

# Fire and Emergency Practices

BSSLEC has a fire risk evaluation as part of their health and safety policy that is monitored, assessed and managed in accordance with those arrangements.

BSSLEC adopts and promotes practices to reduce possible sources of ignition, fuel and oxygen required for a fire. Users of the Hall should:

- Use electrical appliances with no naked flame
- Use electrical heating with no naked flame
- Ensure flammable liquids are appropriately stored when not in use
- Remove waste material from the site
- Ensure there is the minimum of combustible fabric present and items such as chair coverings are compliant with current fire regulations
- Not smoke
- Use external portable heaters outside the hall
- Maintain appliances and portable electrical equipment in good condition and currently PAT tested

The Hall is fitted with smoke detectors and emergency lighting. Fire extinguishers and a fire blanket are also placed at appropriate points and clear signs are present to indicate their positions.

Hirers and users MUST take all reasonable precautions to prevent a fire and have a duty to ensure they:

- Are familiar with location and use of fire exits, fire alarms and fire extinguishers
- Keep all exit routes clear
- Ensure the maximum number of hall users does not exceed the Halls' maximum capacity
- Ensure any portable electrical item brought into the Hall is in good repair and does not pose an increased risk of fire
- Ensure that naked flames such as cake candles are used with extreme caution
- Report any malfunction or damage to the bookings secretary

Shipton Village Hall address is:

OS map reference SO 566921 on the B4378 on the Much Wenlock side of Shipton Village Mytton Close, Shipton, Shropshire, TF13 6JZ

# Shipton Village Hall - Health and Safety Policy 2016 v3

Should a **fire** occur in the Hall:

- Raise fire alarm and evacuate the building
- Assemble on the car park at the far perimeter away from the building next to the cycle racks
- Call the fire service on 999 and alert occupants of nearby houses
- If it is safe close windows and doors
- If it is safe use fire extinguishers and fire blanket to put out the fire

Should a **medical emergency** occur in the Hall:

- Make use of the medical kit situated in the Hall
- Contact a Doctor the nearest is The Surgery, Kingsway Lodge, King Street, Much Wenlock, TF13 6BL telephone 01952 726011
- Take the casualty to hospital Accident and Emergency Department either in Shrewsbury or Telford
- Call the ambulance service on 999

Should **any other emergency** occur in the Hall:

- Consider switching off the mains electricity supply
- Consider switching off the mains water supply

***In all emergency situations and when appropriate notify the bookings secretary and complete the accident book.***

## **Safety practice when hiring and using the Hall**

- Familiarise and comply with the emergency policy
- Identify the location of fire extinguishers and fire blanket
- Unlock main entrance door to allow rapid exit in case of emergency
- Ensure emergency doors are kept clear at all times
- Read and comply with the fire risk assessment and carry out your own assessment if you introduce new sources of ignition or flammable materials
- Organiser and/or hirer is responsible for raising the alarm, supervising the evacuation and reporting emergency to bookings secretary
- Organiser or hirer complete a simple building check when leaving to ensure electricity is turned off especially mains switch, water is turned off at all sinks, heating is turned off, windows are closed, external doors are secured, rubbish is removed from the site