

Public Safety Precautions

Introduction

1. Your application to hire the Hall is an acknowledgement that you have received this instruction sheet, that you have read and understood it and that you are sure you can deal appropriately with an emergency. If you have not previously used the Hall and/or are not familiar with it, you are strongly advised to ask to visit it before your event, to ensure you understand its layout and can make prompt use of these instructions in the event of an emergency. **You must advise the 'Parish Office' if you have any doubts on this subject**, so that you can receive further instruction before your event takes place. **Hirers must make all those attending their event aware of means of escape and fire safety precautions.**

2. You should take this instruction sheet with you to your event.

Means of escape from the Hall and other safety measures

3. The last page of these instructions contains a plan of the Hall premises showing the location of the:
- Emergency exits from the building.
 - Illuminated exit signs.
 - Assembly point outside the building.
 - Fire extinguishers, designating the three different types.
 - Fire blanket.
 - Main isolating switch for the electrical supply.
 - First Aid kit and the Accident Book.

Preparing for your event

4. At the beginning of your period of hire and before your event starts you must check that:
- The external shutters are ALL fully raised. Note they can open at differing speeds.
 - There is no apparent damage to the building, no water leakage, etc.
 - The lighting in the areas of the building you are using is working correctly.
 - There are no obvious fire hazards on the premises.
 - All fire exits are unlocked and the panic bolts are in good working order.
 - All escape routes are free of obstruction and can be safely used.
 - All fire extinguishers are in place and unobstructed.
5. In preparing for your event:
- Do not use ladders or attempt to move heavy items unaided. You must use the trolleys provided for moving stacked chairs and tables.
 - Do not bring onto the premises any heating or electrical equipment of any kind without the authorisation of the Parish Office and ensure that any equipment that is authorised is in good working order and appropriately certified e.g. PAT tested.
 - Do not allow any combustible materials to be placed near to lights or heaters.
6. You must ensure you have sufficient responsible adults on hand to control your event in accordance with the Conditions of Hire and that they are fully briefed by you on emergency procedures.

Supervising your event

7. At the commencement of your event, you must point out to everyone attending it the location of the emergency exits, the method of opening them and the location of the Assembly Point.
8. Do not allow smoking, the use of matches, candles or naked flames of any kind anywhere on the premises or adjacent to the building.
9. Check, during your event, that nothing is done to obstruct the fire exits or the routes to them and that the emergency exit signs remain in operation.

Outbreaks of fire or other cause for evacuation

10. In the event of an outbreak of fire, however slight, the Hall premises must be evacuated immediately and the Fire Brigade must be called. There is no public telephone at the Hall, so the responsible adults must have a mobile phone with them.
11. You and the responsible adults helping you must ensure that nobody remains in the building (for example in the toilets) and that nobody who has been evacuated returns to it.
12. You and the responsible adults helping you should use the fire extinguishers to control the outbreak only if it is manifestly safe to do so.

Accidents

13. If an accident occurs to any person at your event, you are advised, for all but the most minor injuries, to get professional assistance immediately, either by calling the emergency services or by taking the person to the Accident & Emergency Unit at Basingstoke Hospital or Guildford. There are minor injury units at Haslemere Hospital and Petersfield Hospital (Limited opening hours).
14. For any accident, you are required to complete an Accident Report Form in the Accident Book that is provided as part of the First Aid equipment and to give this to the Parish Office as soon as possible.

Finishing your event

15. At the conclusion of your event, you must check that all:
 - Heaters are turned off.
 - Kitchen equipment (except the refrigerator and freezer) is turned off.
 - Taps in the toilets are turned off.
 - Windows are FULLY closed.
 - Internal doors are closed.
 - External doors are locked.
 - External shutters are FULLY lowered.
16. The nearest hospitals are The Royal Surrey County Hospital, Egerton Road, Guildford Tel: 01483 571122 and Basingstoke and North Hampshire, Aldermaston Road, Basingstoke Tel: 01256 473202.
In emergency, ring 999.
17. There is a Defibrillator located outside the Spar shop in the village in the event of sudden heart failure.