



GRETTON VILLAGE HALL SAFETY INFORMATION FOR HIRERS

In the Standard Conditions of Hire, the Hirer or duly authorised person is required to receive and make themselves familiar with the following instructions and information in this document:

1. At the beginning of the hire period the Hirer shall check:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That they have informed guests and visitors about what to do in an emergency.

2. On leaving the Premises the Hirer shall:

Make sure that all the doors and windows are closed, bolted and secured. Also, if there is no-one else using any of the rooms in the Village Hall, ensure that the Main Entrance doors are locked.

3. Action in the Event of a Fire:

Procedure:

- 1) **If you discover a fire, sound the Fire Alarm** by activating the nearest Fire Alarm break glass point. A break glass point will be found on all exit routes. The Fire Alarm Control Panel located on the wall near the Main Entrance doors will identify the zone that the fire is in.
- 2) **Evacuate the building.** The Evacuation Procedure is as follows:

Exit the building using the nearest Fire Exit. Fire Exits are located on the ground floor. There are 2 Fire Exits in the Main Hall Room, 1 Fire Exit at the Main Entrance and, 1 Fire Exit in the Small Meeting Room. Make your way to the Fire Assembly Point which is located in the Playing Field to the rear of the Village Hall (see map at the end of this document). Do not re-enter the building even if personal belongings have been left inside.

- 3) **Call the Fire Brigade** by dialling 999 and ask for the "Fire" service. Give the location as Gretton Village Hall, Gretton, Near Winchcombe, Gloucestershire, GL54 5EP. The Fire Brigade must be called to any outbreak of fire, however slight, and the details must be given to the Village Hall management committee.
- 4) **Meet the Fire Brigade** when they arrive to brief them on the situation. The Fire Brigade will take control when they arrive.

4. Emergency Lighting

Emergency lighting comes on throughout the building if there is a mains power failure.

5. Fire Alarm

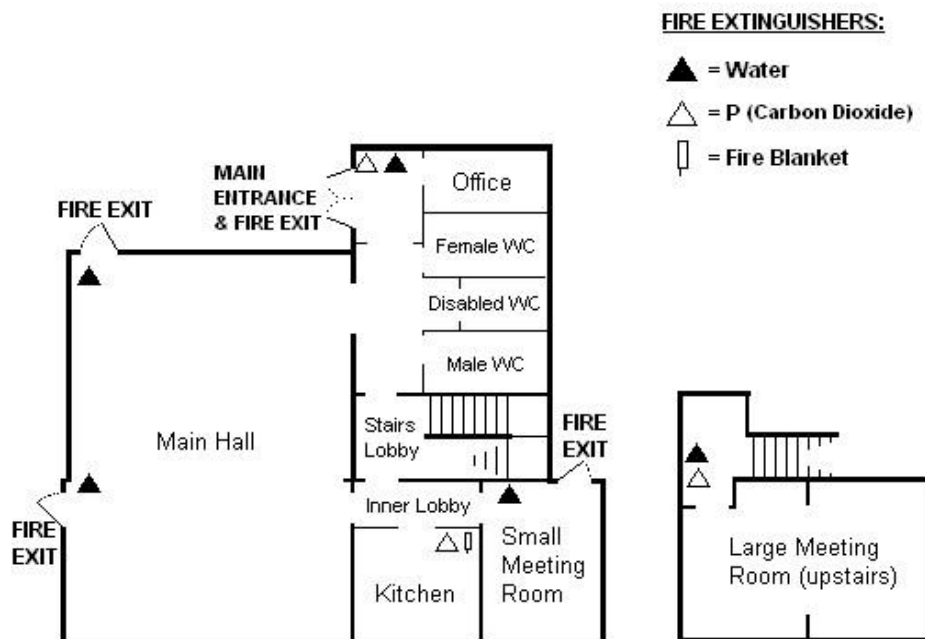
If the Fire Alarm sounds, assume it is a fire and act as above. To have the Fire Alarm silenced call a member of the Village Hall management committee to silence it.

6. Fire Fighting Equipment Fire Extinguishers are located as follows:

Ground Floor: In the Main Entrance Foyer, the Main Hall, the Small Meeting Room and the Kitchen (there is also a Fire Blanket in the Kitchen).

First Floor: On the landing, immediately outside the Large Meeting Room.

Check that everything is present and you know how to use it. Instructions are posted with each piece of equipment. The diagram below shows the location of each piece of fire fighting equipment.



FIRE ASSEMBLY POINT The Fire Assembly Point is located in the Playing Field to the rear of the Gretton Village Hall building. Please enter the Playing Field via the gate to the left of the shed.

