

PANGBOURNE VILLAGE HALL

FIRE SAFETY CONDITIONS

The person hiring the Hall is responsible for Fire Safety while in the Hall. Please sign the Booking Confirmation Form to confirm that you have read and agreed to these Conditions.

ALL ELECTRICAL EQUIPMENT BROUGHT INTO THE HALL BY A HIRER MUST HAVE A VALID PAT CERTIFICATE

THE HALL IS A NON-SMOKING AREA

CHECKLIST FOR HIRERS

Before admission of the public ensure that:

- All exit doors are unlocked and the push-bar mechanism is tested and in good working order.
- Escape routes are free from obstruction and available for use.
- All fire doors are closed and are not wedged or propped open.
- Fire fighting equipment is in place and unobstructed. Extinguishers must not be removed from walls and used as door stops. Fire doors must not be propped open.
- Exit signs are illuminated.
- There is no obvious fire hazard in, or near, the building.

At start of function:

- Make group/audience aware of position of Fire Exits and Fire Assembly Point in rear car park.

At end of function:

- Search for signs of fire.
- Check heaters and cookers are turned off.
- Check all electrical appliances are turned off and unplugged at the wall.
- Turn off all lights.
- Close all internal doors.
- Secure all outside doors and windows.

REGULAR HIRERS

Regular Hirers of the Hall must conduct fire drills in order to familiarise users with evacuation procedures. Fire drills should be conducted three times each year and should be documented.

FIRE ACTION PLAN

IN CASE OF FIRE:

- Sound fire alarm.
- Dial 999 to call Fire Service (location is Village Hall, Station Road, Pangbourne, RG8 7AN).

ON HEARING THE FIRE ALARM:

- Ensure everyone vacates building by nearest fire exit.
- Close all doors behind you.
- Report to Fire Assembly Point (located by entrance to rear car park).

Do not take risks. Do not stop to collect personal belongings. Do not return to building for any reason until authorised to do so.