

FIRE INSTRUCTIONS

When the alarm is given, the hirer/hirer's representative must ensure:

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that the Fire Service is called, and that, if appropriate, the Police and Ambulance services are also alerted,

that **everybody** leaves the hall as quickly as possible by the nearest safe exit, ensuring that no-one stops to collect personal belongings,

that **everyone who was in the hall** assembles on the farm track opposite the hall, and that as far as can be ascertained, everybody is accounted for,

that no-one returns to the hall until the incident has been contained and declared safe by the relevant authority,

that the incident is reported to the Hall Secretary no later than 24 hours after it occurred.

Water extinguishers are located on the wall inside the main door to the hall and in the ante-room. There is a CO₂ extinguisher, and a fire blanket, located to on the wall to the side of the kitchen fire exit.

USEFUL/IMPORTANT INFORMATION

The main doors **must** be unbolted whilst the Hall is occupied.

A clear passageway between the fire exit doors from the hall and kitchen to the push-bar emergency exit must be maintained at all times. No equipment, goods, bags or any other item may be placed in the passage (marked where necessary by a white line).

The **ACCIDENT BOOK** is kept in the drawer just to the right of the sinks. Should there be an accident of any kind, whether it involves injury or not, it must be recorded in this book, and the Hall Secretary advised no later than 24 hours after the incident.

There is a small, basic **FIRST AID Kit** hanging on the wall in the kitchen. If it is used, please advise the Hall Secretary, so that it can be re-stocked if necessary.

Wheelchair access to the main hall is via the emergency exit in the ante-room. This has to be opened from the inside, before use. Please ensure that it is shut securely when you leave the building.

Wheelchair access to the toilets is via the same door, and back in through the main door.

The cupboard on the wall to the right of the kitchen window contains the meters and main switches for the electricity supply. **None of the electrical installations/equipment or lights may be switched on/off from this cupboard.**

The hot water in the kitchen is switched on using the all-white switch to the left of the kitchen window. Simply switch on and wait a minute or two. Please ensure that it is switched off before you leave.

Hot water in the toilets is automatic.

The central heating may be switched on using the rotary switch on the front of the boiler in the ante-room - simply turn to the "ON" position. **There is no need to change any of the settings.** Please ensure the heating is switched off when you leave (even if you think the hall is to be used again that day).

The cooker should not be switched off at the mains. However, should it be necessary to do so, it can be switched off using the switch on the wall to the left of the cooker (the clock will need to be re-set before the cooker will operate again; instructions are in the drawer to right of sinks).

The switch for the cooker-hood is to the right of the cooker. Please switch off before you leave,

Lights in the toilets switch on automatically when the doors are opened, and switch off after the doors close.

Hirers are responsible for the safety (including electrical safety) of any of their own equipment brought into the hall for the purposes of the hire period. Any damage caused by the use of faulty equipment will be charged to the hirer.