

PEASLAKE VILLAGE HALL

THE WAR AND SPOTTISWOODE MEMORIAL HALL

(Registered Charity 200618)

Fire Policy and Guidance for Hirers

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:

- Create, maintain and regularly review a Fire Risk Assessment for the Hall.
- Where the Risk Assessment identifies areas for improvement these are acted upon in an appropriate timescale.
- 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.
- 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.
- To install and maintain sufficient emergency lighting and signage to allow rapid and safe evacuation of the Hall when mains electric power is unavailable.
- 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.

Guidance for Hirers and Hall Users:

Hirers of the Hall, and/or organisers of events in 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.

- Organisers should familiarise themselves with the Hall's five fire exit doors: two to the rear and three to the front; their method of opening and the routes to safety from these.
- Fire-fighting equipment:
Fire extinguishers are located by each exit door and at the rear of the stage. There are three types of fire-fighting equipment provided:
 1. **Water extinguisher** for use on paper, wood and textiles but not electrical items, near electrical sockets, or on fires involving burning liquids.

2. **Carbon Dioxide (CO₂) extinguisher** for use on fires involving electrical equipment or burning liquids. Not to be used on general combustible materials such as wood, paper or textiles.

NB a CO₂ extinguisher must not be discharged in a confined space.

3. **Fire blankets**; are located in the kitchen and at the rear of the stage. These are used to smother a fire and are mainly applied to fat fires on cookers. They can also be used to wrap a person whose clothes are on fire.

Further guidance is provided on the above items themselves and/or adjacent signage.

Organisers should familiarise themselves with the location, application and use of all of the above.

- Fire-fighting equipment is primarily there to aid evacuation, to extinguish very small fires or for use if someone is in immediate danger from fire. You should only consider using a fire extinguisher or blanket if:
 1. You do not put yourself or others at risk.
 2. The fire services have been called
 3. All other occupants of the building have been made aware and have evacuated, or are in the process of doing so.
 4. The fire is small and you stand a realistic chance of extinguishing it completely, or if it is necessary to hold back a larger fire in order to help the evacuation of the building or aid endangered individuals.
 5. You have the correct extinguisher for the type of fire. The wrong choice is likely to make things worse.
 6. The fire is not between you and a safe exit route, remembering always that smoke kills more people than fire itself.

The Fire Service exists to put out fires. Your job is to ensure you and others at your event are safe.

- Event organisers must put in place 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 once outside if all attendees are known and can be accounted for. Alternatively, by appointing two or more responsible individuals to act as fire marshals and whose job it would be to check, provided it is safe to do so, all rooms to which attendees have access are clear – 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.
- Hirers and organisers 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

(except on celebration cakes); portable heaters; blow torches; fireworks or other pyrotechnics; the charging of electric bikes, scooters or other similar devices. Full details can be found in the Conditions of Hire.

- The Hall does not have a fire alarm system however there are smoke alarms located in the main hall and the kitchen. If a fire is discovered occupants of the hall must be made aware by shouting “Fire” and the premises evacuated immediately.
- 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.
- Once all Hall occupants have exited and moved to the designated Assembly Point, if safe to do so, vehicles parked in the Hall’s car park should be removed to the Walking Bottom or Pond Lane car parks. Drivers should be mindful of the possibility of additional pedestrians while moving their vehicles and ensure they avoid causing obstruction or delay to emergency services.
- A plan showing the internal arrangement of the Hall premises and the location of utility service shut-off points is located on the notice board by the northern entrance to the car park and should be pointed out to emergency services personnel.
- Once people have exited the Hall they should not re-enter unless authorised by a Fire Officer.
- If you have a mobile phone dial 999, ask for the fire service and advise them of the Hall’s address as shown below. If there is no connection there is a public phone box in the Village centre or use the Hurtwood Inn or local shops if open.

Peaslake Village Hall, Walking Bottom, Peaslake, GU5 9RR
what3words (w3w): goal.glow.spent

Your safety, and that of your guests is paramount.

Revised: August 2023