

## **FIRE RISK ASSESSMENT & EVACUATION POLICY** **SHERE HALL**

The building is protected by a fully maintained Fire and Emergency Light System, and this document is provided to give guidance if an emergency arises during your hire period. Be aware the Fire System is linked to the office above the storeroom & kitchen so there may NOT be any obvious signs of fire within the Hall itself but in these circumstances you must still evacuate the HALL

**IN THE EVENT OF THE ALARM SOUNDING, EVACUATE THE BUILDING, CALL THE FIRE BRIGADE IF REQUIRED, DO NOT RE-ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.**

There are 3 **EXITS** that may be used to evacuate the Hall

- 1 The main door through which you gained access to the Hall
- 2 An emergency Fire Door just below stage - on left hand side when facing stage
- 3 An emergency Exit Door just below stage which connects to a Fire Door at the end of the short corridor which is used to gain access to the toilets & storeroom – on right hand side when facing stage

**It is vitally important that all of these exits are free from obstruction at ALL TIMES.**

**If your assembled group includes disabled/wheelchair users then, in an emergency, exit 1 & 2 above are the preferred exits for leaving the HALL as they both provide a level route. However, please use the all exits if circumstances dictate otherwise.**

In the event of the alarm sounding, leave the Hall by all/any exits and assemble in the car park behind the Hall or in front of the museum whichever is safer.

It is the responsibility of the hirer to ensure that the premises are completely evacuated.

Fire Extinguishers are provided at strategic points throughout the Hall and there is additionally a Fire Blanket in the Kitchen

All sensible precautions to avoid the risk of fire must be taken, and in particular, there is to be **NO SMOKING** anywhere in the building by hirers, their customers or any contractors or other people under the control of the hirer. Furthermore, there should be no storage of rubbish in areas that may cause any impedance of escape routes.

We ask that hirers are proactive in this very important area, and any suggestions to make it a safer environment for everybody to operate in, will be considered and, if appropriate, acted upon. If you know of any malfunctioning or missing equipment, please let the booking Secretary know.

# GU5 9HE

**GOMSHALL LANE, SHERE**

11<sup>th</sup> December 2024