



*Eversley Village Hall (CIO)
Registered Charity 1212230*

Eversley Village Hall – Fire & Evacuation Policy

Address: Eversley Village Hall, Glaston Hill Road, Eversley, RG27 0LX
For Bookings: 0118 380 0512

Responsibilities

It is the responsibility of THE HIRER to ensure that all helpers and attendees are aware of the following fire and evacuation procedures.

1. In the Event of Fire

If a fire is discovered, THE HIRER in charge must immediately instruct all persons to leave the building using the nearest available exit.

- Fire exits are located at:
 - The main entrance,
 - The annex double doors, and
 - The Garden Room fire exit (leading through the garden gate to the rear car park).

All persons should assemble across the road outside Charles Kingsley School, in the green area by the footpath.

2. Call the Fire Brigade

- Dial 999 to contact the Fire Brigade.

- As there is no landline phone at Eversley Village Hall, use a mobile phone.
-

3. Evacuation Management

Attendants must ensure that once the hall is evacuated, no one re-enters the building to retrieve personal belongings or equipment.

4. Reporting to Fire Brigade

On arrival of the Fire Brigade, THE HIRER in charge must report to the Officer in Charge, confirming that everyone is accounted for or providing the last known location of any missing persons.

5. Firefighting

Only attempt to extinguish a fire if it is safe to do so, and only using the fire appliances provided.

6. Fire Equipment Locations

Fire safety equipment is located in the following positions:

- By the main entrance – one extinguisher on each side of the wall
- In the kitchen – one extinguisher and a fire blanket by the entrance door
- In the annex – one extinguisher by the fire escape
- On the back stairs of the stage – one extinguisher

Instructions for use are clearly printed on each appliance and should be reviewed before use.

7. Fire Exits and Accessibility

- Fire exits include the front entrance doors, annex double doors, and the Garden Room fire exit.
 - In an emergency, wheelchair users should exit via the ramped exit by the disabled toilet at the front entrance (note: the opposite exit has a step).
-

8. Keeping Exits Clear

- No tables, chairs, or obstructions are to be placed across or near fire exits.
 - All exit routes and the spaces between the hall's internal fire doors and external exits must remain completely clear at all times.
-

9. Assembly Point

In the event of an evacuation, the designated Assembly Point is:

The area in front of the Village Hall, across the car park, and over the road toward the green area in front of Charles Kingsley School by the footpath.

This area allows THE HIRER to check that all helpers and attendees are safely accounted for. Please keep car parks clear for emergency vehicles.

10. Pre-Event Safety Check

At the start of each booking, THE HIRER must:

- Take note of all FIRE EXIT signs and fire exit doors.
 - Brief all helpers on evacuation procedures and meeting points.
-

11. Reporting an Incident

Any fire, false alarm, or evacuation incident must be reported immediately to the Eversley Village Hall Committee by calling:

☎ 0118 380 5744

or contacting any member of the Management Committee.