

# Laughton Village Hall

## Fire Safety Information for Private Hire

*Before your hire session, you will be given a fire safety induction briefing by the keyholder to familiarise you with the locations of the fire exits and fire safety equipment. This information pack is designed to serve as an aide memoire. If you have any questions or concerns, please contact  
ANN MITCHELL.*

### Responsibilities of the Hirer if the Event of an Evacuation

The named hirer of the hall MUST:

- Inform all attendees of the emergency fire procedure and make them aware of the location of the exits and assembly point.
- Keep an attendance record for their session (register or signing in sheet).
- Conduct a visual sweep of the main hall and toilets in the event of an evacuation.
- Conduct a roll call at the assembly point to confirm complete evacuation.
- In the event of a fire, summon the Fire and Rescue Service by calling 999, and meet with them on their arrival.

**Persons must not place themselves at risk performing these duties.**

### Special Events

Persons organising events where it will not be possible to keep a list of persons in the premises, such as fairs, fetes or galas, **MUST** make an alternative plan for how they will confirm complete evacuation of the premises in the event of a fire.

Contact ANN MITCHELL and request a copy of the full Emergency Evacuation Procedure, which contains guidance on planning a suitable emergency procedure for your event.

Once you have made your plan, inform ANN MITCHELL so that the CIO Committee can verify that you have suitable measures in place.









# Laughton Village Hall Emergency Fire Procedure

The following information is provided to help reduce the risk of fire and to keep you safe in the unlikely event of an emergency. Please ensure you read it carefully and take time to familiarise yourself with the building.

If you discover a fault or problem with the fire safety precautions please inform ANN MITCHELL



## Fire action

|  |   |
|--|---|
| <p>Only attempt to fight the fire if are trained to do so and you are not placing yourself at risk.</p>  |    |
| <p>Press the glass section on the nearest <b>FIRE ALARM CALL</b> POINT to sound the alarm. The fire alarm is an electronic siren.</p>  |    |
| <p>Leave the building via the nearest exit.</p>  |    |
| <p>Do not stop to collect personal belongings.</p>   |   |
| <p>Call 999 and ask for the Fire Service. The address is: <b>Laughton Village Hall, Firbeck Avenue, Laughton-en-le-Morthen, S25 1YD</b></p>  |  |
| <p>Report to the <b>GROUP LEADER</b> or <b>NAMED HALL HIRER</b> at the Assembly Point in the <b>CAR PARK</b>.</p>  |  |
| <p>Do not return to the building until you are told it is safe to do so by the Fire Service.</p>   |  |
| <p><b>GROUP LEADER</b> or <b>NAMED HALL HIRER</b>:</p> <ul style="list-style-type: none"> <li>• Conduct a visual sweep of the hall and toilets.</li> <li>• Take your attendance list and the Fire &amp; Rescue Service Information Pack to the Assembly Point.</li> <li>• Conduct a roll call at the Assembly Point to confirm evacuation.</li> <li>• Meet the Fire Service on their arrival.</li> </ul> <p><i>The room hirer must undertake these additional duties, provided they are not placing themselves at increased risk to do so.</i></p> |  |

## Premises Rules for Fire Safety

*This is a bullet point summary guide to our premises rules for fire safety. For the full details of the terms and conditions of hire please see your Hire Contract.*

- The occupancy of the premises must not exceed:
  - General use 100 persons,
  - Seated at tables 86 persons,
  - Theatre style 100 persons.
- Private parties must have a ratio of one adult to five children.
- Children under 16 years of age must not use the kitchen equipment.
- Any electrical equipment must be in safe working order, Portable Appliance Tested (PAT) and used in line with Laughton Village Hall Policy for the Use of Portable Electrical Appliances 2023.
- Before your event starts you must:
  - Check all fire exits are unlocked and clear.
  - Check fire doors are not wedged open,
  - Check that the exit signs are illuminated,
  - Check that there are no obvious fire hazards.
- No smoking or vaping.
- No highly flammable or explosive substances.
- No decorations made from combustible materials.
- No deep fat fryers.
- The hirer must call the Fire Service to any outbreak of fire, however slight.
- The hirer must receive the fire safety induction tour and information before their event.
- No storage of items at the premises overnight without express permission.

## Significant Hazards



### GAS

The premises has a gas-powered boiler located in:

**The Kitchen**

This gas appliance has a means of gas isolation adjacent to it.



### ELECTRICAL

The distribution boards and means of isolation are located:  
- DB Cupboard in the Main Hall (to the left of the entrance)  
- Housekeeping Store 6



### HAZARDOUS SUBSTANCES

There are no significant flammable or explosive hazardous substances at this premises.

Housekeeping supplies, which include Irritant, Corrosive and Aquatic Environment Hazardous substances are kept in the:  
**Housekeeping Store 6.**

These substances may produce harmful fumes when exposed to heat.  
Containers may burst when exposed to heat.

- **Do not use water jets to extinguish a fire in this location.**
  - **Contain firefighting run-off.**
- **Fire Fighters should wear appropriate skin and eye protection and breathing apparatus.**

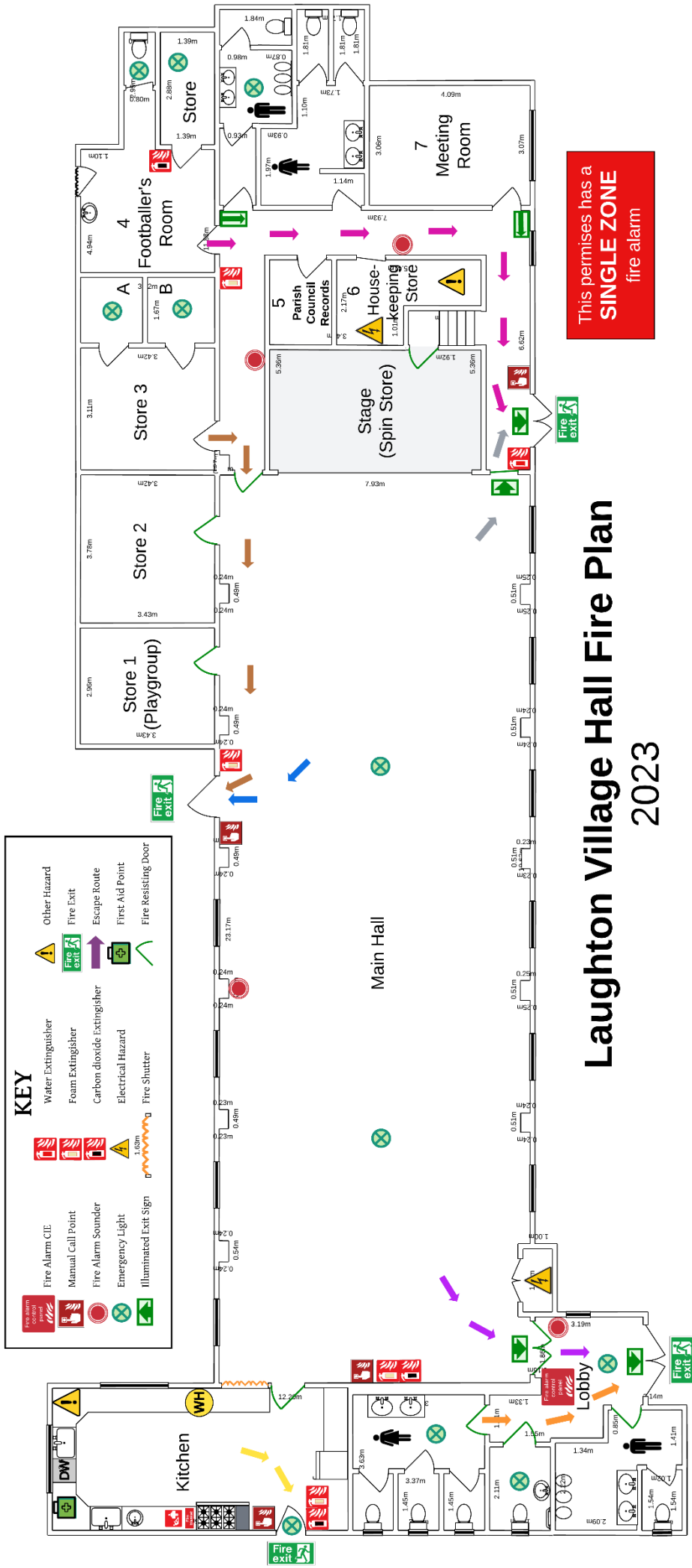
### FIRE SHUTTER

The fire shutter covering the kitchen serving hatch can be manually operated by the switch adjacent to the door between the main hall and the kitchen.

**Keep body parts clear of the shutter as it descends.**

### FIRE ALARM PANEL

The Fire Alarm CIE Panel is located in the main entry lobby.



This premises has a  
**SINGLE ZONE**  
fire alarm

# Laughton Village Hall Fire Plan 2023