Woodcote Village Hall
Fire and Safety Checklist for Hirers

PLEASE READ BEFORE YOUR EVENT

BEFORE YOUR EVENT STARTS

1. Check that the Emergency Exit lights are illuminated.
2. Check that all 'Fire Exit' routes are unlocked, free from obstruction, and that all emergency door opening mechanisms operate satisfactorily.
3. Familiarise yourself with the location of the nearest Village Hall's Fire Extinguishers.
4. Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use;
5. Inform all of your attendees of the 'Fire Exit' routes.
6. Inform all attendees that, in the event of a fire or an emergency, the 'Assembly Point' is located ON THE VILLAGE GREEN BEHIND THE BUS STOP

DURING YOUR EVENT

1. Count number of attendees that are present at your event.
2. Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.
3. Ensure that all doors from the room(s) that you have hired are kept unlocked.
4. Show any disabled people and/or their assistants their best evacuation route from the Hall.
5. Ensure that the Halls' main entrance ramp is unobstructed to allow wheelchairs, pram and buggies can leave safely.
6. Do not allow your event attendees to engage in any activity that is likely to cause a fire (e.g., smoking, use of candles or other naked flames).
7. Be alert to any smells of burning, or a gradual build-up of smoke.
8. Do not use a smoke or haze machine during your event as these can trigger the fire alarm.

AFTER YOUR EVENT

1. Remove all your rubbish.
2. Ensure all electrical appliances are switched off and unplugged (apart from fridges, water heater and cooker).
3. Turn off all lights.
4. Turn down all thermostats
5. Close all internal doors and ensure all external doors are secured.