



Brockenhurst Village Hall
Highwood Road
Brockenhurst SO42 7RY
E: trust@brockenhurstvillage.org.uk
T: 01590 622580

Responsibility for Fire Safety

When hiring the hall for any activity please take responsibility for the fire safety for your group by taking the following actions. It may be easier, for a large group, to appoint a fire safety steward to take responsibility for the following rules.

Familiarise yourself with the following locations -

- Fire exits (*please note that some exits may have security seals on them. These are to prevent the doors being propped open and causing noise nuisance to our neighbours. They are easily broken should the doors be used in an emergency.*)
- Fire alarm activators
- Assembly point (*by the children's play area*)

Ensure that when chairs are laid out in rows (theatre style) that they are linked.

Ensure that the fire exits are not obstructed at any time. *There should be a clear area immediately around the door and a clear path at least two metres wide through any furniture to get to the doors.*

Nominate someone(s) to -

- count the numbers of people arriving and to count them at the assembly point in case of an evacuation.
- phone 999 in case of a fire

Maximum seating capacity:

- Forest Hall 200 theatre style - chairs linked (this can be increased to 220 by prior arrangement with the office)
- Exhibition Room 100 theatre style - chairs linked
- Craft Room 100 theatre style - chairs linked

Before the meeting starts, notify everyone -

'NO SMOKING' anywhere inside the building or under the entrance canopy

Location of fire exits

Location of assembly point

Candles can be used (*please notify us at time of booking if you intend to use them to prevent the smoke detectors being activated - a call out charge of £15 will be applied if the caretaker is called to the hall to silence alarms*).



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In the case of a fire and/or fire alarm

- Evacuate the building, leaving belongings behind, and go to the assembly point - **Assembly point (by the children's play area)**
- At the assembly point do not leave until a head count has been made.
- The lift should not be used
- Call 999
- Only if safe so to do, check out the complete building for other people.
- Do not use fire extinguishers unless you are fully competent in their use.

Specific to the upstairs (Exhibition) Room.

In the case of a fire the lift must not be used

Only in the case of a fire completely contained in the Exhibition Room, there is a refuge for wheel chair users on the landing beside the lift.

Upon the arrival of the fire brigade

Leave all the organisation to the officer in charge, notify him of anyone not accounted for.