

1. **Location of all fire exits and extinguishers** are indicated on the floor-plan displayed below in **Annex 1**, a copy of which is available immediately below the alarm control box in the foyer and on the VH Notice Board.
2. **Location of smoke detectors** are also marked on the plan but note that the smoke detector indicated on the kitchen ceiling is actually a HEAT detector and NOT a smoke detector. All detectors are linked to the Fire Alarm system.
3. **Operation of Fire Extinguishers:** There are three types of extinguisher: 'water', 'CO2' and 'Dry Powder'. All extinguishers carry the relevant instructions in large print on the extinguisher body. The hirer shall ensure that they are aware of and understand these instructions.
4. **Main Building doors:** The bolted half door forming part of the entrance from the foyer to the main hall, (the further and larger of the two doors), must be unbolted when the hall is in use. The three "Fire Exit" signed doors must be unlocked and kept clear.
5. **Fire exit route:** The hirer is responsible for ensuring that people attending their hiring do not obstruct the fire exit route through the disabled parking area.
6. The village hall has a **No Smoking Policy**.

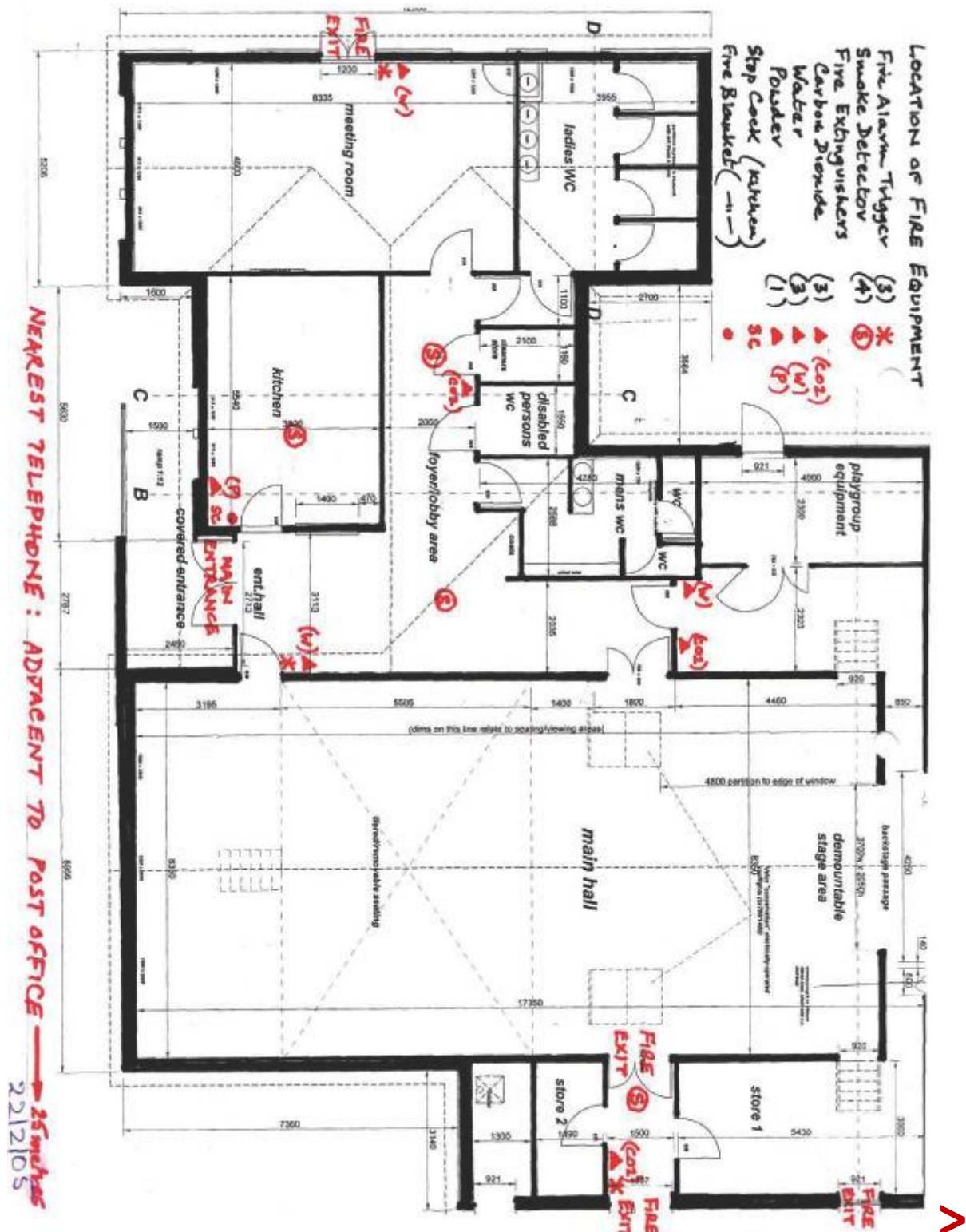
**Attention is also drawn to Clauses 5,6,7,12 of Appendix 2 Standard Conditions of Hire - see Annex 2 below**

**Annex 1** – Location of Fire Exits and Fire Extinguishers

**Annex 2** - Extract from Appendix 2 Standard Conditions of Hire

**Annex 3** – T-Lights Safety Precautions

Appendix 3 Annex 1: Location of Fire Exits and Extinguishers



**Appendix 3 Annex 2: Extract from Appendix 2 Standard Conditions of Hire****Appendix 2 - Clause 5. Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- (a) The Hirer hereby acknowledges that they are aware of and understand the following:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment
  - Exit routes and the need to keep them clear.
  - Method of operation of exit door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (b) In advance of an entertainment or play the Hirer shall check the following items:
- That all fire exits are unlocked and panic bolts in good working order.
  - That all exit routes are free of obstruction and can be safely used.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire hazards on the premises.

**Appendix 2 - Clause 6. Means of Exit**

- (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- (b) The emergency lighting supply illuminating all exit signs and routes is permanently 'on' and is protected by an automatic mains failure switching device.
- (c) At functions at which participants are expected to sit at tables in the main Hall the number of persons sitting at tables is strictly limited to 100. Tables must be so arranged as to leave unobstructed escape routes to all fire exits

**Appendix 2 - Clause 7. Outbreaks of Fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee. Details to be noted in the incident book located in the disabled toilet.

The location of the nearest public telephone box is adjacent to the disabled parking area. Dial free: 999 or 112, ask for 'FIRE' and be prepared to give location as described on the label adjacent to the instrument: 01647 277220; IPCO Lustleigh, Newton Abbot, Devon TQ13 9TA.

**Appendix 2 - Clause 12. Explosives and Flammable Substances**

The hirer shall ensure that:

- a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- (c) With the sole exception of 'T-Lights, naked flames are not permitted. It is an essential requirement that written permission on their use is obtained beforehand from the VH committee. The Hirer must indicate on the hire agreement form if they wish to use T-Lights; written confirmation will then be given as to whether their use is permissible or not.

Hirers must familiarise themselves with and apply the safeguards listed in the 'Risk Assessment' entitled "T-Lights" and contained in the H&S Box File kept in the kitchen.

### Appendix 3 Annex 3: T – LIGHTS SAFETY PRECAUTIONS

T – Lights in glass jars are provided by the Village Hall Committee as the ONLY type of 'naked' flame acceptable to the District Fire Officer for use in enclosed spaces such as our Village Hall.

These notes are a reminder of what are essentially common-sense precautions. Please do your utmost to ensure that your members and guests follow these simple 'does' and 'don'ts' and avoid accidents.

DO use the glass holders provided and put the T-Lights in them before lighting.

DO keep each light on a table, away from the edge, and well away from any other inflammable material. One light per small table is usually enough, with two lights on large tables.

DO put the T-Light in its holder BEFORE lighting and DO use the gas lighter provided – it's much easier than matches or a cigarette lighter!  
It's best to have ONE PERSON ONLY in charge of lighting.

DO ensure that lighted T-Lights are never left unattended – EVER!

DO NOT allow any flammable material to be suspended or fixed above T-Lights

DO warn your members and guests not to put combustible material (e.g. spent matches) in any T-Light holder

DO make certain that young children are supervised always  
And please never allow them, or anyone else, to play with the lights – EVER!

After your event, please see that all T-Lights are safely extinguished and returned with their holders to store.

T - Lights burn for about 4 hours, which should be adequate for most Village Hall events.

**NOTE: T-LIGHTS RISK ASSEMENT IS CONTAINED IN THE BOXED FOLDER IN THE KITCHEN**