



Malpas Victoria Jubilee Hall

- Fire Procedure

1. Hall users need to understand that the premises date from 1888 and while all fire safety adjustments have been made and we are confident that all the required safety actions have been undertaken, the risk of fire in any old building should be taken seriously and these instructions followed at all times.
2. The use of naked flames is not allowed anywhere in the building and smoking is strictly prohibited.
3. All electrical apparatus used must have been Portable Appliance Tested within the last 12 months and bear the details of the date of test and who it was undertaken by.
4. Electrical appliances used by anyone hiring the Hall with the exception of BT-supplied WiFi discs or refrigerators MUST be switched off before leaving the premises.
5. All internal doors must be shut before leaving the premises to prevent the spread of fire
6. The Hall has NO automatic Fire Alarm facility so it is the responsibility of all Hirers to ensure they have a functioning mobile telephone to call `999` when a fire is suspected.
7. Fire Extinguishers are strategically placed around the building and may be used in situations where no-one is placed at additional personal risk by doing so. No Extinguisher marked "not for use on electrical fires" should be used on electric fires due to risk of electric shock.
8. The Hall lift must NOT be used in the event of any fire
9. It is the responsibility of all Hirers to maintain a list of all those present at their event so that a roll-call can be taken to advise the Fire Service should anyone not be accounted for.
10. It is the responsibility of the Hirer to ensure they are aware of the nearest escape route as displayed on each floor on the yellow notice detailing those relevant escape routes and fire doors. NOTE – both front doors are escape doors so please do not obstruct either of them inside or outside in the porch.
11. The Fire Assembly point is on Malpas High Street opposite, safely away from the Emergency Services access route.
12. No-one should attempt to remove vehicles from the Car Park or any items other than those which can be easily carried (handbags etc.) without impeding evacuation.

We wish all of our users a safe and enjoyable time at the Jubilee Hall and compliance with this Fire Procedure is a requirement of any hire.