

# FILLONGLEY VILLAGE HALL TRUST

Coventry Road, Fillongley, Coventry.CV7 8EQ

REGISTERED CHARITY NO: 228210

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Clerk to the Trustees: Mrs Heather Badham,  
Telephone 01676 549193 clerk@fillongleyparishcouncil.co.uk

## SAFETY GUIDANCE AND EMERGENCY INFORMATION FOR HIRERS

### A “RESPONSIBLE PERSON”

At all times during your hire period, the RESPONSIBLE PERSON must be in charge and ready to take control of any incident. Please read and become familiar with these instructions. You must have a charged mobile phone with you. There is no landline in the Village Hall.

### BEFORE ARRIVAL

Prepare a basic risk assessment for your event:

- Identify any materials to be brought into the Hall that might have a potential affect on fire safety and propose a procedure for their safe use. Highly flammable materials and candles are not permitted (except tea lights in containers designated for that purpose).
- Ensure all portable electrical equipment and extension leads have been inspected by qualified personnel in accordance with the Electricity at Work act 1989.

### BEFORE YOUR EVENT STARTS

- Check that the exit routes (see attached diagram) are not blocked by tables, chairs, displays, or decorations, for example.
- No vehicles, mobile homes or caravans are to be parked within 2 metres of the ramp, kitchen door( fire exit) or any other exits to allow safe access to and from the building
- Check that all fire exit doors are free to open, or that a normally locked exit door has an equipped key facility adjacent.
- Check that you know the location of fire extinguishers in the building.
- Ensure that members of your party are instructed not to interfere with kitchen equipment or hall heating, unless you are specifically permitted under your hire agreement
- Ensure that disabled members of your party and/or their helpers are familiar with appropriate evacuation routes

- Ensure that all members of your party are familiar with the location of the Fire Assembly Point (Field alongside the Village Hall– see attached diagram)

## **DURING YOUR EVENT**

- Check that fire exit routes do not become obstructed
- Check that emergency vehicles have a clear access to the Village Hall front door
- Ensure that the number of people within the Hall complies with your Hire Agreement

## **NUMBERS ALLOWED IN HALL FOR ENTERTAINMENT; MUSIC, SINGING AND DANCING**

For each category of entertainment the maximum number of persons including all staff and artistes to be admitted to the Main Hall shall not exceed:

Dancing	100
Close-seated audience, theatre style	80
Seated at tables	80
Dance area & table seating (no more than a 3m x 4m dance floor)	50

## **IN THE EVENT OF A FIRE (Emergency Plan)**

- Take command – give loud and clear instructions to immediately evacuate the building by the nearest exit and to go the Village Hall field Assembly Point (diagram)
- **DO NOT STOP TO FIGHT A FIRE** – Only use fire extinguishers to clear a safe passage to an exit
- Check every room that it is safe to enter, to ensure that everyone has left the Hall
- At the assembly point, check everyone is accounted for
- Contact the emergency services using your mobile phone giving the Hall address and postcode

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- **Check that the driveway and area around the Hall is clear for emergency vehicles.**
- **Do not allow anyone to enter the Hall unless a Fire Fighter advises it is safe to do so.**
- **Contact a member of the Village Hall committee:**

**Chairman – Lance Judge-Porter.: 07977 906634**  
**Bookings Secretary - Jayne Moore: 07572 114044**

***NB: IMPORTANT DIAGRAM ATTACHED***

### **HEALTH AND HYGIENE**

- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

### **INSURANCE AND INDEMNITY**

(a)The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- (ii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against such liabilities.

(b) The village hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The village hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the

difference between the amount of the liability and the monies received under the insurance policy.

- (c) Where the village hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another hirer.