



PILSLEY VILLAGE HALL C.I.O.

(Registered Charity No. 1170654)

Fire Safety Procedures

All users of the premises are required to:

- Co-operate with the management on all safety matters
- Not interfere with anything provided to safeguard health and safety
- Follow any system of work implemented to protect their health and safety and generally take care of their own health and safety
- Report all fire safety concerns to a member of PVHMC

To reduce the risks of fire occurring and to ensure a safe and effective response to any incident that occurs, all users should be familiar with the following:

- The location of all exit routes from the premises
- The requirement to ensure that all routes remain unobstructed at all times
- The arrangements for ensuring that full evacuation of the premises has taken place
- The location and method of use of the fire fighting equipment
- The action to be taken on discovering a fire (detailed below)
- The need to report any defects or concern with regard to fire safety to a member of PVHMC
- There is a no smoking policy within the premises
- All items of portable electrical equipment brought into the premises must be PAT tested to ensure compliance with current regulations

Evacuation Policy

Action on discovering a fire:

- In a loud, clear voice, shout **FIRE, FIRE, FIRE** to attract the attention of nearby persons
- Tackle the fire, but only if you feel confident to do so, and it is safe to do so
- The person in charge present is responsible for ensuring the Fire Services have been called by dialling **999**
- Encourage evacuation of the building by the nearest available route
- Do not put yourself at risk
- If smoke is seen seeping from around any door, or the door feels hot to the touch, **do not open the door** as you could endanger yourself and cause the fire to spread

Action on hearing the shout of FIRE:

- KEEP CALM – DO NOT RUN
- Stop doing what you are doing
- Leave the building by the nearest available route – do not stop to collect personal belongings

Nominated Person in charge

Action guide

- Call the Emergency Services on **999**. Give the address as **Pilsley Village Hall, Peartree Road, Pilsley, Chesterfield S45 8HU**
- If possible, give details of the size and nature of the incident and the current situation
- Meet the Fire Services and direct them to the affected area

PVHMC contact number: 07934 968 707