

FIRE RISK ASSESSMENT & EVACUATION – SHERE VILLAGE HALL, GOMSHALL LANE

The building is protected by a fully maintained Fire and Emergency Light System, and this document is provided to give guidance if an emergency arises during your hire period.

IN THE EVENT OF THE ALARM SOUNDING, EVACUATE THE BUILDING, CALL THE FIRE BRIGADE IF REQUIRED, DO NOT RE-ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.

There are 3 **EXITS** that may be used to evacuate the Hall

- 1 The main door through which you gained access to the Hall
- 2 An emergency Fire Door just below stage - on left hand side when facing stage
- 3 An emergency Exit Door just below stage which connects to a Fire Door at the end of the short corridor which is used to gain access to the toilets & storeroom – on right hand side when facing stage

It is vitally important that all of these exits are free from obstruction at ALL TIMES.

If your assembled group includes disabled/wheelchair users then, in an emergency, exit 2 above is the preferred exit for leaving the hall as it provides a level route. However, please use the all exits if circumstances dictate otherwise.

In the event of the alarm sounding, leave the Hall by all/any exits and assemble in the car park behind the Hall.

Fire Extinguishers are provided at strategic points throughout the Hall and there is additionally a Fire Blanket in the Kitchen

All sensible precautions to avoid the risk of fire must be taken, and in particular, there is to be no smoking anywhere in the building by hirers, their customers or any contractors or other people under the control of the hirer. Furthermore, there should be no storage of rubbish in areas that may cause any impedance of escape routes.

I would ask that hirers are proactive in this very important area, and any suggestions to make it safer environment for everybody to operate in, will be considered and, if appropriate, acted upon. In particular if you know of any malfunctioning or missing equipment, please let us know immediately.

POSTCODE FOR HALL IS

GU5 9HE

GOMSHALL LANE, SHERE

20th October 2020

