

Fire safety guidance and emergency plan for hirers

Safety guidance

As the hirer, you are responsible for people's safety in the event of a fire or an emergency within Fylingdales Village Hall during your hire of any part of the facility. At all times Fylingdales Village Hall is in use, you must be in charge and ready to take control of any incident should one occur.

Your priority should always be to save lives and not the building or personal property. With that in mind, please read and become familiar with these instructions.

Please note that the maximum number of people allowed in the hall must not exceed 120. The Committee Room on the first floor is restricted to no more than 30 people (please see Figure 1, page 3).

Before your event starts

- Familiarise yourself with exit routes and their signage
- Check that all fire exit routes are not blocked, by tables, chairs, bags or boxes for example
- Check that you know where the hall's Fire Extinguishers are located and that you are familiar with the different types and their uses (please see Figure 4, page 6)
- Check that all electrical equipment and extension leads are being used within the Village Hall are not damaged in any way and look safe to use
- Check balloons or other decorations are not creating a fire hazard or obstructing fire evacuation routes
- Inform all of your attendees of the fire exit routes, and the assembly point in the public car park in the event of a fire or an emergency (please see Figure 3, page 5)

During your event

- Count number of attendees are at your event as appropriate
- Ensure that the fire exit routes do not become obstructed
- Brief any people with reduced mobility and any assistants they might have regarding their best evacuation route from the hall in the event of a fire or an emergency
- Ensure that no vehicle obstructs the halls' main entrance ramp, so that everyone, including wheelchair users and those with prams/buggies are able to leave safely
- Ensure that emergency services vehicles have a clear access route to the hall from the road or car park
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (for example smoking, use of candles or other naked flames)
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke

In the event of a fire or some other emergency

If there is a fire or an emergency requiring the evacuation of the building, raise the alarm using one of the break glass points if the alarm is not already sounding.

Take Command and give loud, clear and calm instructions telling everybody to:

1. Immediately evacuate the building in an orderly manner using the nearest available exit (please see Figure 2, page 4).
2. Give assistance to anyone who needs it.
3. Leave immediately, not stopping to gather personal belongings.
4. Gather at the assembly point in the public car park and wait for you.

Once the evacuation is underway:

1. Dial the Fire Brigade using 999 - give the address as Fylingdales Village Hall, Station Road, Robin Hood's Bay, YO22 4RA.
2. Check every hall room that is safe to enter to ensure everyone has left the building.
3. Only attempt to tackle a fire if trained and confident to do so.

Once outside at the assembly point:

1. Check that everyone is accounted for.
2. Ensure the area around the hall is clear for emergency service vehicles.
3. Do not allow anyone to re-enter the building until a fire officer tells you it is safe to do so.
4. Ensure a key holder remains available to provide access to the emergency services if necessary.
5. If possible, phone a member of the Village Hall Committee using one of the numbers below:

Ursula Bradwell	07961 919687
Robert Coop	07714 672888
Rosemary King	07896 334936
Suzanne Lister	07817 034727
Peta Nugent	01947 880712
Carol Tenant	07980 911973
Simon Peate	07753 199318
Helen Welford-Hall	07837 447084

Building plan

The diagram below provides a plan of the overall layout of the hall and some key fire and safety features. For details of escape routes, please see the “Escapes routes” section below.

The hall is arranged over two floors. The majority of space is on the ground floor, with a single room on the first floor (the “committee room”), as indicated in the diagram below.

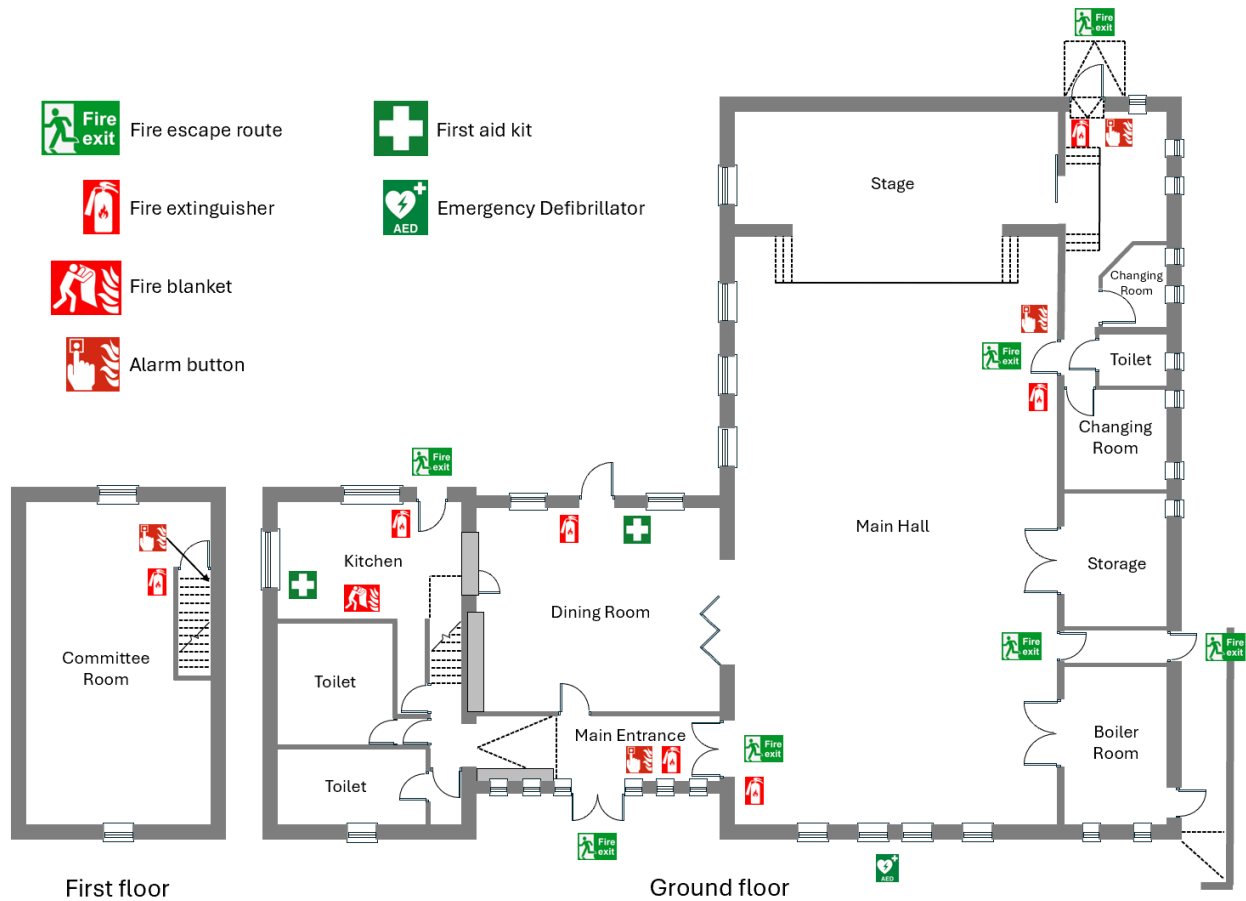


Figure 1: Building plan

Escape routes

Key points include:

1. The main entrance door is the primary escape route for all areas apart from the kitchen which has a fire exit of its own.
2. The fire exit closest to the stage (marked with a warning triangle on the diagram below) opens into the hall, not in the direction of escape. As a hirer it is strongly advised that you have someone briefed, that in the event of a fire alarm, the door is held open to facilitate rapid exit of occupants from the building.
3. The external door in the dining room is not a fire exit and may be locked. In the need to evacuate the building and where the primary route through the main exit is not available, people in the dining room should enter the main hall and effect their escape from there as indicated by the minor blue arrow on the diagram below.
4. Escape from the committee room is down the stairs and through the main entrance or kitchen as appropriate.
5. Once exit from the building has been affected, people should proceed to the assembly point. Please see the "Assembly point" section below.

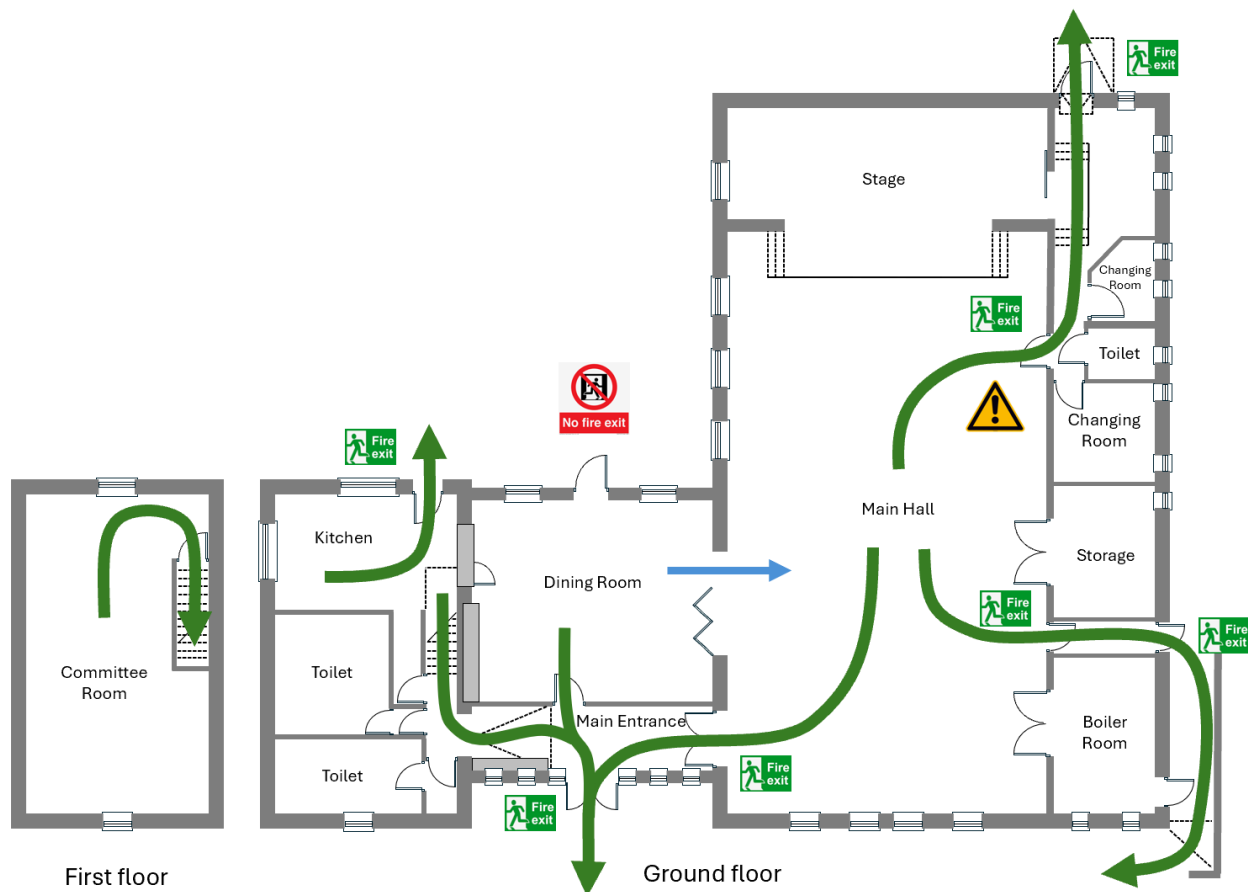


Figure 2: Escape routes

Assembly point

The assembly point is in the public car part outside the main entrance. Care must be taken as the area could be in use by vehicles using the car park.

People must not use the hall car park at the rear of the hall, or the coach parking bays immediately in front of the hall as these may be required by emergency vehicles.

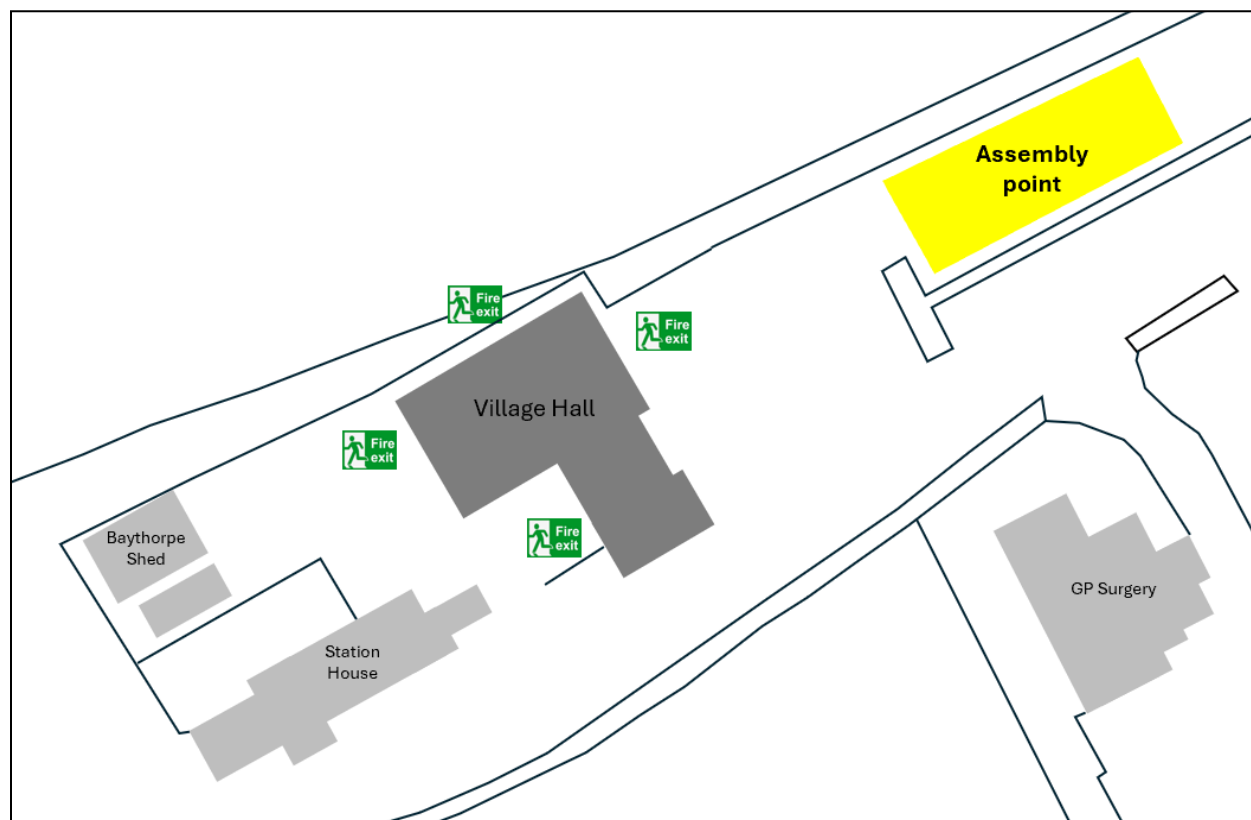


Figure 3: Assembly point

Fire extinguisher uses

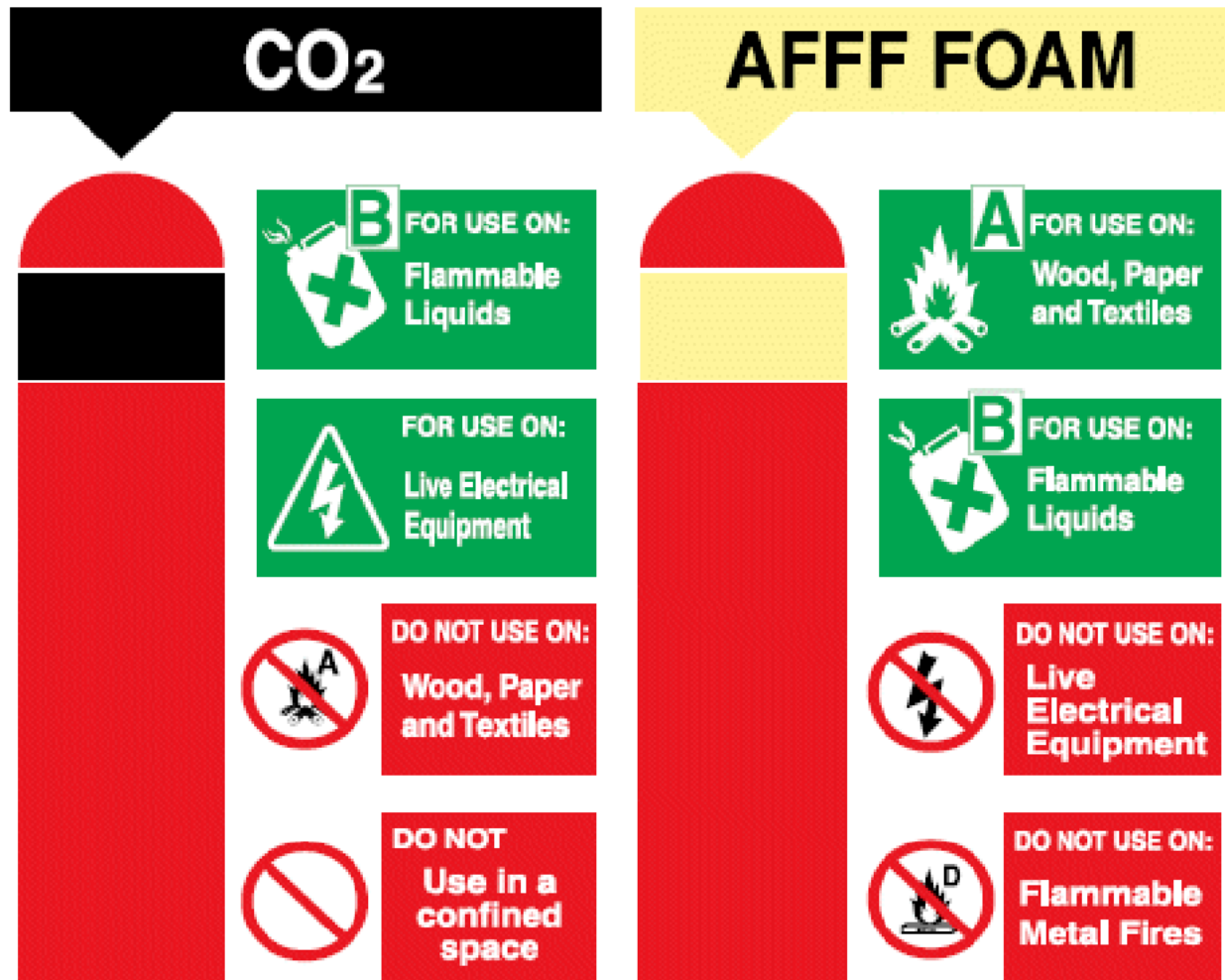


Figure 4: Fire extinguisher uses

Document management

Document date:	12 July 2024
Document type:	Guidance
Approval:	Health and Safety Officer
Version:	1.0
Effective from:	12 July 2024
Next review:	12 July 2025