

SPARSHOLT MEMORIAL HALL

Fire Safety Checklist for Hirers

Before admission of the public

The Hirer and event helpers should be familiar with the Hall layout and the Fire Safety information which is displayed in the Hall. The following checks should also be made:

1. All exit doors are unlocked and, the push-bar mechanisms are tested and in good working order.
2. Any door on an escape route, not opening in the direction of travel (i.e. Kitchen door), is unlocked and free to be opened.
3. Escape routes are free from obstruction and available for use.
4. Any fire doors are closed and not wedged or propped open.
5. Fire fighting equipment is in place and unobstructed.
6. Any portable heaters are safely positioned.
NOTE: Use of LPG gas heaters is NOT PERMITTED within the Hall.
7. There is no combustible or explosive material stored in areas open to the public.
8. Exit signs are illuminated.
9. There is no obvious fire hazard in, or near, the building.
10. Any Hirer-supplied furniture or decorations meet current flammability regulations.

End of function

11. Search for smouldering fires or cigarettes left burning.
12. Check that heaters and cookers are turned off.
13. Check that all electrical appliances are turned off and unplugged.
14. Turn out all lights.
15. Close all internal doors.
16. Secure all outside doors and windows