

# Bere Alston Regeneration Partnership

## **KEEP THIS UNTIL THE DAY OF HIRE.**

**You will not be able to collect the keys or have access to the building  
without this document**

### **Hirer's Fire Regulations Agreement – Parish Hall**

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#### BEFORE THE EVENT

Nominate a “Responsible Person” from your group. This person will undertake to make sure the following regulations are adhered to and to take charge during an emergency.

- 1) Please make sure you know where the fire extinguishers and call points are and how to use them and that you know how to open the emergency exit doors. In the Hall, all the fire extinguishers are either on the front of or near the stage. The call points are on the wall by the main entrance and the side fire exit.
- 2) The Evacuation/Assembly point is by the Public Toilets (out of the building at the front and turn right). Make sure at least TWO others know this and can help the Responsible Person direct people in the event of an emergency.
- 3) Identify vulnerable people (e.g. children/those with poor mobility/ in a state of undress (performers)) in your group who may need assistance to exit the building. Assign one or more of your leaders to help them and stay with them in the event of an emergency. You will also need to plan how they will be kept safe at the place of total safety (outside the Public Toilets) i.e. ensuring children are kept accounted for and safe from road hazards etc.
- 4) Identify a different person who will either run to the telephone box (opposite the fish and chip shop) to call 999 or who has a mobile phone that they will keep charged and ready for use so that they can call the emergency services if necessary. This person should meet the fire service when they arrive and inform of the nature of the fire and where anybody may be trapped.
- 5) The Hall is limited to 200 people seated and 250 people in mixed or non seated events. It is your responsibility to make sure these limits are adhered to. Rows of seats must be at least 4 and no more than 12 seats in length. Gangways between the rows must be at least 1.05m. You must also think how you will account for

all the people in your event and ensure no one is left in the building.

6) You must ensure that the layout of your event does NOT obstruct/hinder access to either fire exits, extinguishers or manual call points (Break Glass points).

7) At the start of your event make sure all users are aware of the location of the emergency exits and how to get to the nearest one, as well as where to go when they have left the building (Assembly/Evacuation Point, outside public toilets).

~~8)~~ Remind all users that there is absolutely no smoking allowed anywhere in the building at any time.

9) Birthday Candles on a cake are the only naked flames allowed within the building.

10) ALWAYS maintain a clear pathway to ALL fire exits, extinguishers and call points.

11) Ensure the limits on number of people are adhered to and that the noise level will not drown out the fire alarm.

12) In the event of an emergency/ sounding of the fire alarm:

Do NOT interfere with the evacuation of the Childcare Centre by its staff. They have their own routines and regular practices and should NOT be impeded during an evacuation :

Follow the Emergency Plan:

# EMERGENCY PLAN

What to do on discovering a fire:

- 1) **Raise the alarm** – notify quickly the people within the building and begin evacuation to the Evacuation/Assembly point (outside the Public Toilets).
  
- 2) **Call the fire brigade**, either by using your mobile phone or nominating someone to run to the nearest phone box (opposite the Fish and Chip shop – out of the building and turn right) to do so. That person should then meet the fire brigade in the car park and inform the Officer in Charge of the nature of the incident. **BUILDING POSTCODE: PL20 7EJ**
  
- 3) **Complete the evacuation of the building.** Use fire extinguishers to put out the fire **ONLY IF SAFE TO DO SO**. Try to ensure everyone is accounted for.
  
- 4) **Keep everyone out** of the building until the representative from the Fire Brigade tells you it is safe to re-enter.
  
- 5) Phone one of the Trustees on the contact numbers below / outside the office to come and reset the alarms and system.

**Trustee Contact List**

To reset the fire alarm and system in the event of fire.

Peter Dennis, 15, Sherrell Park, PL20 7AZ           (01822) 841669 - 07803 020315

Stuart McQueen 101 Broad Park Road PL20 7DT           (01822) 840703

Graham Reed, Hunters Oak, Bere Alston, PL20 7HT           (01822) 840002

I agree and adhere to the Hirer's Fire Regulations Agreement for the Parish Hall as laid out on the previous sheets.

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Event:.....

Date:.....Time:.....

Nominated Responsible Person:.....

Signed.....Date.....