



Westleton Village Hall

Westleton Village Hall Charity No 1164038 **Safety Policy and Emergency Procedures**

Document revised 28/02/2020

Hall users are asked to familiarise themselves with these procedures and with the layout of the building. They should elect an Event Person in Charge to act as Coordinator in the event of a fire or any other emergency and ensure arrangements are in place to support anyone who has a mobility problem to safely evacuate the building in the event of an emergency.

Fire Procedures and other Emergencies

If you see or suspect a fire you should immediately :

- 1 – Sound the fire alarm by pushing firmly on one of the fire alarm points
- 2 – Call the fire brigade by dialling 999 or 111 and inform a member of the village hall trustees as soon as possible.
- 3 – In the event of any other emergency call the appropriate emergency service by dialling 999 or 111

There is a telephone located at the foyer end of the Main Hall which will allow outgoing calls. The telephone should be used to contact the emergency services or any other help you need.

The address of the Hall is : Westleton Village Hall, The Street, Westleton, Saxmundham IP17 3AD

When the fire alarm sounds you should ensure that :

- 1 – All people leave the building using all available exits
- 2 - Disabled people are given the help they require
- 3 – After evacuation, all people should assemble in the car park at the front of the hall
- 4 – All safe means are used to ensure that no-one has been left inside the building paying particular attention to the accessible lavatory (see below for advice on how to open the accessible lavatory door)
- 5 – When all people are safe and only if it is safe to do so tackle the fire with the appliances available.

DO NOT RE-ENTER THE BUILDING UNTIL YOU KNOW IT IS SAFE TO DO SO

False Fire Alarm

If the alarm sounds and you are **CONFIDENT** having carried out a visual check of all rooms that it is a false alarm then you should re set the alarm. The control box is located in the Foyer and to reset you should follow the following procedure :

Use the WHITE key to reset the relevant call point - NB the padlock code is 999

Insert the RED key and turn to position I to gain control of the system

Press the RED button to silence the alarm

Press the WHITE button to silence the control panel alarm

Press the GREEN button to reset the system

Turn the RED key to position O to re activate the system



Westleton Village Hall

Safety Policy and Emergency Procedures

Electrical Power Failure:- If the power supply to the building fails, the buzzer on the fire alarm control panel will sound indicating a loss of power. The main control box is located in a cupboard adjacent to the Archive and there is a torch located in that cupboard. Other control boxes are located in 1) The Kitchen, 2) The AV Store Cupboard, 3) The store cupboard in the Foyer. If a circuit breaker has tripped the cause should be investigated but if the breaker continues to trip the Manager should be called.

First Aid Procedures:- First Aid boxes are provided in the Consultation Room & the kitchen; please inform the Centre manager if anything has been used so that it can be replaced.

There is a defibrillator located opposite the White Horse public house

If help is required then call the emergency services by dialling 999 or 111

There is a land line for emergency use, this is located in the foyer end of the main hall; mobile signals vary considerably depending on network.

The telephone should be used to contact the emergency services or any other help you need.

The address of the Hall is : Westleton Village Hall, The Street, Westleton, Saxmundham IP17 3AD

Accessible Lavatory Alarm:- If anyone using the accessible lavatory has a problem, they will pull the alarm cord. The external alarm will sound and a warning light outside the lavatory will come on. The lavatory may be opened by means of a screwdriver. A screwdriver is kept in the adjacent Ladies lavatory and is kept on the window cill attached to the panel that separates the WC from the room. Please return the screwdriver after using it.

Reset the alarm by pressing the reset button on the control panel.

Safety Policy

It is the policy of the Westleton Village Hall Trustees to operate a safe place for all users. All hall users must take responsibility to this end.

No equipment to be brought on to the site which has not been suitably maintained or where applicable (i.e. electrical equipment) tested.

Trailing electrical extension leads must be covered with safety step trunking. No trip hazards to be created.

Any spillages are to be cleaned up immediately.

All rubbish to be disposed of in the correct bins as soon as practicable

The Street, Westleton, Saxmundham, Suffolk, IP17 3AD

www.westletonvillagehall.co.uk



COMMUNITY
FUND



HERITAGE
FUND



Garfield Weston
FOUNDATION



Westleton Village Hall

Safety Policy and Emergency Procedures

Hirers acceptance of responsibility

To be signed to confirm you:-

- have been provided with an emergency procedures information sheet
- have elected an event person in charge
- have been shown all the relevant equipment, instructed and understand its correct usage
- agree to follow the Hall Safety Policy

Signed (Hirer)

Date

Print

Signed (Manager / Deputy)

Date

.....

Print

The Street, Westleton, Saxmundham, Suffolk, IP17 3AD

www.westletonvillagehall.co.uk

