

## **The Community Project Ltd: Fire Safety Procedures – Shawfield**

**Hirers should arrive 15 minutes early to allow time for the familiarisation with fire procedures.**

**The building is fitted with smoke detectors and manual fire alarms.**

**Please find attached a plan of the building with fire exits, fire extinguishers locations and the Assembly Point.**

1 The Hirer will only be allowed to use the hall once staff have undertaken the fire familiarisation with them including emergency procedure at the site, the location of fire exits and correct use of extinguishers

2 The Hirer will appoint 2 Fire Marshals for each meeting up to 25 people and then 1 additional marshal for each additional 25 people at the meeting.

3 On hearing the fire alarm the Hirer shall be responsible for the orderly and safe evacuation of their group with the help of the appointed fire marshals via the designated routes.

4 One Fire Marshal must organise the orderly and safe evacuation of the building while the other Marshall(s) sweep kitchen, toilets and other areas within the hall to ensure they have been vacated.

5 The group will then assemble at the designated assembly point and the Hirer will take either a head count or roll call to ensure everyone is accounted for.

6 If a member of the group is missing do not re enter the building but alert the fire brigade on arrival.

7 Only attempt to use extinguishers if the evacuation route is blocked by fire.

8 If no staff are on site to assist, the hirer must follow the directions below to compensate for their absence.

9 Fire marshals also need to be aware of any group members with disabilities, which may affect their ability to evacuate.

10 Hazardous materials such as compressed gas cylinders, paraffin heaters and no naked flames such as candles/tea lights etc. must not be brought onto the premises, without prior consent from the Authorised Contact.

11 All corridors must be maintained clear of all flammables/obstructions at all times.

12 Fire doors are not to be wedged open or blocked under any circumstances.

13 When setting up the hall for seated meetings Hirers must allow sufficient gangways between/at the end of/ and in the middle of rows of chairs to allow for safe evacuation routes and follow the seating guidelines below.

14 Drapes/room dividers/curtains etc must not be used in such a way as to cause a fire hazard.

15 All ovens and rings in the kitchen area must be turned off after use, and any electrical equipment used is unplugged (except the fridge)

16 The wood burning stove must be supervised by a competent person and the fire closed and damped down when unattended.

17 Please note that smoking is not allowed in any part of Shawfield.

18 All electrical appliances must meet current PAT test standards and be unplugged after use.

19 Bonfires are only possible by prior arrangement and must be kept to designated areas and attended at all times

20 All lights are to be switched off after use.

21 If hall hirers intend to use subcontracted caterers, entertainers, DJs, bands etc the hirer is responsible for the safe use of any equipment brought onto site and all the above applies to hired contractors.

### **Shawfield Hall Seating Plan Guidelines**

Make sure that your seating plan allows free and easy access to the fire exits and does not exceed the maximum capacity for each plan. See attached options for seating plans.

Seating in rows - No seat should be further than 7 seats from a gangway. Gangways should be at least 1.05 metres wide. Do not place seats so that they block fire exits. Do not allow sitting or standing in front of fire exits.

Seating at tables – Ensure that no seats or tables block a fire exit. The passage between tables when people are seated should be no less than 1.05 metres.

**Fire Safety – Hirer Familiarisation Ticklist**

**A Community Project director or the caretaker must run through the familiarisation before handing over keys to the hirer. Hirer & CP director/caretaker to initial sheet.**

**Hirer name:** \_\_\_\_\_

	Hirer	Director/caretaker
Fire safety notes, floor plan and extinguisher sheet given		
Tour of building and fire escapes routes, temporary places of safety identified		
Extinguishers identified		
Assembly point identified		
Fire marshals confirmed		
Users with special needs discussed		
No hazardous substances confirmed		
Seating arrangements discussed		
Wedged & blocked fire doors & corridors discussed		

**Community project to keep original of this sheet on file and give one copy to the hirer.**

**Fire Safety prompt notes for CP Directors/Caretaker**

Fire safety notes, floor plan and extinguisher sheet given	Hand hirer a copy of the fire safety notes, building plan and extinguisher info
Tour of building and fire escapes routes and temporary places of safety identified	Walk around the building with the hirer to familiarise them with the fire escapes, temporary places of safety and extinguishers – demonstrate how to operate fire doors
Extinguishers identified	Point out fire extinguishers and identify their different uses
Assembly point identified	Show hirer where the Assembly point is and the quickest route to it. Emphasise the need to do a head count/roll call
Fire marshals confirmed	Confirm that the hirer has sufficient Fire Marshals organised and that they must cascade the information down to them.
Users with special needs discussed	Ask if there are any disabled group members and ask what they've put in place for their evacuation. I.e. deaf/blind people as well as wheel chair users
No hazardous substances confirmed	Emphasise nothing like this is allowed on the premises.
Seating arrangements discussed	Discuss the need not to block fire doors with chairs/tables and to leave enough space for people to move easily in an emergency
Wedged, blocked fire doors & blocked corridors discussed	Emphasise that under no circumstances are hirers are to wedge or block fire doors and corridors are not storage areas for combustible or bulky items, which may block escape routes.

## Type of Fire Extinguishers

Their uses and their colour coding according to BS EN 3 : 1996

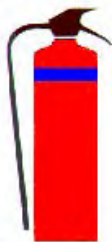
The contents of an extinguisher is indicated by a colour zone on the body of the extinguisher



**WATER**

For wood, paper, textile and solid material fire

**DO NOT USE on liquid, electrical or metal fires**



**POWDER**

For liquid and electric fires

**DO NOT USE on metal fires**



**FOAM**

For use on liquid fires

**DO NOT USE on electrical or metal fires**



**CARBON DIOXIDE**

For liquid and electrical fires

**DO NOT USE on metal fires**

**ASSEMBLY POINT**  
(on steps of OT building)

**KEY**

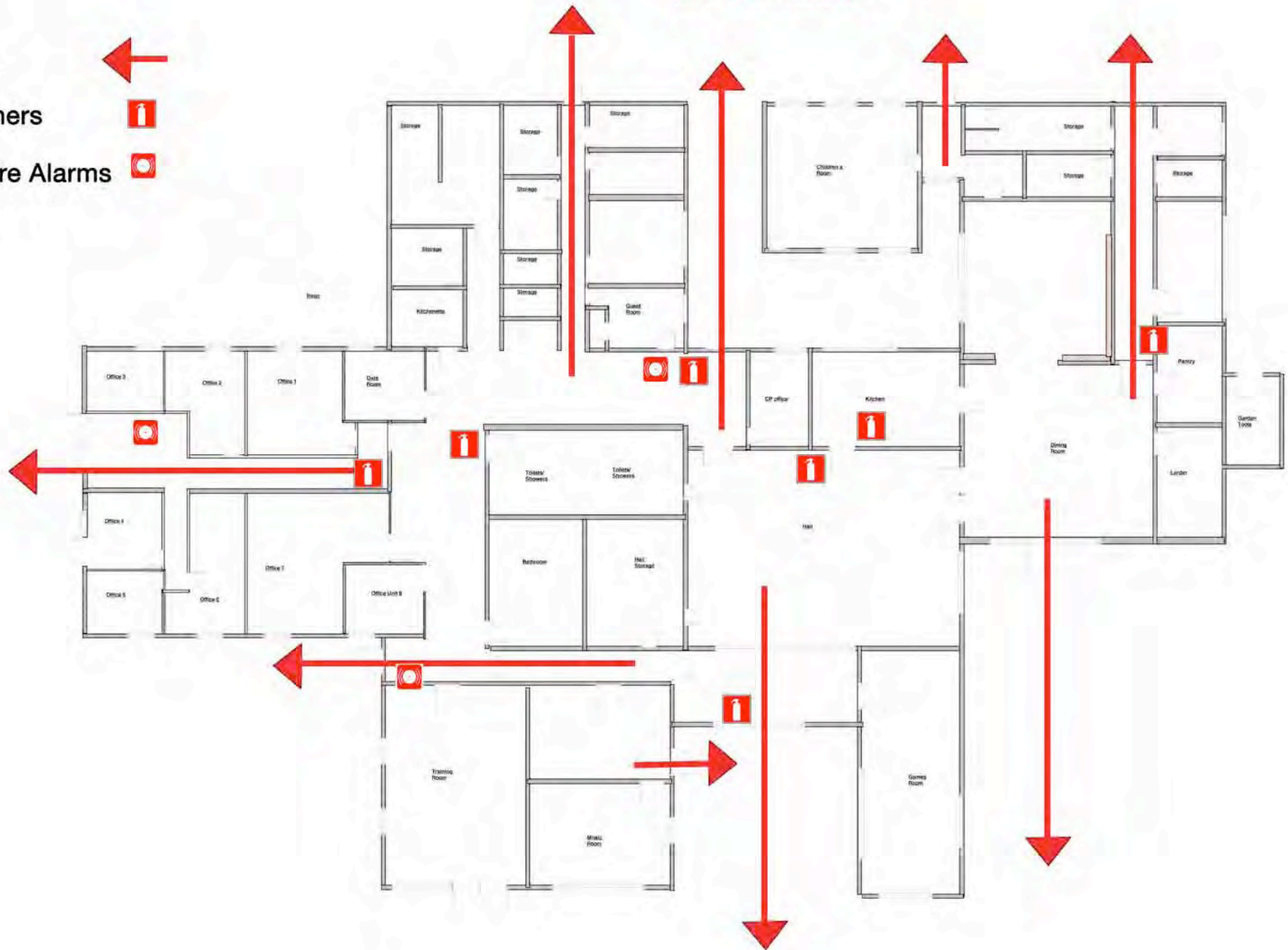
Fire Exits



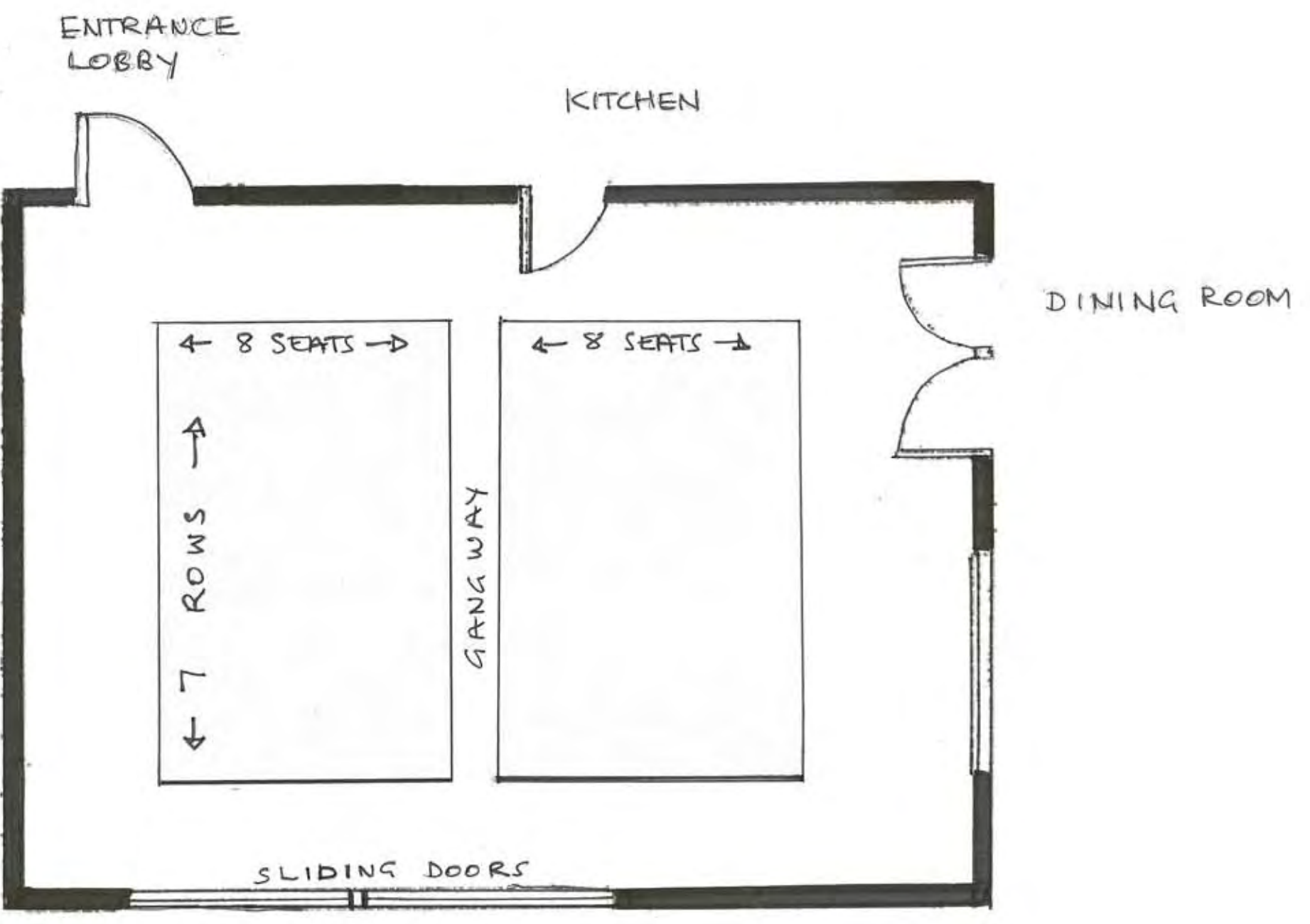
Extinguishers



Manual Fire Alarms

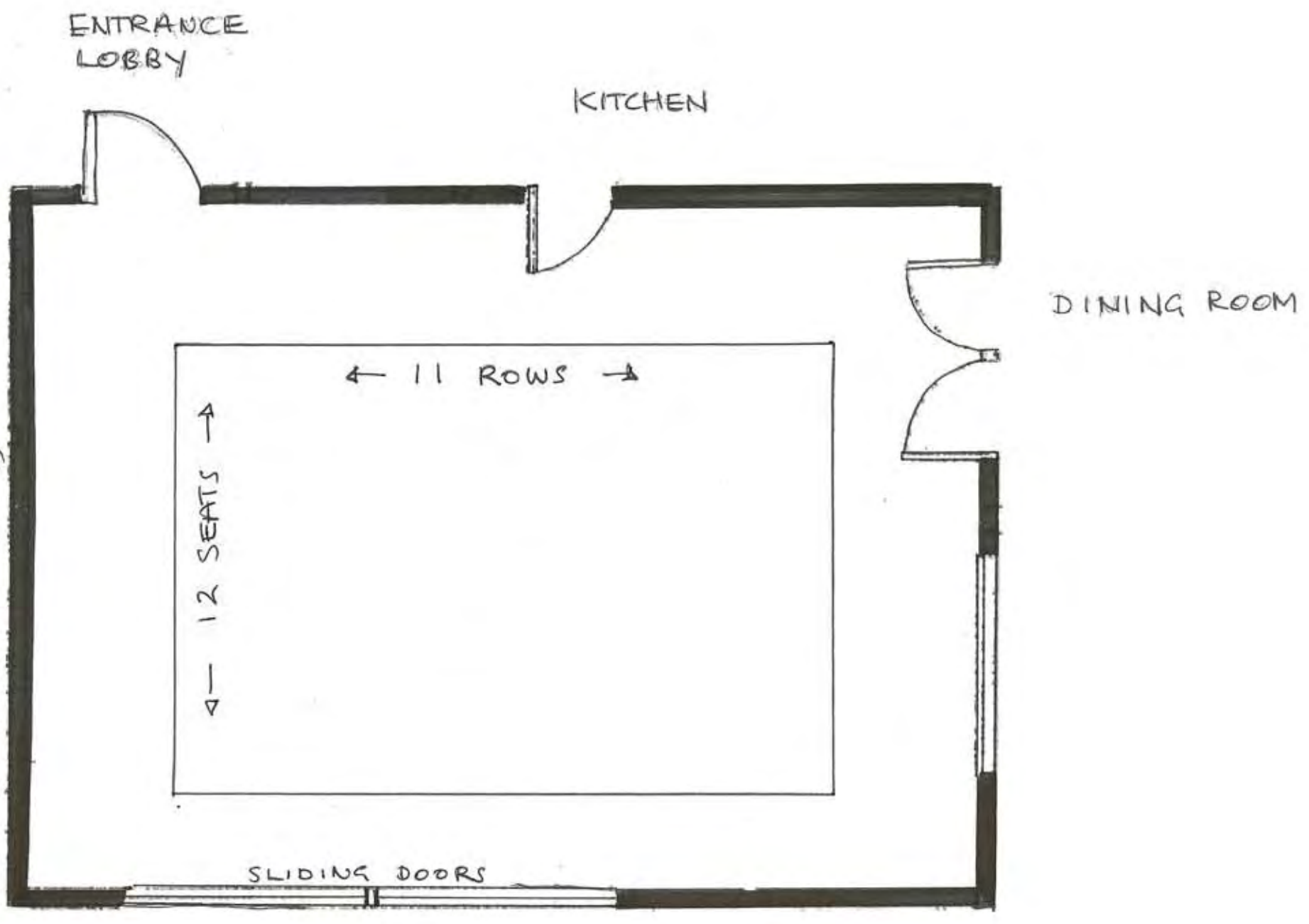


SHAWFIELD HALL SEATING PLAN 1  
 MAXIMUM SEATING CAPACITY 112  
 (NO ROW LONGER THAN 12 SEATS)  
 (WITHOUT A GANGWAY)



TERRACE ROOM

SHAWFIELD HALL SEATING PLAN 2  
 MAXIMUM SEATING CAPACITY 132  
 (NO ROW LONGER THAN 12 SEATS)  
 (WITHOUT A GANGWAY)



TERRACE ROOM