**FIRE SAFETY GUIDANCE FOR HIRERS**

**YOU, THE HIRER, are the ‘RESPONSIBLE PERSON’** in the event of a Fire or an Emergency within Iver Village Hall during your hire of the Village Hall.

At all times the Village Hall is in use, the **RESPONSIBLE PERSON** must be in charge, and ready to take control of any incident.

**Please read and become familiar with these instructions.**

**Your priority should always be to Save Lives and not the building!**

**BEFORE YOUR EVENT STARTS:**

• Check that the ‘Fire Exit’ lights are working.

• Check that all escape routes are not blocked, for example, by tables, chairs, or boxes.

• Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.

• Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.

• Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.

• Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency.

**DURING YOUR EVENT:**

• Know how many people are at your event.

• Keep fire doors closed when not in use, and do not prop them open with door stops.

• Ensure that the Fire Exits and escape routes do not become obstructed.

• Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.

• Ensure that no vehicle obstructs the Village Hall’s main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.

• Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.

• Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.

• Be vigilant regarding any smells of burning or a gradual build-up of smoke.

**AFTER YOUR EVENT:**

• Remove all waste and check rooms for smouldering or items burning.

• Check cookers, heaters and electrical appliances are turned off and unplugged where necessary.

• Turn off lights not required for security purposes and close all internal doors.

• Secure all external doors and windows.