

# Wallingford Town Hall

## Health and Safety Guide for Hirers

<b>Premises:</b>	Wallingford Town Hall
<b>Premises address:</b>	Wallingford Town Hall Market Place Wallingford OX10 0EG
<b>Contact number:</b>	01491 835373
<b>Plan date:</b>	May 2016
<b>Review date:</b>	May 2017
<b>Prepared by:</b>	Project Manager

### Part 1: Health and Safety Arrangements

The Hirer, or Responsible Representative is responsible for ensuring the following health and safety regulations are adhered to during the period of hire:

1. Stairways must be kept clear of obstacles at all times.
2. Children must be supervised at all times, when using the stairs.
3. Any spillages must be cleared up immediately, to avoid slipping.
4. No glassware should be taken outside of the Town Hall.
5. All electrical equipment is switched off after use.
6. The Hirer is responsible for the stacking of all chairs and the dismantle of any tables used. The chairs should be left stacked no more than three high at the back of the Main Chamber. The tables are to be left flat to the floor pushed to the side of the room.
7. No cables must be left trailing and cables covers used when necessary.
8. The maximum weight of the dumb waiter must not be exceeded.

## **Part 2: Fire and Emergency Evacuation Plan**

A fire and emergency evacuation plan documents all of the arrangements, both physical and managerial, present to ensure the safe evacuation of and accounting for persons from a premise or location in the event of a fire occurring.

The purpose of this fire and emergency evacuation plan is to ensure that adequate arrangements are in place for a safe evacuation of all employees and other persons that may need to leave the area or premises in the event of a fire.

### **IF IN DOUBT GET OUT!**






### **IN THE EVENT OF FIRE, THE SAFETY OF LIFE SHALL OVERRIDE ALL OTHER CONSIDERATIONS, SUCH AS SAVING PROPERTY AND EXTINGUISHING THE FIRE**



The Hirer, or Responsible Representative is responsible for ensuring the following health and safety regulations are adhered to during the period of hire:

1. Before the period of hire commences, the Hirer must designate a Responsible Representative who will act as Fire Marshal in the event of a fire or emergency
2. The Fire Marshal will be responsible for the safe evacuation of the building in the event of a fire or similar event
3. The Responsible Representative must be over 18 years old, have sufficient capacity at all times during the event and remain in the Town Hall during the period of hire
4. The Hirer must, before commencement of any function, read the 'Action on discovering a fire' instructions included in this document and adhere to the instructions in the event of a fire or emergency
5. The maximum capacity of the Town Hall is 60 persons. It is the Hirer's responsibility to ensure the maximum capacity for each room is not exceeded.
6. Exits, stairs and landing areas must be kept clear at all times
7. Smoking and the use of e-cigarettes is strictly prohibited anywhere within the Town Hall
8. Strictly no candles or any other ignited flame can be used anywhere within the Town Hall

### **Action on discovering a fire**

The following procedure is the set of instructions that the Hirer, or the designated Responsible Representative, at the premise must follow in the event of discovering a fire or hearing the fire alarm.

<p><b>If you discover a fire:</b></p>	
<p><b>Operate the nearest fire alarm call point – one is located on the landing of each floor.</b></p>	
<p><b>Firefighting equipment:</b></p>	
<p>Fire extinguishers are located by the <b>on every level of the building.</b></p> <p>If it is safe to do so and if you have authorisation and appropriate training, attack the fire with the firefighting equipment provided without taking personal risks.</p> <p><b><u>PERSONAL SAFETY ALWAYS TAKES PRIORITY. LEAVE THE BUILDING IMMEDIATELY IF YOU CANNOT CONTROL THE FIRE OR YOUR ESCAPE ROUTE IS THREATENED.</u></b></p>	
<p><b>Sound of the alarm:</b></p>	
<p>The fire alarm sound is a <b>metal bell ringing</b></p> <p>The fire alarm system will sound on operation of the manually operated alarm call-point.</p>	
<p><b>Evacuate the building:</b></p>	
<p>Everyone in the building should leave the building by the nearest exit and report to the assembly point.</p> <p>The escape route from the building is: <b>the nearest exit.</b></p>	
<p><b>Call the fire brigade:</b></p>	
<p>Telephone the fire brigade by dialling <b>999.</b></p> <p>The address is: <b>Wallingford Town Hall, Market Place, Wallingford OX10 0EG</b></p>	
<p><b>Go to assembly point:</b></p>	

<p>The fire assembly point is:</p> <p><b>The War Memorial, in front of the Town Hall.</b></p>	
<p><b><u>Do not</u> re-enter the building to collect personal belongings.</b></p> <p><b><u>Do not</u> re-enter the building until told to do so by the senior person present.</b></p> <p><b><u>Do not</u> use lift unless authorised to do so.</b></p>	

### Part 3: Disabled Access

1. Access for those with a mobility problem is through the ground floor door and via an electric stair lift. There is no disabled access to the kitchen on the second floor.
2. The Hirer must take responsibility for anyone with disabilities and ensure they are assisted appropriately when being evacuated.
3. In case of fire, do not use the electric stair lift. Please use entrance at top of stairs as a safe refuge and await assistance.

**PERSONAL SAFETY ALWAYS TAKES PRIORITY**  
**LEAVE THE BUILDING IMMEDIATELY IF YOU CANNOT**  
**CONTROL THE FIRE OR YOUR ESCAPE ROUTE IS THREATENED**

If it is a **false alarm** and **only once you have been authorised** to re-enter the building and there is **no threat to personal safety**, the fire panel can be reset in the following way:

1. Turn the key on the control panel to 'Mute'.
2. Press the 'Reset' button on the fire control panel. The control panel should light up in sequence and then stop.
3. Turn the key back to 'Normal'.
4. Check the fire alarm panel and ensure there are no errors highlighted.
5. If you need assistance contact the alarm company, Safe Guard, on: **01908 658109**.  
They may ask you for your chip number and password.