

## **KING'S STANLEY VILLAGE HALL SAFETY INFORMATION**

**It is the responsibility of the Hirer to read and comply with the information in this notice.**

**1. At the beginning of the hire period the Hirer shall check:**

- That all escape routes are free of obstruction and can be safely used (see plan located next to fire alarm call point inside front door). That there are no obvious fire hazards on the premises. Candles if used, MUST be in containers.
- That the 'Exit' and 'Emergency Exit' signs in the hall are illuminated.

**2. Supervision of Public Entertainment**

During Public Entertainment there shall, in addition to the hirer, be at least 1 competent person aged 18 years or over on duty on the premises to assist people entering and leaving. All persons on duty shall be aware of their responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade and the evacuation procedure.

**3. Action in the event of fire:**

Operate the fire alarm then Evacuate the building, then Call the Fire Brigade. Meet the Fire Brigade when they arrive. The Fire Brigade must be called to any outbreak of fire, however slight, and the details must be given to the Caretaker / Bookings Officer to be passed on to the Management Committee.

**4. Fire alarm:**

If the fire alarm sounds assume it is a fire and act as above. To have the Fire Alarm silenced call the Caretaker / Bookings Officer to silence it.

**5. Evacuation Procedure:**

The emergency exits are located at the Front Door, the Rear Door and three on the left hand side of the hall. The assembly point is the playing field opposite the hall entrance. (See plan located near front door and inside the hall.) Make sure toilets and kitchen are empty. Assist disabled people and children to leave the hall quickly. The entrance to the car park from the road must be kept clear for the emergency services. Do not re-enter the building even if personal belongings have been left inside.

**6. Calling the Fire Brigade:**

There is no public telephone in the hall. During events where the bar is open there will be a mobile phone available behind the bar. Otherwise use a mobile phone belonging to someone in your party. There is a public telephone in the Sports Club next door. Dial 999 and ask for Fire. Give the location as King's Stanley Village Hall, Marling Close, Broad Street, King's Stanley, GL10 3NP.

**7. Fire fighting equipment:**

- Fire extinguishers are located at the front door, back door, left hand side of hall near emergency exit, stage, kitchen, top of stairs.
- A fire blanket is located in the kitchen above the cooker.
- Check that everything is present and that you know how to use it. Instructions are posted with each piece of equipment.
- Escape routes: These must be kept free from obstruction at all times and immediately available for use. (see plan located near front door and inside the hall.)

**8. Emergency lighting**

This comes on automatically if there is a mains power failure.

**9. In the event of a gas leak:**

- Call the Gas Emergency Service. Their telephone number is 0800 111 999.
- Do not smoke.
- Do not use naked flames.
- Do not turn electrical switches on or off.
- Turn off the gas supply. The stopcock is located next to the main cooker in the kitchen. Open doors and window above sink to get rid of the gas. Inform the Caretaker / Bookings Officer about the situation.

**10. Portable electrical appliances:**

All portable electrical appliances brought for use on the premises (e.g. disco equipment, catering equipment) must comply with the requirements of the 'Electricity at Work Regulations 1989'.

**11. Spillages**

Spillages of any sort should be cleared up immediately to avoid slips and falls. Mops etc are stored in the kitchen.

**12. Trailing cables**

Hirers should take care when using electrical equipment e.g. projectors, not to leave trailing cables which could result in trips and injuries. If necessary cables should be safely covered or taped to the floor.

**13. Access to the stage**

At events where children are present hirers should ensure that they are supervised to prevent them climbing onto the stage from which they could fall and injure themselves.

**14. Storage of chairs**

Please stack in positions indicated on the plan displayed near the emergency exit on left hand side of hall. For Health and Safety reasons do not stack more than 6 high.

**15. First Aid**

The First Aid kit and Accident Report Book are located in the first cupboard on the left as you enter the Kitchen.