



Fire Safety Regulations for Fair Oak Village Hall

These regulations are designed to assist Hirers with the Fire Instructions and to meet the Terms and Conditions of Hire

1. A condition of hiring the premises is that you have a functioning mobile phone with you, because you may need to use this to contact emergency services. There is no public phone on the premises.
2. The premises are non-smoking (including vaping) and the Hirer (through the person in charge of the session) shall ensure that attendees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and any relevant successor regulations. Persons in breach of these non-smoking provisions shall be required to leave the premises.
3. Smoke machines are not permitted in any part of the building as these will activate the fire alarms. Decorations, if used as part of your session, must be fire-proof / fire-retardant and none of your activities, group possessions or apparatus should block or impede any fire exit.
4. The person in charge should pay continuous attention to the Fire Safety of the building and the activities of its users whilst on the premises.

As part of this process you (the person in charge of the session) are required to sign-in and sign-out for your session and complete a simple log in a Day Book folder held in the main Kitchen. There is a simple guide to the completion of the log in the front of the folder. You are, for example, signing to say that you turned off heaters, cookers, urns, and other electrical appliances at the end of your session. All of these requirements are part of the steps to prevent fires and reduce the risks of their occurrence.

5. In most cases you will need to keep a roll of those attending your session. Please make all your attendees aware of the layout/floor plan of the Village Hall and the location of the fire exits and assembly point to be used in the event of an evacuation. The fire alarm is a continuous ringing of the fire alarm bells in the building.

6. If your group includes persons who might need assistance in the event of an evacuation, then you should consider appointing a buddy to assist them. Take some time before the start of your session to familiarise yourself with the nearest exits and the location of the assembly point (car park at the rear of the building adjacent to the Squash Club).
7. In the event of a fire the hirer (person in charge of the session) shall instruct those present to leave using the nearest exits and assemble at the fire assembly point. If you discover the fire, activate the nearest fire alarm call point. Follow the Fire Instructions for the building (see attached) displayed at various locations throughout the building.
8. Some exits are protected by locked external cage gates, e.g., the Grace Mears Room. These gates are security features but must be unlocked during your session in any such room. There must be no impediment to an emergency evacuation through these exits.
9. On arrival of the Fire Brigade, the person in charge should report to the Officer in Charge that all the persons are safe, or should inform the Officer of their last known position if any attendees are missing.