

Fire Safety Checklist for Hirers

Before admission of the public check that:

- The main door is unlocked and you know how to operate the push-bar mechanism on both sets of emergency exit doors.
- Both sets of double doors in the main hall are unbolted.
- You understand the hall evacuation plan (*attached, and displayed in the entrance hall and in the main hall*).
- The location of the fire extinguishers and fire blanket are known.
- You understand how the fire extinguishers should be used, and their suitability for use on different types of fire (*displayed in the entrance hall and in the main hall*).
- Escape routes are free from obstruction and there are no obstructions outside the emergency doors.
- The exit signs are illuminated.
- There is no obvious fire hazard in, or near, the building.

When the event or function begins:

- Inform the hall users/audience of the location of the emergency exits, and that aisles, exit routes and emergency exits must not be blocked.

During the event or function:

- Have no naked flames or lighted cigarettes inside any part of the hall.
- Have three individuals ready to open the emergency exit doors should evacuation be necessary.

When the event or function ends:

- Remove all waste.
- Search for smouldering fires or cigarettes left burning.
- Unplug electrical items, check kitchen water heater, cooker and fridge are turned off, and heating thermostat is set to minimum.
- Turn out all lights.
- Close all internal doors, secure windows and outside doors.

This information forms part of the conditions of hire of Shipton Gorge Village Hall

HALL EVACUATION PLAN

If you discover a fire:

Immediately raise the alarm by shouting FIRE

Dial 999 and summon the Fire Service

- you may need to go to the church to get a mobile signal

Tell the Fire Service

- the hall is located on Church Lane, Shipton Gorge
- post code: DT6 4LZ

Leave the building immediately by the nearest exit and assemble in the church yard

Individuals in charge:

Make sure the Fire Service has been contacted

See that everyone leaves the building and assembles in the church yard

Provide assistance to children and any disabled persons

If safe to do so

- check no-one remains in the hall (including the office, store room, kitchen and toilets)
- close doors to restrict the spread of fire and smoke

When the Fire Service arrives give them any information they need

Location of firefighting equipment:

- 1) Fire blanket and carbon dioxide extinguisher in the kitchen
- 2) Water (foam) extinguisher in the entrance hall
- 3) Water (foam) extinguisher in the storage area by the rear fire exit door

DO NOT PLACE YOURSELF AT RISK BY TRYING TO FIGHT A FIRE

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Types of fire extinguisher in the hall

Foam extinguishers – located in entrance hall and store room

Hold upright, aim nozzle at base of fire from a minimum distance of 1 metre

Squeeze levers, cover fire with foam

Use on:

- Common fires such as wood, paper, card, textiles, domestic waste
- Flammable liquids such as paint, diesel, petrol, oil

Do not use on:

- Kitchen fires or fires involving electrical equipment



Carbon dioxide extinguisher – located in kitchen

Hold upright, aim nozzle at base of fire from a minimum distance of 1 metre

Squeeze levers and sweep slowly back and forth

Use on:

- Flammable liquids such as paint, diesel, petrol **taking care not to spread the fire**
- Electrical fires **isolate electricity supply**

Do not use on:

- Kitchen fires **especially chip pan fires**
- Combustible materials such as wood, paper, card, textiles, domestic waste



Fire blanket – located in kitchen

Pull tabs to remove blanket

Holding tabs, cover burning material completely

Switch off heat and leave to cool

Use on:

- Fires involving combustible kitchen cooking materials (e.g. burning oil or fat)
- Personal clothing fire

