



THE NARTH & DISTRICT VILLAGE HALL (“the Hall”)

Fire Safety Information

There is no phone on the premises. The Event Organiser must carry a mobile phone in case of emergency.

Address: The Narth & District Village Hall, School Lane, The Narth, Monmouth NP25 4QN

Premises

The Hall is of modern masonry construction. All Fire Exits etc were installed when the Hall was built or extended. There is appropriate wheelchair access. The Hall comprises a Kitchen & Main Hall, Ante Room, three internal Toilets & Store.

Position

The Hall is in its own grounds on the edge of the village, opposite woodland known as ‘The Glade’. There is one vehicular access with a tarmac surface into a small carpark suitable for emergency vehicles.

Fire Exits

Main external exit is a single door with opening skylight & side door opening outwards with emergency light.

Internal double doors from Ante Room into the Conservatory (store) with emergency light.

Internal doors between Main Hall & Ante Room have emergency lighting.

Windows are normally left unlocked. These are not usable as an emergency exit.

Sources of Ignition

SMOKING IS NOT ALLOWED ON THE PREMISES

Electrical equipment / lighting failure, cooking accidents, stage lighting faults. Deliberate ignition.

Sources of Fuel

No mains gas or oil. All power is electric. Main switch & fuse box is in cupboards above main sink in the Kitchen.

BBQ - gas cylinder/charcoal not stored on premises.

Material - curtains in Main Hall, stage curtains, & padded chairs.

Fire Safety Equipment

2 battery-operated carbon monoxide detectors in the Kitchen & the Ante Room.

1 wired heat alarm in the Kitchen, 3 wired smoke alarms in the Ante Room, Main Hall & Main Entrance Corridor.

- 5 portable fire extinguishers which are visually checked monthly & serviced annually
- Main Hall - CO₂ 2kg, water 6L, water 9L
- Anteroom - Water 6L
- Kitchen - CO₂ 2kg, 1 fire blanket

Muster Area

The muster point is in ‘The Glade’ parking area directly opposite the Hall carpark.

People at Particular Risk

Ensure there are never any unaccompanied children in the Hall.

Plan for people attending who have a disability or sensory impairment.

The risk to people is low, except where large numbers gather in the Main Hall & where people are not acquainted with evacuation procedures. For that reason there are number limits for large events.

- Please check the occupancy limit when you make your booking & ensure this is adhered to.

EMERGENCY PLAN

Address: The Narth & District Village Hall, School Lane, The Narth, Monmouth NP25 4QN

BEFORE AN EVENT

The Village Hall Committee Chair (or named hirer) should nominate 2 designated persons & also carry a torch for any evening event. The designated persons must:

Check fire exits can open

- Check escape routes are clear, & emergency lighting units are working
- Note where the 5 portable fire extinguishers are located
- Ascertain whether there are any persons with disability attending e.g. wheelchair. Make specific arrangements e.g. either Designated Person 2 or a helper to assist in event of emergency evacuation

AT START OF EVENT

Organiser should indicate the fire exits & muster point.

IN EVENT OF FIRE

DESIGNATED PERSON 1 (must carry a mobile phone)

- Raise alarm
- Indicate available exits
- Lead to muster point
- Call Fire Service 999
- Ensure access road is kept clear
- Meet emergency services, ensuring entrance is open

DESIGNATED PERSON 2 (must carry a mobile phone)

- Check every area is clear of people (identifying assistance for people with disabilities or reduced mobility)
- Indicate available exits if needed
- Shut doors as you go
- Lead to muster point
- Check in with Designated Person 1

NOTE: The Hall should be monitored by Designated Person 1 & Designated Person 2 throughout the event.

IN EVENT OF FIRE THE NARTH & DISTRICT VILLAGE HALL COMMITTEE SHOULD BE INFORMED AS QUICKLY AS POSSIBLE