

Fire Safety

Before their event the Hirer must nominate a competent person to take charge in the event of a Fire. That person should make themselves familiar with the location of the exits from the Hall and the position of the fire extinguishers, fire blanket and alarm points and their operation. The exit doors must be kept clear at all times so that everyone can escape unimpeded in the event of an emergency.

Any disabled person must be accompanied by their individual carer.

Under no circumstances should the lift be used in event of fire.

As there is no telephone in the Hall a mobile phone should be used if a call to the emergency services is required.

IN CASE OF FIRE

SOUND FIRE ALARM BY BREAKING GLASS ON ALARM POINT

THE ALARM WILL ACTIVATE AND CALL THE FIRE BRIGADE AUTOMATICALLY

PLEASE EXIT THE BUILDING IMMEDIATELY

FIRE ALARM ~ A DDA compliant fire alarm has been installed throughout the Village Hall. Smoke and heat detectors are located within all main rooms and entry/exit routes. Visible strobe and audible alarms are placed throughout the property to assist the visual and audibly impaired.

Break Glass call points are located:

Ground floor lobby ~ left hand side of the ground floor main exit doors

First Floor rear lobby to gents toilet ~ right hand side of fire exit door

First floor landing – right hand side at top of stairs

If a member of your party is unable to exit using the stairs, escort the person to the first floor landing at the front of the building. Stay with the person and ensure another member of your party knows you will be waiting in this area for brigade rescue.

Ensure the doors to the Main Hall and Small Hall are closed.

FIRE EXTINGUISHERS (3) ~ are located in the Kitchen, rear lobby to gent's toilet and on the first floor landing at the top of the stairs, outside the main hall door. Extinguishers are only to be used in event your exit is hindered by fire. **DO NOT** attempt to fight a fire. Activate the fire alarm and exit the building immediately.

There is a FIRE BLANKET and First Aid Box in the Kitchen.

If safe to do so, all electrical appliances should be switched off and the building evacuated shutting all doors and windows. Do not forget to check all the toilets

ASSEMBLY POINT ~ The hirer should be familiar with the assembly point at the entrance to the car park on right hand side of building (next to the car park outside the Football Club) and advise everyone in the hall that, in the event of a fire, they should evacuate the building immediately and meet at the designated assembly point.

Wait at the Assembly Point for the emergency services. Do not re-enter the building until you are told it is safe to do so.

Eton Wick and Boveney Village Hall
Eton Wick Road, Eton Wick, Windsor, Berkshire SL4 6LT