WRENINGHAM VILLAGE HALL
Fire Safety Notice For Hall Users

All users of the Hall are encouraged to perform their own Fire Risk Assessment, highlighting the areas that pertain to their group of users and planned activities.

In the interest of safety, the following points MUST be adhered to by all users of the premises prior to, during and after use of the Hall. Occupancy numbers must not be exceeded.

The Hall is licensed for the sale of alcohol. Hirers are responsible for meeting the obligations of the license and must seek permission from the Trustees to serve or sell alcohol.

Inside the Hall

- All exits to be unlocked. Emergency doors should be tested to ensure they open without difficulty. Double doors - both leaves to open.
- Ensure illuminated emergency exit signs are on. (Switch is on the door post nearest the kitchen, just inside the double doors at the entrance, in the main hall.)
- Identify and locate the red alarm break glass call points and the fire extinguishers, ensuring these are not obstructed.
- Ensure the layout of tables and chairs etc. does not obstruct exit routes.
- Ensure that doors fitted with self-closing mechanisms are not wedged open.
- The telephone is situated in the kitchen and when the bar is open there is a phone in the cellar.
    - For people hiring the Margaret Preston room only. There is no public telephone in Wreningham. Please use a mobile if you have access to one.
- The first aid box is located in the kitchen (and behind the bar).

Outside the Hall

- Ensure the outside lights, where provided, are functioning correctly.
- Ensure external escape routes are not obstructed.
- Ensure exit doors are not obstructed on the outside of the building.

After the Event

- Take home all accumulated rubbish
- Do not leave waste food in the kitchen
- Switch off the water boiler and oven
- Switch off and unplug all electrical equipment where appropriate.
- Switch off the illuminated emergency exit signs.
- Secure the premises and replace the keys in the key box
- Report all defects or injuries to the Hall Committee wreninghamvillagehall@gmail.com

In the event of a fire

- Sound the fire alarm.
- Call the Fire Brigade by dialling 999 and giving the address as:
  Wreningham Village Hall, Mill Lane, Wreningham, NR16 1AN
- Only attempt to extinguish the fire using the fire extinguishers if it is safe to do so. If in any doubt, get out of the building.
- Those responsible should see that the hall is evacuated in an orderly manner using the appropriate exits. Ensure that no one re-enters the building for any reason.
- Direct people to gather in the centre of the car park to await instructions.
- A roll call should be taken
- Any vehicles blocking access to the Hall are to be cleared to assist the Fire Service.