

TITCHFIELD VILLAGE HALL

SAFETY and SAFEGUARDING : From Terms and Conditions Document

50. The Hirer must report all accidents involving injury to the Bookings Administrators as soon as possible and complete the relevant section in the Village Hall Accident Book. The Accident Book and First Aid Kit can be found in the kitchen. If any help is needed to complete the necessary form please contact the Bookings Administrators.

51. Compliance with Children's Act 1989 The Hirer agrees to take such steps that are necessary to comply with the relevant Children's Act 1989 as they may apply in respect of the hiring and that a ratio of one adult supervisor to 10 children or better is maintained when multiple activities are involved and that and that only fit and proper persons have access to the children.

52. Means of Escape: All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The Hirer shall check: that all escape routes are free of obstructions and can be safely used and that no fire doors are wedged open; that exit signs are illuminated; that there is no obvious fire hazards on the premises.

53. At least one person must be nominated as a Responsible Person for the Hire Period. (There must, in addition to the nominated RESPONSIBLE PERSON, be a minimum of one competent attendant on duty on the premises to assist people entering and leaving, none of whom may be less than eighteen years of age. If most of the attendees are under sixteen or disabled the number of attendants in addition to the RESPONSIBLE PERSON must not be less than two,) who will act as the Fire Marshall and Accident co-ordinator for the whole Hire period and Keep a Roll Call of everyone present

- a) Unlock the Fire Double Doors and open to test their functioning and then close.
- b) Check the area immediately outside all Fire Doors, for any obstruction, in particular that the waste bins do not block a free exit.

c) Ensure the Fire Double Doors are closed but unlocked whenever the building is in use.

d) Ensure before leaving the building that the Fire Double Doors are shut and fully locked with the locking device

54. In the event of Fire the Fire Marshall MUST

e) Evacuate the building immediately using the 2 Main Fire exits (Main Fire double doors & Main Entrance) (Use of the Committee Room external Door can also be made - same key as the main entrance)

f) Call the Fire Brigade (999)

g) Assemble everyone in the Queens Head Car Park or Barry's Meadow Car Park.

h) Conduct a role call to ensure everyone is accounted for (Give list to Fire Service)

i) Use the Fire Extinguishers and turn off the Gas & Electricity (see Room Layout Diagram in the Building), if it does not endanger life. e. Do NOT re-enter the building once evacuated, unless agreed by Fire Brigade

55. Use the fire extinguishers; follow the instructions for their use. Only on very small fires and if they are suitable:

j) CO2 for electrical - Type A

k) Foam for non-electrical fires - Type B

56. .In the event of an Accident the Responsible Person MUST

l) Call an Ambulance (999) if necessary

m) Record the details of the Accident in the Accident Book in the Kitchen

n) Immediately inform one of the Village Hall Administrators if an ambulance is called

First Aid Kit is in the Kitchen if required