



Tingewick Village Hall  
January 2014 - Rev 2

## FIRE

The hirer is deemed to be the “**RESPONSIBLE PERSON**” in the context of the FSO 2005 regulations.

It is advisable that the hirer is aware of:

- Numbers/names of persons present during the hire period.
- Emergency exits and signs.
- The assembly point in the event of a fire - **ROYAL OAK CAR PARK**.
- After evacuation a roll call should take place.

### IF YOU DISCOVER A FIRE:

**Raise the alarm – Call the FIRE BRIGADE –** Dial 999 – phone box in Village Hall car park. Main Street, Tingewick, MK18 4NN.

**Evacuate the Hall –** assemble in ROYAL OAK car park. Carry out roll call.

**REMEMBER:** Use nearest available exit (close doors behind you).

Do not stop to collect personal belongings.

Do not re-enter Hall until it is told safe to do so.

Attack the fire, *if possible*, with the appliances provided but without taking personal risks. If in doubt “**GET OUT**”

## HIRERS RESPONSIBILITIES

To Hire Tingewick Village Hall, Hirers must be 18 years old or over.

Hirers must make themselves aware of the risk assessments made for the Hall. A copy is on the Village Hall notice board or is available on request.

Where applicable all electrical equipment *is to comply* with current portable appliance legislation (i.e. PAT certificated). Care should be taken with the positioning of all electrical and trailing leads.

Use of “smoke generating” equipment *is not* advisable.

Hirers must make sure that they are familiar with the location of fire exits, extinguishers and assembly point.

When the hire period has expired the hirer is responsible for ensuring that the Hall is left clean and tidy and that they do not leave items that may endanger person/s subsequently entering the Hall.

The car park is at the Hirers disposal during the hire period. It is the hirer’s responsibility to ensure that the various emergency exits are not blocked and that vehicles are not parked in such a manner as to cause hazard or nuisance to Hall users or others.