

**Cricklade Jenner Hall
Bath Road, Cricklade. SN6 6HW**

Emergency Evacuation Plan

**What People Should Do If They Discover a Fire
and /or hear the Fire Alarm**

Raise the Alarm

Raise the alarm by operating the nearest fire alarm call point or shouting FIRE

Evacuate the building

Leave the building by the nearest exit.

Ensure disabled/infirm/very young are assisted

Close any doors/windows en-route without delaying your escape.

- Do not stop or return to collect personal belongings.

Contact the emergency services. Dial 999 ASAP

. Raise the alarm 999 to the Fire Service and the necessary emergency services preferably by mobile phone when everyone is safely evacuated

- **Trained personnel** only should tackle the fire where appropriate.
- **Trained personnel** - Check toilets and if practicable close windows and doors on the way out. This includes raising the hatch to the kitchen where necessary
- **Fire Extinguishers** should not be used unless you are a trained & competent person.

Assembly point – Vale Car Park or Churchyard

Move quickly to the assembly point.

Ensure disabled/infirm/very young/ visitors are escorted to the assembly

You must remain at the assembly place

Do not return to the building unless authorised to do so by Fire Service

The organisers of groups using the building will be responsible for ensuring that, in the event of a fire, the building is cleared of people and when practicable, checking that everyone is accounted for

**Cricklade Jenner Hall
Bath Road, Cricklade. SN6 6AX**

**Information for Users
Conditions of Use
Fire Risk Assessments**



Cricklade Jenner Hall

Registered Charity No: 1120507

Bookings Secretary

Margret Hunt
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Cricklade

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Jenner Hall (Parish Hall) Conditions of Use—Legal requirements Health & Safety

Users are covered by the Insurance for the Hall for no more than 60 people as long as the following conditions are fulfilled

Applicants are urged to consider, and obtain if appropriate, their own insurance to underwrite their event or activity, to cover any property brought to the Hall, and to discharge their own liability towards others involved in or affected by their event or activity

A hiring of the Jenner Hall includes the use of the Main Hall, North Hall, Kitchen, Toilets & Store Room
The Hirer is responsible for ensuring that nobody uses the stairs for any reason as that part of the Jenner Hall is excluded from this agreement.

Any damage to the Hall will be charged to the person holding the event.

The Hall is NOT Licensed for alcohol, music or entertainment

Hirers Fire Risk Assessment

Step 1 Evaluate the risk of fire occurring

However, items which are brought in during lettings and by others may be the cause of fires :-

- accidentally, such as when matches etc are not properly extinguished
- by act or omission such as when electrical equipment is not properly maintained.

All electrical equipment brought in by users MUST be PAT checked.

This is the responsibility of the user

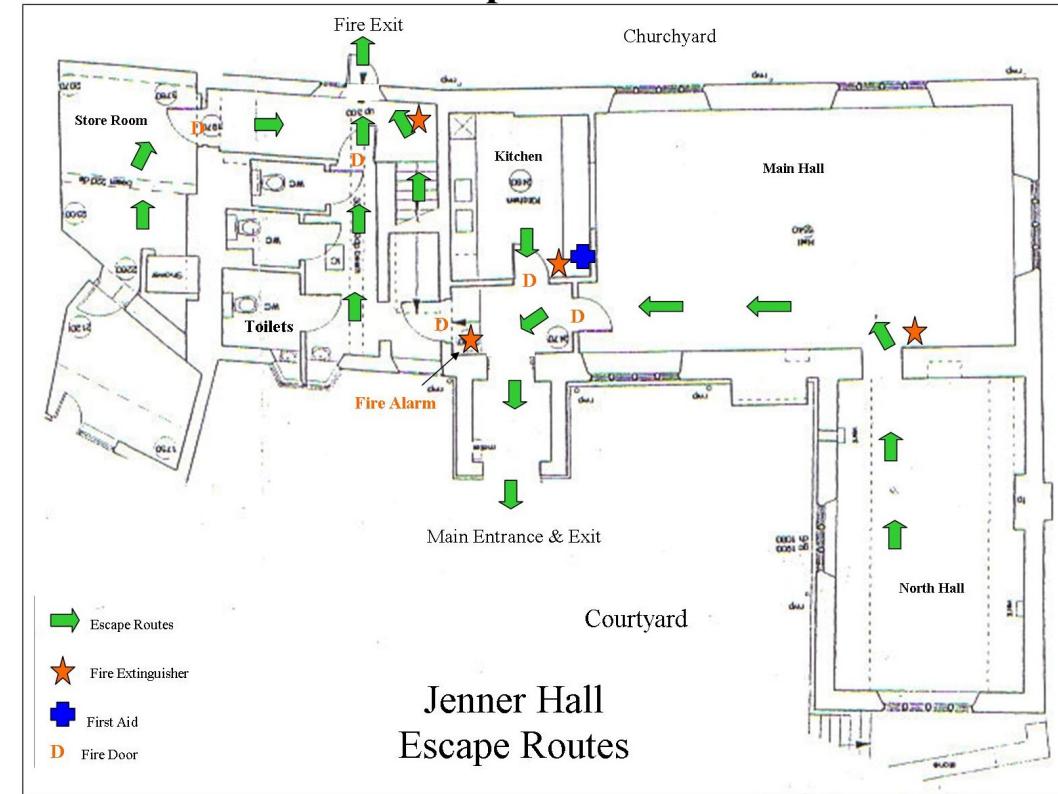
Step 2 - Evaluate the risk to people from a fire

There may be additional risk if there are disabled, infirm or very young people in the group.

Step 3 Remove or reduce the hazards that may cause a fire

The most likely cause of fire lies in materials brought into the hall by hirers & visitors, therefore conditions are placed on hirers to bring in only equipment which is tested and safe and refrain from bringing in items which may cause hazard.

Escape Routes



Fire Risk Assessments

Information for Hirers & Users of Jenner Hall

The Hirer/User -

is the “Responsible Person” for the period of Hire/Use

All users should have a mobile phone & check that their phone has a signal in the Hall so that emergency services can be contacted

It is the responsibility of the hirer/user to make themselves acquainted with the:

- Emergency Evacuation Plan in case of fire
- Risks which are permanently in the Hall – The Jenner Hall Fire Risk Assessment
- assembly points – The Vale car park or The Churchyard
- Fire Brigade dial – 999
- To carry out his/her own Risk Assessment

Additional fire risks may occur because of items which hirers bring into the building and/or the groups for which they are hiring the building.

These need to be identified by the hirer/user.

Possible additional Sources of ignition

Items which may be brought into the premises some of which may be faulty-

- halogen lamps or display lighting, other electrical equipment;
- naked flames, e.g. candles, matches and lighters; auxiliary portable cooking equipment
- although against the building's regulations, indoor fireworks

Possible additional Sources of Fuel

Items which may be brought into the building either by persons taking a temporary letting (or decoration, during repair and renovation or otherwise even though their use may be forbidden in the terms of letting):-

- displays and stands;
- costumes, drapes and hangings, scenery and banners;
- packaged foodstuffs;
- packaging materials, stationery, advertising material and decorations;
- plastics and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display materials and rubber or foam exercise mats;
- textiles and soft furnishings and clothing displays;
- litter and waste products, particularly finely divided items such as shredded paper and wood shavings, off cuts, and dust accumulation amongst lubricated areas; and flammable liquid-based products, such as paints, varnishes, thinners and adhesives; spirits cooking oils and disposable cigarette lighters;
- flammable chemicals, such as certain cleaning products and photocopier chemicals;
- flammable gases such as liquefied petroleum gas (LPG) and acetylene;

It is the responsibility of the person holding the event in the Hall to:

- Be the “Named Responsible Person” for the period of use
- Have a mobile phone with them at all times in case of emergency
- Carry out their own Risk Assessments including Fire Risk Assessment
- Obtain licences as necessary - a ‘TEN’ from Wiltshire Council
- To be responsible for the premises and those who attend the event for which the Hall is hired.

To familiarise themselves with:

- The Health & Safety Manual in the kitchen
- Risk assessments and fire precautions and locate fire exits & fire extinguishers.
- Escape routes from the building

To ensure that:

- Fire exits are kept clear—it is a legal offence to block Fire Exits
- Any hazardous items, such as electrical equipment, brought into the building are safe & PAT tested
- Any catering is done within Health & Hygiene legislation
- Protection against fire.

Smoking. In accordance with the Law, smoking is not permitted anywhere within the Hall. Smoking is permitted in the courtyard away from the hall entrance porch, provided that cigarette butts are disposed of responsibly in the bin provided.

Young and Vulnerable People. Events where children, young and vulnerable people are present must conform to the Law. Hirers must ensure appropriate supervision and that supervisors are properly accredited. Hirers must ensure that young and vulnerable people are protected from alcohol abuse.

Drugs and Substance Abuse. Drugs and substances that can be abused are not permitted on the Hall premises and Hirers are responsible for appropriate supervision of their event to ensure drugs and illegal substances are not available.

Bouncy Castles: If a bouncy castle is hired for use in the Hall the Hirer must ensure that it is supervised when in use and that the supplier has their own Public Liability Insurance.

Children's/Young Peoples Parties: The person hiring the Hall for a teenage Party MUST be over 18 and take full responsibility for the safety of all attending. A list of conditions of hire will be provided.

First Aid. A First Aid box is situated in the kitchen. All accidents and Incidents, whether requiring First Aid or not, must be recorded in the Accident / Incident Book.

Jenner Hall (Parish Hall)

Conditions of Use - Organisation

Health and Safety. The standard HSE Poster is on display on the notice board. The Committee maintains a Health & Safety Policy together with a basic Risk Assessment for the premises. These documents are available in the Health & safety Folder.

Hirers must conduct a Risk Assessment for the specific event and have a duty to mitigate all risks identified in their planning.

1. Collect key from Jenner Hall Bookings Secretary (Pam Cowler) and return it immediately after use.
(Please phone the day before the date of the hiring)
2. Accept complete responsibility for the security of the Hall whilst in your use.
3. Any of the furniture found in the Main Hall, North Hall and Store Room is available for use.
4. **All furniture must be returned to where it was found in the Hall and North Hall & Store Room**
5. Crockery, glasses, cutlery, washing up bowl, cooker and fridge are available for general use.
Please ensure all are washed and wiped clean and equipment is put away in the cupboards and drawers they were found in.
(All are labelled clearly).
Tea towels are NOT supplied. Please DO NOT use abrasive cleaners.
6. Please make sure all surfaces in the kitchen are wiped clean and dry.
7. **After use - please sweep the halls and kitchen – mop up any spills**
Cleaning equipment can be found under the stairs in the lobby.
8. **Place all rubbish in plastic bags and take out to the dustbins.**
9. **On leaving the building make sure:**
 - Toilets are checked and flushed.
 - The fridge is empty and clean.
 - All lights and heaters and the cooker are turned off.
 - All doors are closed and the front door and back door (Fire Exits) are locked

Fire Safety & Risk Assessments

Information for Hirers & Users of Jenner Hall

**The Hirer/User is
The “Responsible Person” for the period of Hire/Use**

All users should have a mobile phone so that emergency services can be contacted & check that their mobile phone has a signal from inside the Hall

It is the responsibility of the hirer/user to make themselves acquainted with:

- the Emergency Evacuation Plan in case of fire
- the diagram showing Emergency Evacuation Routes
- the Risks which are permanently in the Hall
- the Jenner Hall Fire Risk Assessment – In the Health & Safety Manual in the kitchen
- the assembly points – The Vale car park or The Churchyard
- the telephone number of the Fire Brigade – 999
- To carry out his/her own Fire Risk Assessment

The greatest risk could come from any items or equipment which the hirer brings into the Hall.

Flammable & Toxic Material

No explosive, flammable, toxic, hazardous or infectious materials are to be brought onto the premises

Please see the:
Information for Hirers & Users of the Jenner Hall
(Attached & in Health & Safety Manual)