



PEASLAKE VILLAGE HALL

The War and Spottiswoode Memorial Hall
Registered Charity 200618

FIRE POLICY AND GUIDANCE FOR HIRERS

1. Policy:

The Hall Management Committee and trustees are responsible for the safety of the Hall and equipment provided within it. Their agreed policy is to:

- a) Create, maintain and regularly review a Fire Risk Assessment for the Hall.
- b) Where the Risk Assessment identifies areas for improvement these are acted upon in an appropriate timescale.
- c) To provide fire detection and fire-fighting equipment e.g: fire extinguishers; fire blankets smoke detectors; and to inspect and maintain these in full working order at all times.
- d) To ensure that there are sufficient fire escape doors to allow occupants of the Hall to exit from the building to a place of safety, and to regularly inspect each exit door to ensure correct function.
- e) To install and maintain sufficient emergency lighting and signage to allow rapid and safe evacuation of the Hall when mains electric power is unavailable.
- f) To restrict or prohibit items or equipment being brought into the Hall that might increase the likelihood of a fire starting, or aid the spread of a fire once started.

2. Guidance for Hirers/Event Organisers and Hall Users:

- a) Hirers of the Hall (which for the purpose of this document shall include event organisers and all users of the Hall), are personally and collectively responsible for the safety and wellbeing of individuals attending their event, including contractors and entertainers, and for the safety of the Hall itself and its contents.
- b) Maximum capacity for any event in the main Hall is 140 seated, otherwise 180. In the rear Studio, maximum capacity is 35 seated, otherwise 50 and the Committee Room maximum capacity is 8. Hirers must ensure that capacity is not exceeded.
- c) Hirers must make themselves and event attendees aware of items, activities or equipment

that are restricted or prohibited from being brought into the Hall. These include, but not limited to: anything of a flammable nature; candles and other open flames (except on celebration cakes); portable heaters; blow torches; fireworks or other pyrotechnics (with the exception of party poppers); the charging of electric bikes, scooters or other similar devices.

d) Kitchen safety:

(i) Hirers must not leave the gas hob unattended when in use, and must ensure before leaving the Hall that the oven, hob, automatic urn and the water heater in the Ladies' WC are switched off

(ii) deep fat frying is prohibited in all circumstances

(iii) The roller shutter over the serving hatch between the kitchen and main hall is present to prevent the spread of smoke and fire and must remain closed at all times when not being actively used for serving and in particular when the kitchen is unsupervised. Users of the kitchen should familiarise themselves on the operation of the roller shutter. Should fire be discovered or suspected within the kitchen the roller shutter, if open, must be lowered immediately provided it is safe to do so.

e) Hirers should familiarise themselves with the Hall's five fire exit doors (two to the rear three to the front), their method of opening and the routes to safety from these. All fire exits should be kept clear and unobstructed at all times.

f) Fire extinguishers are located by each exit door and at the rear of the stage. There are also fire blankets located in the kitchen. Hirers should familiarise themselves with their location, application and use. **NB CO₂ extinguishers must not be discharged in a confined space.** All fire equipment is regularly serviced.

g) **Types of extinguisher available at the Hall:**

Water extinguishers are suitable for fires of paper, card, wood or textiles, but must **not** be used on electrical fires or those containing flammable liquids such as petrol or cooking oils.

CO₂ extinguishers are suitable for electrical or flammable liquid fires.

Fire Blankets work by smothering and excluding air and are mostly used in the kitchen on cooking oil fires, but can also be used to wrap a person if their clothing is on fire.

h) The Hall does not have a fire alarm however there are radio-linked smoke alarms located in the main hall and the kitchen, and the corridor behind the stage

i) Hirers must have a means of establishing that all attendees have exited the building in the event of an emergency evacuation. This can be by holding a roll call if all attendees are known. Alternatively, by appointing two or more responsible individuals to act as fire marshals and whose job it would be to open fire doors and to check, if safe to do so, that all rooms to which attendees have access are clear of people (and animals) – in particular the toilets and store room. The objective being to be in a position to advise emergency services that the Hall is empty of people (and animals) or, if not, where trapped individuals are located.

j) Before the start of an event, the Hirer must explain to attendees where the exit doors are and that if a fire is discovered, or a smoke alarm sounds, to shout "Fire" and help evacuate the building, after which no person may re-enter the building without authorisation from

a Fire Officer.

- k) There is insufficient room in the Hall's grounds for those evacuating to maintain a safe distance and so the nominated Assembly Point is in the area across the road on the way up to the church opposite. Please do not use the Hall car park as an assembly area as it should be kept clear for emergency vehicles.

3. Procedure in the event of Fire

- a) If a fire is discovered occupants of the hall must be made aware by shouting "Fire" and the premises evacuated immediately. Fire marshals and responsible individuals must check that the premises are clear and open fire doors as set out above.
- b) Occupants must be advised to proceed to the Assembly Point across the road opposite the Hall
- c) The Fire Service must be called at the outbreak of any fire, however slight. If you have a mobile phone dial 999, ask for the fire service and advise them the Hall's address as shown at the foot of this document. If there is no connection use the Hurtwood Inn or the village shop if either is open, or the telephone box on the corner of Radnor Road.
- d) Please do **not** use the extinguishers if the fire is large, only use them if you are confident in their use and it is safe to do so.

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what3words (w3w): goal.glow.spent

Your safety, and that of your guests is paramount.

Revised March 2026