

EPKVH (East Preston and Kingston Village Hall) Hirer's Fire & Accident Prevention Procedure

It is a requirement of our Conditions of Hire that Hirers of East Preston and Kingston Village Hall (EPKVH) comply with the following:

1 At the start of each hire period

- 1.1 The Hirer must complete the sign-in form in the plastic holder near the fire alarm panel (opposite the entrance to the corridor). This must include the Hirer's contact phone number. The Hirer must sign out at the end of their hire period.
- 1.2 The Hirer must ensure that all fire exit routes and fire exit doors are unobstructed.
- 1.3 The Hirer must check that they are familiar with:
 - 1.3.1 The location of all 5 manual call points (the red buttons) beside each exit.
 - 1.3.2 The location and operation of all fire extinguishers (3 CO₂, 3 water) and the fire blanket in the kitchen.
 - 1.3.3 The location of the First Aid box in the kitchen and the Accident Book in the kitchen drawer.
 - 1.3.4 The instructions about how to turn off the electricity, gas and water displayed in the Trustees' notice board and attached to this procedure.

2 During the hire period

- 2.1 The Hirer must maintain a register of all attendees.
- 2.2 If any attendee will require assistance to leave the building, agree this with the attendee and the person who will provide assistance.
- 2.3 If any attendee must use a wheelchair to leave the building, identify how this will be achieved if the ramped exit route is blocked.

3 If there is a fire

- 3.1 Follow the **Fire Action Plan** and take your register of attendees with you to the Assembly Point. Check off the attendees against your register.
- 3.2 If possible, check that no-one remains in the building, including the toilets and kitchen. **DO NOT EXPOSE YOURSELF TO ADDITIONAL DANGER.**
- 3.3 Tell the Fire Officer attending that you are the Hirer and follow the Fire Officer's instructions.

4 If there is an accident

- 4.1 Call the ambulance by dialling 999 or 112.

You are located at: East Preston and Kingston Parish Hall, 52 Sea Road, East Preston, BN16 1LP

5 Notification

- 5.1 Immediately notify the Premises Manager (07493 526210) or the Chairman (07939 482705) if there has been a fire (including false alarm) or accident. Please complete the Accident Book if there is an accident.

If you suspect a gas leak

Turn off the main gas valve in the gas meter cupboard. The key is in the red break glass emergency box.

The gas meter cupboard is outside the Warren Room in the corner of the children's playground:



Then call The National Gas Emergency Service on 0800 111 999.

Then contact the Premises Manager, Roy Allen, on 07493 526210 or at premises@epkvh.co.uk.

To turn off all the electricity

Turn off the Main Switch in the cleaners' cupboard.



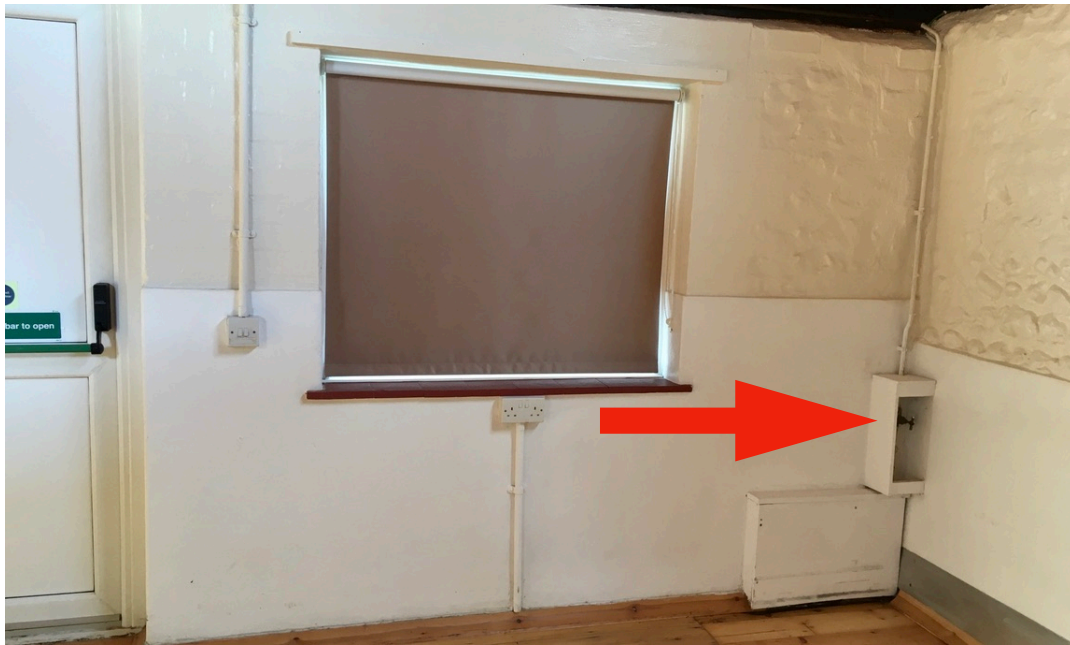
Turn the switch to the left (anti-clockwise).



If there is an emergency or problem with the electricity supply phone 105.

Then contact the Premises Manager, Roy Allen, on 07493 526210 or email premises@epkvh.co.uk.

To turn off the water supply



Turn off the Stop Tap in the corner of the Warren Room.

Turn the Stop Tap to the right  (clockwise).

If there is an emergency with the water supply phone 0330 303 0368.

Then contact the Premises Manager, Roy Allen, on 07493 526210 or email premises@epkvh.co.uk.