

FIRE HAZARD: IMPORTANT HIRER RESPONSIBILITIES

The Hirer is responsible for taking reasonable precautions to minimise the risk of fire and injury to all occupants. These precautions include:-

- Fire safety checks before admission of public and before leaving (see overleaf)
- Acquainting themselves with the action to be taken in the event of fire (see attached fire instructions). This includes hall evacuation and calling the fire service
- Identifying the location of all fire alarms, fire extinguishers and escape routes, and keeping them clear at all times.
- Knowing how to operate the emergency exit doors
- Keeping all Exit signs illuminated (switch in electrical cupboard) during the period the hall is in use
- Calling the fire service if a fire breaks out, however slight, and subsequently informing a member of the hall management committee
- Not permitting any real flames or known obvious fire hazards to be used/brought on the premises without permission from the hall management committee. Specifically no highly inflammable, explosive, or hazardous substances, nor portable paraffin or gas heater should be allowed anywhere on the premises.
- Not permitting any cylinders for the storage of air or other gases or liquids under pressure to be brought into the premises, nor lasers anywhere on the premises without permission from the hall management committee.
- To ensure that any decorations used are of non-flammable or fireproofed material.

Print Name: _____

Signed: _____

Date: _____

**PLEASE RETURN THIS FORM WITH YOUR BOOKING FORM; WITHOUT IT YOUR
BOOKING WILL NOT BE ACCEPTED**

FIRE SAFETY CHECK

The entire premises are a NON-SMOKING AREA.

All hirers of the hall and/or meeting room must carry out the following Fire Safety checks:

Before admission of public:

- All exit doors, including those with push-bar mechanism tested and in good working order.
- Escape routes free from obstruction and available for use.
- Any fire doors closed and not wedged or propped open.
- Fire extinguishers in place and unobstructed.
- No combustible storage in areas open to the public.
- Exit signs are illuminated (instructions in hall electrical cupboard)
- Check there is no obvious fire hazard in, or near, the building.

Before leaving:

- Search for smouldering fires or cigarettes left burning
- Switch off all kitchen electrical appliances at wall socket e.g. cooker, microwave, tea urn, kettles.
- Empty all waste bins are emptied, remove the waste from the premises and fit new waste bin liners (waste skip is in car park near hall entrance).
- Switch off heaters in toilets and meeting room at sockets, the heater and cooker timers in electrical cupboard (i.e. red light on each is OFF) and lights (including toilets).
- Close properly both exit fire doors (ensure lockbolts engaged) and internal fire doors
- If the hirer intends to clear up the morning following a function (only permissible by prior arrangement with the Management Committee and if hall is not being used the next morning) all bags of rubbish including those in the waste bins **must** be removed from the building immediately after the event.
- Also all electrical appliances (e.g. Disco equipment, amplifiers, lighting systems, projectors) brought into the hall for the function and any alcohol must be removed from the building. Anything left in the hall is at hirer's own risk.

INSTRUCTIONS IN CASE OF FIRE

Any person discovering a fire:

- **WARN OTHERS** - shout ***FIRE!*** If you cannot be heard, flash the lights to get attention.
- **SOUND THE ALARM** - break the glass at nearest fire alarm (one next to each exit)
- **LEAVE THE BUILDING** - by nearest exit in an orderly way; close doors behind you
- **ASSEMBLY POINT** - on far corner of car park near play equipment swings/streetlight. **DO NOT BLOCK ANY EMERGENCY VEHICLE ACCESS.**
- **DO NOT TACKLE THE FIRE UNLESS YOU ARE TRAINED TO DO SO**
- **CALL THE FIRE SERVICE IMMEDIATELY**
 - **DIAL 999**, then give the operator the number of the phone and ask for Fire. When the Fire Service answers speak distinctly "**FIRE AT CHILTON VILLAGE HALL**"
 - **GIVE THE ADDRESS:**
 - Chilton Village Hall, Church Hill, Chilton, Oxfordshire **OX11 0SU**
 - The Hall is signed off Church Hill behind All Saints' Church
- **DON'T END CALL UNTIL FIRE SERVICE HAS REPEATED THE ADDRESS**
- All Mobile networks accept Emergency Calls on **999** or **112**
- There is no public telephone on the premises; nearest one is at the bus stop lay-by on the A4185, 200m beyond the left-turn into Chilton Garden Centre/Chilton Primary School.
- Once the hall has been evacuated (check especially the toilet areas), **DO NOT ALLOW ANYONE TO RETURN TO THE BUILDING** for any reason until authorised to do so by the Fire Service.
- On Fire Service arrival, the person in charge of the hall/function must report to the Officer in Charge that all persons are safe, or should inform him/her of the last known position of anyone missing.

In the event of fire it is the first duty of all to prevent injury or loss of life