

Please leave these instructions with the comments book in the kitchen on your departure. We hope you enjoy your event.
FIRE EXIT AND FIRE EQUIPMENT MAP OVERLEAF

1. At least one person must be nominated as a **Responsible Person** for the Hire Period who will act as the Fire Marshall and Accident co-ordinator for the whole Hire period and
 - A. Keep a Roll Call of everyone present
 - B. Unlock the Fire Double Doors and open to test their functioning and then close.
 - C. Check the area immediately outside all Fire Doors, for any obstruction, in particular that the waste bins do not block a free exit.
 - D. Ensure the Fire Double Doors are closed but unlocked whenever the building is in use.
 - E. Ensure before leaving the building that the Fire Double Doors are shut and fully locked with the locking device

2. In the event of Fire the Fire Marshall **MUST**
Evacuate the building immediately using the 2 Main Fire exits (Main Fire double doors & Main Entrance) (Use of the Small Room external Door can also be made - same key as the main entrance)
 - a. Call the Fire Brigade (999)
 - b. Assemble everyone in the Queens Head Car Park or Barry's Meadow Car Park.
 - c. Conduct a role call to ensure everyone is accounted for (Give list to Fire Service)
 - d. Use the Fire Extinguishers and turn off the Gas & Electricity (see Room Layout Diagram in the Building), if it does not endanger life. e. Do NOT re-enter the building once evacuated, unless agreed by Fire Brigade

3. Use the fire extinguishers, follow the instructions for their use.
 1. only on very small fires and if they are suitable:
 - a) CO2 for electrical - Type A
 - b) Foam for non-electrical fires - Type B

4. In the event of an Accident the Responsible Person **MUST**
 - a. Call an Ambulance (999) if necessary
 - b. Record the details of the Accident in the Accident Book in the Kitchen
 - c. Immediately inform one of the Parish Room Trustees if ambulance called

A First Aid Kit is in the Kitchen if required

5. Organisers of any event have a duty of care to their audience/members/attendees and they should ensure that they have the appropriate level of Public Liability for their event
**The Parish Room Public Liability Insurance does NOT cover the users of the Building
The Parish Room Public Liability Insurance is ONLY for the Parish Room Management COMMITTEE**

THIS IS A NON-SMOKING BUILDING

- A - CO₂ Fire Extinguisher
- B - Foam Fire Extinguisher
- C - Carbon Monoxide Alarm
- D - Gas Tap and Electric Fuses

FIRE ASSEMBLY POINT
QUEENS HEAD CAR PARK and BARRYS' MEADOW

