

Victoria Hall Fire Safety

Hirer's Information and Responsibilities

As the hirer, you are responsible for the safety of everyone involved with your event.

Please visit the Victoria Hall and meet the Hall Manager so you familiar with the building and facilities before your event and follow these guidelines:

1. You are the responsible person in the event of an emergency. This includes acting as a fire warden in the event of a fire or other emergency.
2. Vehicles must not be parked at the side of the building during main hall events as this is a fire escape route.
3. The number of people entering the building must be limited to ensure that rooms do not become overcrowded and the capacity of the Hall must not be exceeded. For details see www.grangeoversandstowncouncil.gov.uk.
4. Make fire wardens aware of anyone who may need assistance during an emergency.
5. Make the Health and Safety Announcement at the start of your event, explaining the Emergency Evacuation Procedure. A script is available in the main hall for this.
6. Designate a minimum of three people to act as fire stewards during your event. If Victoria Hall Front of House staff are hired, they should be fire wardens for the rear of the hall and will ensure the doors are opened to allow escape. You and your fire stewards will be the fire wardens for the front of the stalls, stage and dressing rooms, toilets, and balcony. It's a good idea to have a quick briefing with your team before the event starts so they know their roles.
7. If you discover a fire, or the fire alarm sounds, you must call the fire service on 999. You are responsible for liaising with the fire service in the event of a call out. You will need to tell them which parts of the building are in use and which areas have been evacuated.
8. In the event of the fire alarm sounding, your stewards must assist the public to evacuate using the escape routes and emergency exits. Stewards should be made aware of the location of escape routes and emergency exits from all parts of the building. People should leave the building in a calm manner, using the nearest escape point, taking only valuables immediately to hand and leaving other belongings.
9. The assembly point is in Main Street Car Park by the garden centre.
10. People must not re-enter the building until the fire service advise that it is safe to do so.
11. If you are using the stage and/or dressing rooms, a backstage register must be taken.
12. You must ensure that all fire exits, and escape routes are always kept clear of obstructions.

13. Fire extinguishers are located around the building . Do not attempt to fight a fire unless it is safe to do so.