Hilton Village Hall
Fire Safety Information for Hirers

IMPORTANT
There is **no telephone on site**. All hirers, staff, and volunteers **must bring a mobile phone** for use in an emergency.

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1. Legal Responsibility of Hirers

Under **Article 5 and Articles 8–22 of the Regulatory Reform (Fire Safety) Order 2005**, the hirer becomes a **Responsible Person** for the duration of their booking.

As a Responsible Person, you must take reasonable steps to ensure the safety of everyone using the premises.

Failure to comply with this fire safety information **may result in immediate termination of the hire**.

By placing a booking via **Hallmaster** and ticking the confirmation box, the hirer confirms that they have **read, understood, and agree to comply** with this fire safety information.

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2. Fire Risk Control

During your hire, you must:

- Take reasonable care to prevent fire.
- Keep all fire exits, escape routes, and fire doors **clear at all times**.
- Ensure decorations are **not fixed to lights, heaters, fire doors or fire safety equipment**.
- Inform any third parties using the hall during your hire eg. Caterers, DJ's are informed of this fire safety information.

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3. Fire Doors and Means of Escape

On entering the building at the start of your hire, you must:

- Familiarise yourself with the **location and use** of (see maps in the entrance hall and kitchen):
    - Fire exits are located in:
        - Committee Room
        - Main Hall
        - Kitchen
    - Firefighting equipment
    - First aid equipment
- Note the **assembly point**, located in the **Village Hall car park**.
- Ensure all fire exits are **never blocked or obstructed**

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4. Kitchen and Cooking Controls

- Cooking is only permitted where **agreed in advance**.

- Cooking must **never be left unattended**.
- All appliances must be **switched off after use**.
- **Do not enter the kitchen** if a fire has started there.

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5. Dangerous Substances and Ignition Sources

- **Prohibited items include:**
  - Candles
  - Naked flames
  - Portable heaters
  - Pyrotechnics
- **Exception:** Birthday candles may be used with **extreme care**.
- **Flammable liquids** must not be brought into the building.

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6. Electrical Safety

- Any electrical equipment brought into the hall must be **safe and suitable for use**.
- Do not **overload electrical sockets**.
- Do not use **damaged or faulty equipment**.

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7. Smoking

Smoking is **strictly prohibited** inside the building.

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8. Hall Capacity

- The maximum capacity of the building is **120 persons**.
- This limit must **not be exceeded at any time**.

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9. In the Event of a Fire

If you discover a fire or hear the fire alarm:

- Stop all activities immediately.
- Evacuate the building **without delay**.
- Do **not** attempt to fight the fire unless it is safe to do so and you are trained and confident in using the equipment.
- Do **not** silence or interfere with the fire alarm.
- Once it is safe to do so, call **999** using your mobile phone.
- Provide the **building address and location** (displayed in the entrance hall).
- If there is a fire or any casualties are known or suspected, **also request an ambulance**.

The **assembly point** is the **Village Hall car park**.

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10. Evacuation Procedure

During evacuation:

- Sweep the building **room by room**, including toilets.
- Direct occupants to the **nearest emergency exit**.
- Move on only once you are satisfied that each room is empty.

Once the building is clear:

- Proceed to the **assembly point**.
- Conduct a **register** to ensure all guests are accounted for.

Pay particular attention to anyone who may need additional assistance, including:

- Disabled guests
- Elderly persons
- Those with young children

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11. Firefighting

Your **primary responsibility** is the safe evacuation of all guests.

Only attempt to tackle a fire if:

- It is safe to do so, **and**
- You are trained and competent in using the equipment.

Do **not** put yourself or others at risk.

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12. Notification to the Management Committee

As soon as reasonably practicable after any emergency, contact the **Bookings Officer** or a member of the **Village Hall Management Committee**:

Bookings Officer: 07752 678415

Committee Members:

Sarah Conn 07415 916 456

Last reviewed by Management Committee – 16 February 2026