

**APPENDIX 2 OF THE HIRING AGREEMENT.PLEASE READ CAREFULLY BEFORE USING THE HALL.  
FIRE SAFETY AT SICKLINGHALL VILLAGE HALL.**

**TO HIRERS OF THE HALL – As the Hirer, you have legal duties for the safety of those persons assisting at or attending your event.**

**Before the event you should make yourself aware of:**

- limitation on numbers of people permitted in the hall as set out in the General Information for Hirers;
- what you should do if a fire is discovered;
- how people will be warned if there is a fire;
- identification of escape routes and exits, how people can gain access to them and escape to a place of safety; ensuring exits are not locked and escape routes are not blocked;
- how the evacuation of the premises should be carried out;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, and the elderly;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- who will be responsible for calling the fire and rescue service and any other necessary services (you are advised to have a fully charged mobile phone available at all times);
- the arrangements for fighting fire;
- what instruction your helpers need;
- checking that all escape routes are clear of obstructions and combustibles.

**At the start of the event you should notify all those present about:**

- the no smoking and vaping policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand and not to go to collect other belongings;
- the location of the assembly point;
- what will happen after that e.g. safety in the car park, and no re-entry to the building (until the fire service has given the all-clear).

**During the event you should ensure that:**

- escape routes and exits do not become blocked;
- the no smoking and vaping policy is adhered to;
- no naked flames are started. No lit candles are permitted within the building;
- the number of persons in the premises is limited and controlled.

**HEALTH & SAFETY AT SICKLINGHALL VILLAGE HALL**

It is the intention of Sicklinghall Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

In addition to its volunteers and contractors, **all hirers and visitors** will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and general information sheets, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or to others.

**The Village Hall's health and safety file is available for you to read. Please ask the Booking Secretary to show you its location.**

**A first aid box is located in the kitchen. The accident book is also located in the kitchen.**

The committee has carried out annual risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not bring onto the property any portable gas appliances.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not leave portable electrical appliances operating while unattended.
- Do not attempt to move heavy or bulky items (i.e. the stage - use the trolley provided).
- Do not stack more than four chairs high, or four tables high. In the store off the hall do not stack chairs more than **8 high** and use the chair trolley to move them around.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- The car park has limited capacity. Ensure cars are parked in designated area only and ensure that the emergency services and their vehicles can access the hall at all times. During larger events, appoint a responsible individual to monitor car park safety for pedestrians, particularly children and the disabled and elderly.
- Wear suitable protective gloves/clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the Booking Secretary.
- Record every accident in the accident book and also report it to the Booking Secretary.

**Be aware of the following risks:**

- Don't create slipping hazards on stairs, polished or wet floors – mop spills immediately;
- Avoid creating tripping hazards such as leaving buggies, umbrellas, mops and other items in the foyer, or near doorways or steps;
- Use adequate lighting to avoid tripping in passageways, and near steps and exits;
- Take care when handling kitchen equipment e.g. cooker, water heater and knives;

- Don't create toppling or fire hazards by piling equipment in store cupboards.

### VILLAGE HALL FIRE ESCAPE ROUTES

