**All Saints' Parish Hall Trustees'**

**Fire and Evacuation Procedures.**

**These procedures should be read in conjunction with Section C. 2. of All Saints’ Parish Hall Health and Safety Policy**

The Parish Hall Trustees’ Responsible Person in relation to Fire Safety matters is Mr Tony Knowles and his Tel No is 01422 367956.

Each Group hiring the Parish Hall must nominate its own Responsible Person (usually the group leader). In the event of the Responsible Person being absence, another Responsible Person must be nominated at the start of each session.

While the practice of groups may differ in the finer detail, the following general guidelines form a core of safe practice.

**In the event of a fire:**

* The Responsible Person will ensure that the glass on a Manual Call point is broken and that the alarm sounds.
* Everyone must leave the Parish Hall by the nearest exit, in a calm and orderly fashion, and must meet at the Assembly Point which is the car park at the side of the Hall. Practical steps need to be taken to assist the safe evacuation of anybody with limited mobility or visual or audio impairment.
* The Responsible Person will, as far as it is possible, without endangering his/her own safety, check the building to ensure that everyone has left the building.
* The Responsible Person will ensure that the Emergency Services have been contacted and that clear access to the building is provide for them.
* In so far it is practical to do so, each Group should have a Register of names of those present and emergency contact details so that a roll call can be taken in the event of an emergency. If required children’s parents/carers and others where appropriate, can then be contacted.
* The Responsible Person should not permit anyone to re-enter the Parish Hall until given permission to do so by a member of the Emergency Services.
* All groups must nominate an alternative Assembly Point e.g. All Saints’ School, in their Health and Safety Policy, if the Fire Assembly Point cannot be used safely.

**Hall Users must take all possible steps to reduce the risk of fire by:**

* ensuring that the Parish Hall’s No Smoking policy is observed at all times
* ensuring that any electrical equipment brought on to the premises has a current PAT Test Sticker
* ensuring that there are no frayed or trailing electrical wires
* unplugging all electrical equipment before leaving the premises

**For and behalf of All Saints' Parish Hall Trustees:**

**Signed:……………………………………Name:…………………………………**

**Date:......................................**