

Schedule 2

SAFETY GUIDANCE AND EMERGENCY PLAN

TO BE GIVEN TO ALL HIRERS

A "RESPONSIBLE PERSON"

At all times during your hire period, the **RESPONSIBLE PERSON** must be in charge and ready to take control of any incident. Please read and become familiar with these instructions. You must have a charged mobile phone with you.

REMEMBER your priority in an emergency is lives and not the building

BEFORE ARRIVAL

Prepare a basic risk assessment of your event:

- Identify whether any inclement weather such as snow, ice or flooding would have any adverse affect on you holding your event at the Village Hall or prevents access to or exit from the Village Hall
- Identify any materials to be brought into the Hall that might have a potential affect on fire safety and propose a procedure for their safe use. Highly flammable material and candles are not permitted.
- Ensure all portable electrical equipment and extension leads have been inspected by qualified personnel
- Discuss your plans with the Village Hall Representative, Mrs Leila Chaudry and agree procedures to be adopted.

BEFORE YOUR EVENT STARTS

- Check that the exit routes (see attached diagram) are not blocked by tables, chairs, displays or decorations, for example.
- In the case of inclement weather **check that access to or exit from the premises is free from any hazards identified from the Risk Assessment such as snow or ice**
- Check that all fire exit doors are free to open, or that a normally locked exit door has an equipped key facility adjacent
- Check that the fire exit lights are switched (see attached diagram)
- Check that the fire extinguishers are in place and accessible
- Ensure that members of your party are instructed not to interfere with kitchen equipment, PA system, stage lighting or hall heating, unless you are specifically permitted under your hire agreement
- Ensure that disabled members of your party and/or their helpers are familiar with appropriate evacuation routes
- Ensure that all members of your party are familiar with the location of the Fire Assembly Point (Village Green - See attached diagram).

DURING YOUR EVENT

- Check that fire exit routes do not become obstructed

- Check that emergency vehicles have a clear access to the Village Hall front door
- Ensure that the number of people within the Village Hall complies with your Hire Agreement

IN THE EVENT OF A FIRE (Emergency Plan)

- Take command -give loud and clear instructions to immediately evacuate the building by the nearest exit and go to the Village Green Assembly Point (See Diagram)
- **DO NOT STOP TO FIGHT A FIRE** -Only use fire extinguishers to clear a safe passage to an exit
- Check every room that it is safe to enter, to ensure that everyone has left the Village Hall
- At the assembly point, check everyone is accounted for
- Contact the emergency services using your mobile phone and provide the Village Hall address and post code as well as your name and contact number:

Vicarage Hill, Tanworth in Arden B94 5AN

- Check that the lane and area around the Hall is clear for emergency vehicles
- Do not allow anyone to enter the Hall unless a Fire Fighter advises that it is safe to do so
- Contact anyone of the following Village Hall Representatives:

Mrs Leila Chaudry, Secretary: 07738 879193

Mr David Cowan, Caretaker /Committee Member: 07719 742127

Mr Tony Dixon, Chair/Treasurer: 07419 754547

IMPORTANT DIAGRAM ATTACHED

