



New Meppershall Village Hall

General Rules & Fire Prevention

1. Smoking (including use of e-cigarettes, vaping or similar activity) or the use of illegal drugs is not permitted anywhere inside nor close to the Premises.
2. All Fire exits and emergency escape routes must be kept clear at all times.
3. Fire break doors must be kept shut when not in use (identified by signs on the doors).
4. Under no circumstances are fire detectors or sensors or sounders to be covered up, disconnected or otherwise rendered ineffective.
5. Any electrical or other equipment brought to the Premises must be certified safe, compliant with all relevant regulations including Fire and Electrical safety and current good practice, in good working order, and used in a safe manner.
6. The Premises electrical systems must not be overloaded nor modified in any way.
7. No flammable chemically volatile substances or products are to be left unattended on the Premises and all reasonable care taken to ensure they are used safely and without risk to any other person, User or Hirer.
8. Users and Hirers must take all reasonable steps to ensure that vehicles parked at the Premises are roadworthy, do not leak oils or fuel nor produce flammable gaseous vapours, parked sensibly, do not block fire exits and in the event of an emergency can be moved to a safer location quickly and easily.
9. Users and Hirers are responsible for their own safety and ensuring any risk of injury or fire is minimised and for being familiar with the procedures to follow in the event of an emergency or fire.



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Emergencies and Fire Safety Procedures

1. Users and Hirers are responsible for all their guests or attendees in the case of an emergency, including fire.
2. It is the User or Hirers responsibility to be aware of and inform their guests and attendees as to the location of the Fire Exits and to ensure they are aware of the various ways to exit the Premises in case of emergency or fire.
3. The Premises are equipped with red emergency alarm press buttons, smoke detectors, an electronic audible Fire Alarm, fire extinguishers, emergency lighting and designated fire exits (identified by the emergency exit sign above each).
4. The fire extinguishers should only be used as directed by the instructions adjacent to them, and when it is considered safe to do so without endangering the User, Hirer or their guests or other persons in the Premises.
5. On discovering a fire that cannot be dealt with by use of the fire extinguishers a red emergency alarm button should be pressed, which will set off the electronic sounders throughout the Premises.
6. On hearing the Fire Alarm or when requested to do so by MVHT, a person nominated by MVHT or at the request of the Emergency Services the Premises must be immediately vacated using the designated fire exits (which all have internal unlocking devices which are turned for exit).
7. When vacating the Premises as a result of an emergency or fire all guests and attendees should head towards the main village road (High Street) and assemble on the grassed area beyond the car park but in all circumstances so as to be a safe distance from the Premises (a site layout plan is attached).
8. In the event of an emergency evacuation of the Premises all equipment and personal belongings should be left where they are, and under no circumstances re-enter the Premises to retrieve any such item until told it is safe to do so by a responsible person with actual knowledge of the state of the Premises or by the Emergency Services.
9. As soon as possible after discovering a fire and setting off the alarm call the emergency services on 999 and do not assume someone else will make that call. The address to be stated is Meppershall Village Hall SG17 5AB.
10. Any User or Hirer of the Premises is responsible for making sure both for themselves and their guests and attendees that they are aware of the emergency facilities and their use as well as complying with the procedures set out above.
11. These provisions are for the safety of all users of the Premises and to meet the requirements under the Fire Regulations that came into force in 2006.
12. A User or Hirer continuing to use these Premises is deemed to have read and understood the procedures set out above as regards emergencies and fire risks and procedures and accepts it is their responsibility to ensure compliance for the safety of both themselves, their guests and attendees.