

Procedures in the event of **FIRE** at Nancegollan Village Hall.

Nancegollan Village Hall has a large main hall, at the rear two doors exit to a kitchen, back room, store area, and toilets. The **Fire exit doors** are at the main front door and the back door with clear signage.

The **Fire assembly area** is sited at the front of the hall out on the Village green.

An audible **fire alarm system** is installed which will sound if smoke detectors are activated, or the alarm is sounded by breaking either of the 2 fire activation points by the front door and the back door.

Fire exits are sited through the front and back doors and are clearly signed. The Fire extinguishers and the alarm system are checked under an annual maintenance contract.

There are three fire extinguishers in the Hall.

A water extinguisher next to the main front door

A Foam extinguisher by the back door

A CO2 extinguisher in the kitchen, where there is also a **fire blanket**.

The kitchen risk assessment also contains information on fire action.

Instructions for extinguishers recommended use are displayed next to each.

In the event of fire, or on hearing the audible alarm, all persons to evacuate the hall via either of the two fire exits. Call 999 to alert the Fire Brigade.

You may attempt to tackle the fire without compromising safety, use one of the appropriate methods available.

Shut all fire doors and windows.

Wait on the green outside for the Fire Brigade to attend.

Use of Cosmetic smoke may activate the smoke detectors in the back rooms and set off the Fire alarm. If this occurs, and it is certain there is no genuine fire, you can mute the alarm and reset it. Instructions for muting and resetting the Alarm are displayed next to the Fire Control panel.

Water Fire extinguisher and signs at the Front door.



Hiring the Hall.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the secretary of the **management committee**.

(a) The Hall Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

- 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 for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

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