Procedure No. 1A
UVH Fire Safety Precautions for Visiting Entertainment Groups, Contractors, Workmen

The representative of regular User Groups will have signed an acknowledgement that they have read and understood the Hall’s H&S Policy which contains the detail of how they can help to maintain fire safety. Representatives of one-off groups, who book the Hall for such things as children’s parties, will be inducted into fire safety as part of their introduction to the Hall by the caretaker.

But in addition to these Groups there are a number of occasional visitors who for a variety of reasons spend time in the Hall e.g. caterers, workmen, entertainment groups etc. Depending upon their proposed activities, the following should be given to them and used as a check list by their UVH host contact in discussing fire safety with them.

1. Copies of our Emergency Procedure are fixed on the notice board at the far end of the Hall and in the kitchen.
   (If a fire occurs, the alarm is given by shouting “Fire!”, the fire service called and then and only then can consideration be given to using fire extinguishers. The Emergency Assembly Point is on the grass verge immediately over the road. If possible, any open windows or doors should be closed before vacating the Hall.)

2. They must receive permission from their host if they will be introducing any additional fire hazard such as an ignition source or a source of heat or any significant quantity of combustible material.

3. Sources of heat such as special lighting must be kept a safe distance from combustible material.

4. The marked emergency fire exits must be kept clear at all times both inside and out and the exit doors must not be wedged open (nor the fire door into the boiler room). The Chubb lock on the side door must be left UNLOCKED if the Meeting Room is in use.

5. Smoking is not allowed in the Hall