**Sandford Parish Hall**

**HIRERS INSTRUCTIONS FOR FIRE RISK AND SAFETY OF PERSONS EMERGENCY PLAN**

**April 2025**

The Parish Hall Management Committee has a legal duty to inform you, as the

responsible person for the event/function during the hire of the Parish Hall, that you

have legal duties with regards to the safety of those persons assisting or attending the

event.

**Before the event or function, you should be aware of:**

s The hirer has received a plan of the hall. See plan below

§ What fire protection system is present: fire alarm system

§ The location of all 3-fire alarm break glass points

§ The location and use of fire equipment

§ The location of all 5 fire exits (signed with the green running figure) and method

of operation of escape door fastenings. Ensure fire exits are unlocked and free of obstructions

§ The location of the fire assembly point:  **in CAR PARK**

§ The need to check all areas of the building are clear after evacuation

§ The need to use your own mobile to call the fire brigade as there is no landline

at the hall

§ Limitation on numbers: Main Hall 200 standing 150 seated

Annexe 120 standing

$ Location of First Aid Kits Drawer in kitchen

S There shall, in addition to THE HIRER be a minimum of competent attendants on duty on the premises to assist people entering and leaving, none of whom should be under 18 years of age. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies including attention to disabled persons, the location and use of the firefighting equipment available, how to call the Fire Brigade and evacuation procedure. The following numbers of attendants are suggested:

Two adult attendants for up to 100 persons Three adult attendants for 100-249 persons Four adult attendants for 250-320 persons

**Before the event or function, you must decide**:

§ Arrangements for means of escape for disabled persons, children and others

§ How you will proceed if the fire alarm or detectors fail

§ Who will be responsible for calling the fire brigade [Dial 999]

§ Who will check all areas of the building, including all toilets, during evacuation

§ Your plans to deal with people once they have left the premises

§ Arrangements for fighting the fire (use the extinguishers only if you feel

competent, otherwise simply vacate the building and call the fire brigade (dial

999)

**During the event or function, you should ensure that:**

§ The main entrance door is kept unlocked at all times when the main hall &/or

kitchen is occupied as this is a fire exit

§ That all escape routes are free of obstruction and can be safely used for instant

free public exit

§ The no smoking policy is adhered to

s In the event of fire, the hall should be evacuated in an orderly manner using the appropriate exits

§ Highly flammable substances are not brought into, or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the hall committee. No decorations are to be put up near light fittings or heaters.

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

§ The limit on persons on the premises is not exceeded

**After the event or function you should ensure that:**

S Details of any fire or incidence must be given to the Booking Secretary of Sandford Parish Hall. A First Aid box and accident book is located in a cupboard, clearly marked in the kitchen

Signatories X x CC Theedom - Treasurer

X x Mrs R Cheriton - Secretary

X x M Snow - Chairman

