBLE IN THE CAR PARK to the side of the Village Hall, not at the front, in order to leave access clear for the Fire Brigade.

Short term hiring - Responsibilities of temporary responsible person

FOR ALL EVENTS, THERE MUST BE A TEMPORARY RESPONSIBLE PERSON, who has **legal duties** with regard to the safety of those persons assisting or attending the event. Key aspects of this role are described below.

Any mains operated portable electrical appliance brought into the hall as part of the event or function should be tested and certified (portable appliance testing, PAT).

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

1. What fire protection systems are present.
2. Identification of escape routes and exits
3. Checking that all escape routes are clear of obstruction and any combustible materials
4. The location of fire-fighting equipment and their specific use.
5. How a fire will be detected.
6. What helpers should do if they discover a fire.
7. How the smoke detectors and heat detector operate.
8. How the evacuation of the hall should be carried out.
9. Arrangements for calling the Fire and Rescue Services
10. Where people should assemble after evacuation and procedures for checking that evacuation has taken place.
11. Arrangements for fighting the fire if safe to do so.
12. Procedures for meeting the rescue services on arrival and ensuring easy access.

At the start of the event or function, you should notify all those present about:-

1. The "No Smoking" policy.
2. The emergency plan in the event of fire.
3. Location of exits and escape routes.
4. Location of assembly point.
5. The location of fire extinguishers.
6. Care for children and anyone else in need of assistance.

During the event or function, you should ensure that:-

1. Escape routes and exits do not become blocked.
2. The 'No Smoking' policy is enforced.
3. Where naked flames are present (eg candles), combustible material is kept clear.

At the end of the event or function, you should ensure that:-

1. There are no apparent sources of ignition.
2. All electrical apparatus is switched off and any hot surfaces are allowed to cool before leaving.
3. All portable appliances (eg heaters, sound equipment etc) are turned off and disconnected.
4. All accumulated rubbish is removed from the hall.
5. All lights are extinguished and doors properly secured to prevent unlawful entry.
6. YOU HAVE SIGNED THE LOCK UP DIARY