



YOU, THE HIRER, ARE THE “RESPONSIBLE PERSON”. At all times when the Recreation Ground Pavilion is in use, the **RESPONSIBLE PERSON** must be in charge and ready to take control of any incident. Please read and become familiar with these instructions. Your priority is always lives and not the building!

BEFORE YOUR EVENT/ACTIVITY STARTS

- Check exit routes are not blocked (for example, by tables or chairs).
- Check that all exits doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.
- Check that the fire extinguishers are clearly visible.
- Check that no “doubtful” looking electrical equipment or extension leads have been brought into the Pavilion. All equipment in the Pavilion is PAT tested; if you bring electrical equipment into the Pavilion, you must provide proof of relevant PAT testing. The hirer must ensure that the electrical system at the premises is not overloaded.
- Check that no decorations have been hung so that they could fall down and obstruct a fire exit. No lights or decorations should be hung from or fixed to the curtains or fixtures.
- Check that the emergency fire exit lights are switched on.
- Check that there is no obvious fire hazard in, or near, the building.
- Smoke and/or dry ice machines are not permitted in the Pavilion.
- Stage scenery and costumes should not be stored in the Pavilion without permission from the Trustees.

DURING YOUR EVENT/ACTIVITY

- Watch that fire exit routes do not become obstructed
- Brief disabled or vulnerable people and/or their helpers on the evacuation routes. In case of emergency, disabled or vulnerable persons should be escorted by able-bodied persons designated by the hirer.
- Make sure that no vehicle obstructs the main entrance, fire exits and that emergency vehicles have a clear access route to the Pavilion.
- Ensure that nothing likely to cause a fire is taking place!
- Be vigilant of any smells of burning or a gradual build-up of smoke.
- Ensure that the number of people in the Pavilion does not exceed the figures shown below:
 - Standing 100-120
 - Seated in rows 60-70
- Ensure that the no smoking ban is enforced.
- Ensure that someone has a fully charged mobile while on the premises in order to call fire services if necessary.

AFTER YOUR EVENT/ACTIVITY

- Check that heaters and cookers are turned off.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights.
- Close all internal doors.
- Secure all outside doors and windows.



HIST

HALLATON & ISABELLA
STENNING TRUST

IN THE EVENT OF A FIRE (Emergency Plan)

- Take command – give loud and clear instructions to evacuate the building immediately, to gather at the Fire Assembly Point, and to wait for you. Do not stop to collect personal belongings.
- Dial 999 and request attendance by the Fire Service. There is no phone at the Recreation Ground so a mobile phone should be used. If you are unable to obtain a signal, ask a neighbour if you can use their landline; there is a telephone box on High Street. Give your name, name of building, building address (as detailed above), contact number, and details of fire.
- In a calm and orderly manner, check every room that it is safe to enter (including toilets), to ensure that everyone has left the hall. Make sure that all doors are closed off on way out.
- Check that the rear porch is clear of any people.
- If safe to do so, electrical mains should be switched off before leaving the building.
- Fire extinguishers should only be used where the hirer has received training and feels confident in their use or where it is deemed safe to do so, ie there is a clear means of escape and/or the fire is small. **Personal safety always takes priority and, if in any doubt, no-one should attempt to extinguish a fire.**
- Once outside, check everyone is accounted for.
- Check that the road and area around the Pavilion is clear for the emergency vehicles.
- Send two people to act as guides for the emergency services – one at the Allextion Road gate and one at the main gate.
- Liaise with Officer in Charge, upon arrival of the Fire Brigade.
- Do not allow anyone to enter the Pavilion until a fire officer tells you it is safe to enter.
- Contact a Trustee or HIST staff member on the numbers below:
Trustee: **01858 555228**
Premises Officer: **07929 977231** or **07759 852147**
Clerk: **07399 326889**

Key Escape Routes:

- a) Kitchen door (leading to Fire Assembly Point)
- b) Rear sliding door in Main Hall (leading to porch and playing fields)
- c) Rear push-bar door adjacent to Ref's Room (leading to porch and playing fields)