



Rosliston & Cauldwell Village Hall

Guidance regarding use of the Village Hall premises to minimise fire occurring.

It is the responsibility of the Hirer to ensure they know what to do if a fire breaks out during the hire period and to ensure the safe evacuation of all occupants.

- All areas of the Village Hall premises are smoke free. Therefore, smoking or vaping is not permitted in any area of the premises.
- Smoke machines, decorative candles or naked flames are not permitted as any of these could cause activation of the smoke alarms.
- Any electrical equipment brought on to the premises by the Hirer must be PAT tested and evidence of the testing provided to the Booking Clerk.
- No form of portable heating/cooking equipment is to be used on the premises except that provided by the Village Hall Management Committee.
- The Hirer should make themselves aware of where smoke alarms and fire exits are.
- Fire exits should not be obstructed in any way and smoke alarms should not be covered or tampered with.
- There is a general-purpose fire extinguisher in the kitchen. This should only be used by a responsible adult that considers it safe to do so.
- The Hirer is responsible for ensuring all occupants of the premises during the hire period are aware of escape routes and the fire assembly point. **THE FIRE ASSEMBLY POINT IS AGAINST THE FENCE ON THE CAR PARK – OPPOSITE THE MAIN ENTRANCE DOORS.**
- The Village Hall does not have public telephone; therefore, it is the Hirers responsibility to ensure that they have a mobile phone available in the event of a fire.

In the event of a fire:

- The smoke alarms will sound, and emergency lighting will operate through the building (even if the mains power is affected).
- The building should be evacuated immediately, and someone should telephone 999.
- The small fire extinguisher kept in the kitchen should only be used by someone who knows how to use it and if it is considered safe to use it.
- No one should return to the building if it is alight.
- The Hirer, and their occupants should not put themselves or others at risk.