

Fontmell Magna Village Hall

Fire Safety – A Note for Hirers

As hirer, you have certain responsibilities in law for fire safety. You could be prosecuted for failing to undertake these duties.

Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. You should therefore:

1. Ensure that users are aware the hall is a dedicated NON-SMOKING venue.
2. Make sure you and users of the Hall are familiar with the layout of the Hall and where the emergency exits, call points and firefighting equipment are. These are shown on the plan in the Hall.
3. Carry out the following checks at the start of your hire:
 - Can all emergency exits be opened immediately and easily?
 - Are fire doors clear of obstructions (both internally and externally)?
 - Are escape routes clear both inside and outside the building?
 - Are emergency exit signs illuminated?
 - Are all fire extinguishers in place and clearly visible?
4. Keep all doors marked “Fire Door” closed. It is understood that occasionally it may be necessary to prop one open to allow loading or access by a lot of people in a short time, but please close it as soon as possible. Fire doors are vital in stopping the rapid spread of flames and smoke in the event of a fire and allowing safe passage out of the building.
5. Make sure that there are no obvious fire hazards in or near the building (e.g. open flames, dangerous equipment, etc).
6. Inform people using the Hall what to do in the event of a fire and where the emergency exits are (read out Fire Evacuation Instructions).
7. In the event of a fire, or on hearing the alarm:
 - Evacuate the building and activate a call point on your way out if the alarm is not already sounding. If you have elderly, disabled or children they may need special attention; if necessary it may be appropriate beforehand to designate “helpers” to assist with their evacuation.
 - Call 999 - Hall’s address West Street, Fontmell Magna, Shaftesbury, Dorset SP7 0PF.
 - Assemble everyone by the grassy central island to the front of the car park and make sure you can account for everyone who was in the Hall.
 - Make sure there is someone to meet the fire service and report the situation to them. The Hall Caretaker/Committee member may also attend.

**DO NOT RE-ENTER THE HALL UNTIL THE FIRE AND RESCUE SERVICE HAVE ADVISED IT IS
SAFE TO DO SO.**