



IT IS THE RESPONSIBILITY OF THE HIRER TO READ AND COMPLY WITH THIS NOTICE

Legal responsibilities:

That all escape routes are free of obstruction and can be safely used.

At the beginning of the Hire period the Hirer shall check:

That all escape routes are free of obstruction and can be safely used.

That there are no obvious fire hazards on the premises.

On leaving the Premises the Hirer shall:

Make sure that all the external doors and windows are closed, bolted and secured. If there is no one else in the Barn, ensure that the alarm is set and that the front door is locked.

Supervision of Public Entertainment:

During Public Entertainment there shall, in addition to the hirer, be at least one competent person aged 18 years or over on duty on the premises to assist people entering and leaving. All persons on duty shall be aware of their responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the firefighting equipment, how to call the Fire Brigade, and the evacuation procedure.

Action In the Event of Fire:

Activate the fire alarm then evacuate the building.

- 1) Each hirer is responsible for ensuring that all of their group immediately vacates the building via the nearest fire escape and congregates at the assembly point (by the notice board next to the site entrance).
- 2) Do NOT try to tackle the fire unless it is blocking your escape route.
- 3) The hirer calls the fire brigade.
- 4) In addition, the hirer must inform the Trustees. Single hirers call the Trustee who opened the premises for them. Regular hirers call one of the following Trustees:
 - a) Jeffrey Green (07450 920962)
 - b) Simon Waller (07849 757167)
 - c) Sam Fisher (07739 322153)

Fire Alarm:

If the fire alarm sounds, assume it is a fire and evacuate the building.

- 1) Each hirer is responsible for ensuring that all of their group immediately vacates the building via the nearest fire escape and congregates at the assembly point (by the notice board next to the site entrance).
- 2) Do NOT try to tackle the fire unless it is blocking your escape route.
- 3) If there is an obvious fire (e.g. smoke coming from the building), the hirer calls the fire brigade. If in doubt, call the fire brigade.



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- 4) In addition, the hirer must inform the Trustees. Single hirers call the Trustee who opened the premises for them. Regular hirers call one of the following Trustees:
 - d) Jeffrey Green (07450 920962)
 - e) Simon Waller (07849 757167)
 - f) Sam Fisher (07739 322153)
- 5) The Trustee checks whether there is a fire in the building (using the activated zone as a guide for the possible location) or whether it was a false alarm.
- 6) If a fire is discovered, the Trustee calls the fire brigade.
- 7) Once it is safe to re-enter the building, the Trustee turns off the alarm and resets the system.

Evacuation Procedure:

Exits are located at the ground floor Main Entrance, through the Meeting Room at the far end of the ground floor corridor, through the School Room in the ground floor extension, and in the upstairs Main Hall to the right of the stage. The assembly point is by the noticeboard next to the site entrance.

The entrance to the car park from the road must be kept clear for the emergency services.

Do not re-enter the building even if personal belongings have been left inside.

Calling the Fire Brigade:

Call 999 from a mobile, and ask for 'Fire'. Give the location as The Tithe Barn, Cheltenham Road, Bishop's Cleeve, GL52 8LU. The nearest public telephone is in the Kings Head public house by the roundabout approximately 150 yards along the road turning right out of the car park.

Fire Fighting Equipment:

Fire Extinguishers are located: in the entrance foyer; in the ground floor corridor; by the emergency exit in the Meeting Room; in the upstairs Main Hall by the emergency exit; and on the stage close to the lighting switches.

Fire Blankets are located in both kitchens.

Check that everything is present and that you know how to use it. Instructions are posted with each piece of equipment.

Emergency Lighting

This comes on automatically if there is a mains power failure.

In the Event of a Gas Leak:

Call the Gas Emergency Service. Their telephone number is 0800 111 999. No money is needed.

Do not smoke. Do not use naked flames. Do not turn electrical switches on or off.



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Turn off the gas in the shed at the North end of the building (furthest from the main door). The long key is put upside down into the iron gate and turned twice, the smaller door key is turned once (the keys are in the key safe in the cupboard by the main door). The gas valve is at the far back left of the room under the staging.

If sensible, open any accessible doors and windows to get rid of the gas. Inform one of the Trustees.

Heating

No unauthorised heating appliances shall be used on the premises when the Tithe Barn is open to the public without the written consent of the Volunteer Management Committee.

Portable Electrical Appliances

All portable electrical appliances brought for use on the premises (e.g. disco equipment, catering equipment) must comply with the requirements of the 'Electricity At Work Regulations 1989' and be regularly PAT tested.

Water leak

Where the water is not required for firefighting, turn off the main stop cock in the downstairs kitchen using the blue switch, with a metal guard, low down on the wall to the left of the large back door.