

ABBOTSLEY VILLAGE HALL – Hirers Safety Instructions & Exit Checks

General:

- Light switches and socket outlet switches must be switched off after use
- No candles are to be used on the premises, except on birthday cakes (where extra care and close supervision is needed whilst these candles are lit)
- No smoking is permitted anywhere inside the building, by law
- Close and lock all windows and doors after use
- All litter and other rubbish must be segregated into recyclable (Blue bin) and general waste (Grey bin) and then promptly placed in the appropriate coloured wheelie bins, which are kept outside the rear kitchen door
- Do not place, or permit to be placed, anything on top of or in close proximity to the wall mounted heaters or their wire protective enclosures, as they get very hot when they are in use
- Any fault or suspected fault with items of electrical equipment, including switches, sockets, lighting, heating, water heaters or kitchen appliances is to be reported immediately and the faulty item is to be left switched off and labelled “Do Not Use”
- Any accidents or first aid treatments must be recorded in the treatment book, which is kept in the kitchen, on the shelf above the sink
- Ensure that all grease and fat deposits are properly cleaned up from the hob, oven and warming drawers
- Final exit checks must be completed, by a responsible person, when the premises are ready to be vacated. This is to ensure that all doors and windows are closed and locked (apart from the exit route door), and that all electrical equipment and light switches are turned off. There is a time delay on the push button outside light switch to allow the responsible person to safely exit through the main front door of the hall, in periods of darkness. (A checklist is also printed at the bottom of page 2,
- as a memory prompt for the hirer)

Firefighting Equipment:

- Fire extinguishers are provided in the main hall entrance lobby (Water), main hall (Foam) and adjacent to the kitchen outside exit door (CO2)
- Instructions for the use of the fire extinguishers are provided adjacent to and on the extinguishers, but they must only be used on small fires and priority must always be given to safe and expedient exit of people from the premises in the event of discovering a fire, rather than fighting the fire

Escape Routes:

- There must always be at least 2 separate escape routes kept available from the premises, with the 2 principal escape routes being through the main front door and through the fire exit to the right of the kitchen roller shutter. (These are the **green**

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main emergency exit routes on the evacuation plan and they are the preferred exit routes to get quickly to the main car park muster point)

- These principal exit routes must never be locked or blocked and provision of an extra emergency egress route must be made if the hall is to be occupied by more than 100 people, this is to be done by opening the additional hall rear exit door to the left of the kitchen door which evacuates into the rear yard, near the kitchen door. (This is the **pink** emergency exit route and it requires the door to be unlocked, as well as unbolted)
- Ensure that provision is made to safely evacuate any disabled guests or visitors, recognising that it will require additional time and more able bodied visitors should utilise other emergency exits whilst this is being carried out. (There is an additional **blue** emergency exit route through the kitchen)
- Main escape route exit doors are clearly marked and they are also fitted with emergency lighting in the event of failure of the main building lighting
- The main car park, to the rear of the Village Hall, is the designated safe meeting (Muster) point in the event of an evacuation being required

Information:

All persons responsible for the use or hire of the hall must, as a minimum, receive information on the hall layout, escape/evacuation procedure, and the available fire-fighting equipment. This extract fulfils that requirement, but it is essential that hirers of the village hall understand and comply with these requirements and it is a condition of hire that such an understanding is achieved.

Any reporting of defects, incidents, accidents or general queries should be made via the booking phone: 07821 652437 or by Email: abbotsleyhallbookings@gmail.com

EXIT CHECKLIST

Activity	Tick for completed activity
All doors & windows closed & locked, apart from main exit route door	
All lights & appliances switched off, apart from on exit route	
Wall heater in kitchen is off (Press BST until the green light goes off)	
Chairs and tables are all cleaned and put away, from where they came	
Hall, kitchen & toilets are left reasonably clean, ready for next hirer	
Waste is emptied into the appropriate general waste or recycling bins	
Ensure any appliance defects or first aid treatments are reported	
Lock main exit door, close VH keys in the key safe & then rotate the dials	