

BERE ALSTON REGENERATION PARTNERSHIP LIMITED

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

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

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Company Registration No. 05617509

Charity Commission Registration No 1119488

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 or e-cigarettes (Vaping) 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:

Follow the Emergency Plan:

BERE ALSTON REGENERATION PARTNERSHIP LIMITED

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 on of the Trustees on the contact numbers listed, which can be viewed from the outside of the kitchen window, the list by the Fire Alarm Panel or from the office window, for someone to come and reset the alarm system.