

**St PHILIP'S PCC
CHURCH HALLS, BEECH ROAD, NORBURY SW16**

FIRE SAFETY

The hall letting is conditional on acceptance of the conditions of use which includes agreement to adhere to these requirements. This is the personal responsibility of the named hirer.

It is against the law to smoke or allow smoking on the premises.

The hirer should familiarise him / herself with the location of fire extinguishers and emergency exits and make sure these are clear and accessible.

Fire Hazards and ignition sources

- All portable electrical appliances brought into the halls should be in good, safe working order and have been electrically tested to certify this. Only single plugs shall be used in a socket – multi-plug adaptors are not permitted. Safety tested multi-way extensions are permissible when used in accordance with the manufacturers instructions and properly fused.
- All appliances should be switched off and unplugged when not in use or when the hall is unattended.

Means of Escape

- Internal emergency escape routes must be kept clear of obstruction at all times whilst the halls are in use and occupied
- All exit doors must be easily and immediately openable from the inside – chairs or other removable fastenings securing the safety release bars or locks should be removed and stored clear of the door whilst the halls are in use and occupied. Such chairs should be replaced to secure the halls at the end of the letting as part of the locking-up process but not before the function has ended and the halls cleared.

Emergency Evacuation

- In the event of an emergency the hirer should, without putting him / herself at undue risk, take responsibility for summoning the emergency services and overseeing the safe evacuation of everyone from the halls by the nearest safe exit. The hirer should take responsibility to communicate with the emergency services in accounting for the whereabouts of each person attending the event.

Use of Candles

- Candles and tealights should only be used under carefully supervision and in appropriate holders. Candles must not be left unattended and should be properly extinguished after use before vacating the halls. Matches and lighters should be used only by an adult and stored safely. Spent matches should be extinguished and disposed of safely and used only by an adult.