

GUIDANCE FOR HIRERS - Llanddewi Brefi Village Hall

Keys should be collected from the Key Safe at Ardwyn, opposite the car park, and returned immediately after hiring.

The Hirer is responsible for Fire Safety within the building for the entirety of the event. All Hirers should nominate a RESPONSIBLE PERSON (or persons) to organise and ensure evacuation in case of fire, and to call the fire service and notify the hall committee contact.

Appropriate fire extinguishers are found in each room except Changing room 1, and fire exits are clearly marked, as shown on the attached plan.

Foam type extinguishers are located in the changing rooms, snooker room, middle room, and store to the right-hand side of the stage. These may be used on most freely burning materials (wood, paper etc.), flammable liquids but can only be used on electrical fires at a distance of more than 1m.

CO2 type extinguishers are located in the store to the right-hand side of the stage and to the left-hand side of the external door to the snooker room, and can be used on all electrical fires, but not on wood, paper, textiles or cooking fires.

A Dry Powder extinguisher is located in the kitchen for use on all types except cooking fires, where the fire blanket should be used.

A First Aid box and incident reporting forms are located in the Kitchen on the worktop near the fire extinguisher and fire blanket. A public access defibrillator is located outside the Foelallt Arms on the square.

There are steps outside final exits from the store to right hand side of the stage, and the single rear door from the middle room. Hirers must take this into account when carrying out their risk assessment, and ensure suitable arrangements for the evacuation of disabled and vulnerable people.

Hirers are to check all fire exits before using the main hall, and ensure all users are familiar with their location.

A telephone is available in the Middle Room, but this may not be accessible in an emergency. There is limited mobile network coverage at the hall but there is a public telephone on the square next to the Foelallt Arms

Cleaning materials are stored under the kitchen sink and brooms/ vacuum cleaner are kept in the kitchen. Hirers should bring their own washing up liquid, tea towels, and dishcloths for use in the kitchen, and should ensure that they have sufficient waste bags and dispose of rubbish in the appropriate bins (black = non-recyclable; green = recyclable) near the main gate to the Hall. If the bins are full, rubbish must be taken away.

Water stop taps are located:

1. In cupboard under sink in the kitchen
2. In corner of Snooker room backing onto middle room wall

Electricity main switches and circuit breakers are located:

1. In ante-room to right hand side of stage in the main hall
2. Above door from middle room inside the snooker room

Checklist for hirers

Before admission of the public

- All exit doors are unlocked, any fastenings removed, and any push-bar mechanism tested and in good working order.
- Any door on an escape route not opening in the direction of travel is secured in the open position.
- Escape routes are free from obstruction and available for use.
- Any fire doors are closed and not wedged or propped open.
- Fire fighting equipment is in place and unobstructed.
- There is no combustible storage in areas open to the public.
- Manual fire alarm is operable or power is on to electrical alarm.
- Exit signs are illuminated.
- There is no obvious fire hazard in, or near, the building.

Before event

- Check the number of people attending your event, and explain the procedure for evacuation and point out the location of fire exits and the assembly point.

End of hire

- Check that heaters and cookers are turned off. Turn off and unplug appliances.
- Return furniture to its original position.
- Clean floors and surfaces (and showers and toilets if used), and dispose of rubbish.
- Close all internal doors and secure windows.
- Turn out all lights and secure all outside doors.

FIRE ACTION PLAN

In the event of fire, the Responsible Person should:

- Operate manual fire alarm call points or raise the alarm by shouting a warning.
- Evacuate the building to the assembly point.
- Call the Fire Service from the 112 emergency services no. on a mobile phone. (or by dialling 999 from the telephone call box on the village square)
- Check the premises to ensure no-one is left behind.
- Check the number of individuals at the assembly point.
- Attempt to control A MINOR fire using the extinguishers while awaiting the Fire Services ONLY IF IT IS SAFE TO DO SO.
- Meet the Fire Service and inform them of the nature and location of the fire.

Assembly point:

- Path to playground near main gate to car park

Location:

- Grid Reference: SN66293 55122
- What3Words : stews.nutty.armrests
- Address (near): Llanddewi Brefi, Tregaron. SY25 6RX.

Hall committee contact: 01974 298728/ 07974940687

