



## FIRE PRECAUTIONS

We provide these fire precautions for your use since you as hirer are “the responsible person” for safety in the event of a fire. So, before letting people into the hall, use the accompanying plan to look around, and please make yourself familiar with –

- A. Preventing fire
- B. The emergency drill
- C. The whereabouts of exits, alarms and appliances
- D. The range of appliances and their different uses

### A. PREVENTING FIRE

Give time to read this document before you take over.  
Use it as a check list.

The only candles that may be used are the birthday cake and “tea-lights” varieties. Remember to snuff them.

When using the barbecue site, your chef should have experience of such cooking, equipment not be left unattended, and children kept at arm’s length from it.

The hall is a non-smoking building and you are responsible for compliance. Each room has a smoke alarm. Sand bins for butts are outside the front door.

Before leaving, switch off power sockets, disconnect equipment and replace any socket guards that you may have removed. Please leave the cooker switched on.

All flammable waste should go into the waste bin outside the kitchen door.

To ask for advice, help or to tell the committee about an emergency of any kind, ring:

**Chris Coleman 01227 700588 OR**

**Matt Kingsland 01227 700324 or 07538 162846**

### B. THE EMERGENCY DRILL

#### FIRST

- sound nearest alarm
- close windows and internal doors
- leave by nearest exit; last to leave close exit
- report to assembly point - far corner of car park

#### DO NOT

- stay to collect belongings
- re-enter building until told it is safe

#### SECOND

- call Fire and Rescue Service, 999, however small the fire
- **if fire is small** use suitable extinguisher – see plan for details

#### PHONE

Pay phone in kitchen calls 999 without coins

Mobile phones seldom work inside but may in Church Lane

### C. TO FIND ALARMS, APPLIANCES AND EXITS

#### USE THE PLAN

### D. USES OF APPLIANCES AND OTHER INFORMATION

By each of the 6 fire extinguishers is an alarm call button with instructions

The extinguishers are of 4 kinds, each for a different use, and appear on your plan as:

1W	Water	4P	Powder	6C	CO2
2W	Water	5P	Powder	7B	Blanket
3W	Water				

**WATER** - USE on wood, paper, textiles,

**DO NOT USE ON** flammable liquids, metal or live electrics

**POWDER** - USE on wood, paper, textiles, flammable liquids, gaseous fires or live electrics

**CO2** - USE on flammable liquids and live electrics

**DO NOT USE** on wood, paper, textiles or flammable metal fires

#### **BLANKET** for KITCHEN FIRES

- cover burning materials completely
- switch off heat and power - for main power use the override switch by the front door. See plan for this and for whereabouts of stopcock
- leave covered till cool

These instructions are printed by each appliance, so you do not need to memorise these details.

#### **BRIEFING AND FIRE DRILL**

You should point out to your users at the beginning of an event the positions of alarms, appliances, exits, and the assembly point.

For groups meeting regularly this could be at the beginning of each term.

Make sure all exit routes are clear of obstruction, exits unlocked and panic bolts working, and check in advance how the hall curtains draw. Check that the exit doors are not wedged open, the exit signs are illuminated and there are no obvious fire hazards on the premises.

Tell users that appliances differ and that they need to read the instructions by each before use if they are not to make matters worse.

Once a year regular user groups should organise a **fire drill**. When the alarm sounds users should quietly leave the building immediately, closing windows and doors, and gather at the muster point in the car park. Group organisers should have a register and check names before anyone returns.

#### **OTHER THINGS YOU SHOULD KNOW**

When an alarm sounds the hall doors should close automatically.

The fire alarm panel in the entrance hall by the kitchen door needs to be re-set after the alarm has sounded. It will beep and show flashing lights to show it is not set. To reset key in: 1234, press “Enter” and then “Reset”.

Please report any faults in the systems or missing equipment to the hall committee, using the phone numbers given above.