

Westborough Unitarian Church



Fire Precautions and Procedures

In advance of the use of the building, the Hirer shall:-

- Decide upon the action to be taken in event of fire. This includes calling the fire brigade and evacuating the hall.
- Identify the location and use of fire equipment.
- Identify the escape routes and the need to keep them clear, check that fire escape doors open
- Ensure that less mobile persons are seated away from the immediate vicinity of exit routes so that in the event of an emergency the risk to them and others making a rapid escape is minimised.
- Identify the method of operation of escape door fastenings.
- Appreciate the importance of any fire doors and of closing all fire doors at the time of a fire and when leaving the building.
- During the use of the building, the Hirer shall ensure that adequate accessways around tables and chairs and other furniture are maintained to ease escape
- That all escape routes remain free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That there are no obvious fire hazards on the premises.
- In the hours of darkness switch on lighting in the corridors and toilets and other rooms as required. Check that illuminated exit signs in all areas of use are on.
- At the end of use of the building the Hirer shall check that there is no risk of fire from cigarette ends or appliances left switched on; all taps at sinks and water heaters are turned off and all external doors are secure.
- Rubbish to be removed and disposed of by the Hirer.

1. Means of Escape

All means of exit from the premises, which includes all internal corridors and lobbies, exit doors, external pathways and steps, must be kept free from obstruction and immediately be available for instant free public exit. There must be a clear escape route through the building.

2. Outbreaks of Fire

- The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the Committee.

Fire extinguishers and blanket are provided for very small fires and persons using them must not put themselves in danger. Priority must be given to escaping from the building.

Immediate neighbours of the hall must be warned of the fire, however slight.

The Assembly Point is at the end of Victoria Parade.

The Hirer should try to account for everyone who was present at the function. Re-entering the building to search for missing persons could be very dangerous.

3. Dangerous Performances

- Performances involving danger to the public shall not be given.

4. Explosives and Flammable Substances

Highly flammable or explosive substances shall not be brought into, or used in any portion of the premises.

5. Heating and cooking

No unauthorised heating appliances shall be used on the premises without the consent of the committee. No Portable Liquefied Propane Gas (LPG) appliances of any kind shall be used indoors under any circumstances.

6. Lighting & Electrical

No unauthorised lighting shall be used, candles or other lights using flame should not be used without specific permission. During the hours of darkness, the building must be vacated if the lighting fails and is not restored within 15 minutes. It is absolutely forbidden for hirers to remove covers from the hall's electrical equipment or plug tops, or interfere in any way with the electrical installation other than to put main switches to off in emergency (Located behind the kitchen door).