

# Ombersley Memorial Hall

## Fire Precautions & Evacuation Procedures

### Guidance for Hirers

We have a duty of care to ensure that all persons hiring the hall are aware of their responsibilities in the event of fire. Hirers must read these Fire Precaution and Fire Evacuation procedures prior to an event and ensure that they are complied with in the event of fire. Compliance with these procedures is a condition of Hire and forms part of the Terms & Conditions of Hire.

#### 1. STEWARDS

**1.1 Events organised by OMH** - Nominated members of the OMH Committee will act as stewards during these events. Not less than TWO attendants will be on duty in the building the whole time members of the public are present. Each steward will be provided with an efficient torch during evening events.

**1.2 Private Hire** - If the event is not one in which OMH is involved, then the organisers of that event will be responsible for nominating a senior steward and at least TWO stewards, all of whom must be aged 18 or over.

Each exit from the hall should be in the charge of a steward.

The hirer must make all attendees aware of the location of the fire exits and assembly point.

#### 2. FIRE PREVENTION

Under no circumstances are candles, fireworks, barbeques or bonfires allowed in any part of the Hall or Grounds unless agreed by the OMHC.

All fire doors must be kept closed at all times.

All fire escapes, gangways, corridors and external passageways intended as exits must be kept free from obstruction.

All doors normally kept locked will be unlocked during public events.

Any waste material must be removed from the premises at the end of the hire as this is a fire hazard.

The areas around the fire exit doors must be kept clear both internally and externally.

All appliances are tested annually under PAT regulations. However should you observe any wear and tear or faults please report these to the hall bookings clerk when you return the key.

The hall is a dedicated NON SMOKING venue. Please ensure that any users are aware of this condition.

#### 3. FIRE EXITS & FIRE FIGHTING EQUIPMENT

**3.1 Fire Exits** - Please ensure that you familiarise yourself with the location of exits, fire exits and fire extinguishers and the fire assembly point. These are shown on the floor plan overleaf.

**3.2 Fire-Fighting Equipment** - The OMHC provides fire-fighting equipment for the safety of all who use the hall. It is our policy to advise all users in the event of the discovery of a fire to GET OUT & STAY OUT. However should the fire stand between you and your route of escape, the extinguishers are provided for use.

#### **4. EMERGENCY ROUTINE**

**4.1 Raise the Alarm** – To trigger the alarm go to one of the red boxes on the wall in the main hall. Press on the black dot and push upwards (this moves the panel). Once the automatic alarm sounds anyone can also raise an audible oral alarm message.

#### **4.2 Mobilisation**

Special assistance should be given to children and any person suffering any physical or mental impairment such as mobility issues, visual or hearing impairment. Stewards should ensure that they are made aware of any danger and that they are evacuated from the building.

**4.3 Evacuate the hall** - Ensure that all ancillary areas such as the kitchens and toilets are also evacuated.

**4.4 Summon the Fire Brigade** – Give clear instructions of location including the post code WR9 0DY.

**4.5 Fire Assembly Point** - The Fire Assembly Point is at the far end of the car park near the play ground.

We hope that you will find these instructions helpful and wish you an enjoyable, and above all safe, experience in our hall.

Ombersley Memorial Hall Committee

# **FIRE**

- 1.** In the event of a fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits.

## **2. CALL THE FIRE BRIGADE**

### **DIAL 999 AND GIVE THIS ADDRESS:**

Ombersley Memorial Hall, Sandys Road, Ombersley, WR9 0DY

- 3.** Attendants should ensure that once the hall has been evacuated members of the public do not re-enter the building to collect personal belongings etc.
- 4.** On arrival of the Fire Brigade, the person in charge should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
- 5.** Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.