Fire Safety Guidance for Hirers

The Yarcombe Jubilee Hall

Safety Guidance

You, the HIRER is the 'Responsible Person' in the event of a Fire or an Emergency within Yarcombe Jubilee Hall during your hire period of the premises.

At all times Yarcombe Jubilee Hall is in use, the 'Responsible Person' must be present, and ready to take control of any incident. Please read and become familiar with these instructions.

Before Your Event:

* + - * Check emergency lights are working. (visible green light)
			* Check all fire exits and escape routes are working and not blocked.
			* Familiarise yourself with the locations of firefighting equipment.
			* Ensure electrical items you bring onto the premises are safe.
			* Check no decorations could fall and obstruct a fire exit or escape route.
			* Inform attendees of the fire exits and escape routes.
			* Inform attendees of the assembly point- top area of front hall car park.

During Your Event:

* + - * Be aware of total number in attendance.
			* Ensure attendance numbers are limited to safe levels.
			* Ensure the fire exits and escape routes do not become obstructed.
			* Ensure emergency vehicles have clear access to the hall from the road.
			* Ensure your attendees do not engage in any activity that is likely to cause a fire.
			* Be vigilant regarding smells of burning or a gradual build-up of smoke.

End of Your Event:

* + - * Check heaters and cooker/warming appliances are switched off.
			* Check the electrical appliances are turned off and unplugged.
			* Search for smouldering fires or cigarette butts (car park) left burning.
			* Remove all recycling, place by grit bin outside of car park entrance.
			* Empty kitchen bin into black waste bins at bottom of kitchen steps.
			* Secure all external windows.
			* Turn off all lights.
			* Close all internal doors.
			* Secure all external doors.

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

To be reviewed at least Annually

Next annual review May 2026