



East Worlington Parish Hall

FIRE SAFETY PROCEDURES - INSTRUCTIONS FOR HIRERS

- It is the hirer's responsibility to ensure the safety of all occupants of the Hall for the event.
- All occupants must be aware of the fire exits and procedures in case of fire.
- The named hirer must act as the Fire Safety Co-ordinator of the event and know what to do in case of fire.
- Within the hall you must ensure that there is a clear 'passageway' for all people to move from their position in the Hall to a fire exit and that the route to the fire exit, and the fire exit itself, is clear of obstructions.
- The named hirer must ensure that the fire exits are working properly before people are admitted into the Hall.
- If the alarm sounds or a fire warning is called, evacuate the building in an orderly manner paying particular attention to anyone disabled or in need of special help e.g. children, injured persons on crutches, pregnant women etc. All occupants must leave the building and move to the **Muster Station** which is located **beyond the bungalows adjacent to East Worlington T Road junction** (on leaving the building walk up the road and take care in case of moving vehicles).
- Following an evacuation, occupants must not re-enter the building until advised to do so by the Fire Safety Co-ordinator.
- In the event of a fire the Fire Service must be called, no matter how small the fire might be.
- Fire extinguishers are available but should only be used by people who have been trained to do so.
- A first aid box is located in the kitchen.
- There are no telephone facilities in the Hall. The nearest public phone is adjacent to Oak, Ash and Thorn Cottage. Turn left out of the main exit and walk down the road for about 150 metres.

If there is an emergency with the building please inform one of the people listed below when it is safe to do so.

Contact 1

Steve Baber, Chair of the Management Committee

01884 861640

Contact 2

Campie Hurst-Bannister, Vice-chair of the Management Committee

01885 860332