

WELLINGTON COMMUNITY ASSOCIATION (WCA)

REGISTERED CHARITY 503857

Fire Safety Instructions to all facility hirers/users

REGULAR USERS The person making the booking is assumed to be present at each hiring and is responsible for evacuation in the event of an emergency. An alternative responsible person (where possible) should be identified at the time of the booking to take responsibility if this is not the case. Club and group organisers should ensure that a register of attendees is kept for each hiring.	CASUAL USERS/SINGLE FUNCTIONS Named, appointed stewards should be assigned to take responsibility for ensuring safety procedures are followed. The WCA expects these to be the person making the booking plus two others. Additional stewards may be needed depending on the size of the function, the minimum being one steward for each hall used and one to 'sweep' toilets and corridors in event of an emergency.

All users:

BE AWARE THAT THE ALARM IS VERY LOUD SHOULD IT SOUND AND SOME SENSORS DISPLAY STROBE LIGHTS!

1 Familiarise yourself with the position of fire exits, firefighting equipment and first aid equipment

2 Inform smokers that the slope to the outside of the Community Room (by fire exit door) is the ONLY permissible smoking area. Any resultant litter is to be removed – DO NOT DROP BUTTS ON THE GROUND. No smoking is to take place under any circumstances anywhere else inside or around the building including in front of the main entrance

Stewards:

3 Locate and ensure fire exits are kept clear at all times

4 Locate fire-fighting equipment and familiarise yourself with instructions

5 Locate the high-visibility jackets for your use in an emergency (located in the kitchen) as well as first aid equipment

5 Take particular note of wheelchair users, people with disabilities and anyone who may need assistance with evacuation (e.g. mobility problems, sight or hearing loss, the very young or older frail).

6 There is NO land line in the building – you should ensure you have access to a mobile phone. Call for help on 999 immediately the alarm sounds.

7 Ensure that you report any injuries that required intervention by paramedics or hospital as per the instructions contained in the Terms and Conditions of Facilities Hire.

Note: the gas supply to the building is automatically cut off if the fire alarm sounds

IF THE FIRE ALARM SOUNDS

All users:

Follow these instructions!

1 On hearing the alarm, remain calm and prepare to evacuate the building under instruction from your appointed stewards

2 Leave the building via nearest fire exit and head to the main car park

3 Do NOT stop to collect belongings

4 Gather in rear car park and await further instructions from the stewards or fire service officers.

Stewards:

5 If fire or smoke is observed break glass in the nearest fire alarm point – these are located by the emergency doors.

6 Assume control

7 Direct one person to dial 999 – postcode is HR4 8AZ
what3words///gossiped.shredder.identity

8 Direct a named steward to evacuate the rooms via the nearest fire exits and onto the rear car park

9 Direct a named steward to check all corridors, toilets, including girls' and boys' toilets in the school, are empty

10 ONLY tackle any fire if it is small (e.g. smaller than a domestic waste paper basket) and you feel confident to do use the equipment - DO NOT TAKE RISKS

11 Stewards to leave the building once confident it is empty and await instructions from fire service officers.

IN EVENT OF A GAS LEAK – IF YOU SMELL GAS INSIDE THE BUILDING CALL SPA GAS ON 01905 772020. Alternative out of hours mobile numbers for Spa Gas can be found on the notice in the kitchen.
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IF THE SMELL IS OUTSIDE THE BUILDING CALL NATIONAL GRID ON 0800 111 999.
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