

## CHECKLIST FOR HIRE ORGANISERS

**To assist you a guide** to the facilities of the hall **is available** in the key cupboard on your right as you enter the kitchenette **and a plan** showing locations of items you may need to find in an emergency is above the fire extinguishers by the lobby doors.

### **Before admission of the public or your invited guests CHECK:**

1. **For potential risks** to anyone who may be present during your activities
2. **All fire/emergency exit doors**  are operating properly (test each emergency push-bar or thumb screw system), and all escape routes are free from obstruction
3. Any **"fire doors"** are not wedged or propped open
4. **Fire-fighting equipment** is not obstructed
5. **Fire alarm system's** "power on" light is illuminated
6. All **exit signs are illuminated if there is poor natural light**, if not switch them on
7. The location of the **first aid** boxes in the kitchen and kitchenette
8. **No combustible stores** or other obvious fire hazards are visible in rooms being used
9. You are aware of the **numbers of people** expected in the hall at any one time
10. **You have appointed a sufficient number of responsible people to act as stewards** in relation to that number and that they are made **aware of** any necessary items from your **risk assessment** for the event and the location of :
  - Emergency exits;
  - Fire-fighting equipment;
  - Fire doors;and that they have been instructed which of them are responsible in the event of an emergency for evacuation of old people, wheelchair users and children respectively

[**If you cannot resolve a problem** yourself, **phone** one of the contacts listed in the guide]

### **Before and during the function ensure that:**

1. There is at least 1 **fully charged mobile phone**, and a torch for evenings, **available** in the hall to the hirer or his nominees **throughout** the hire, from opening to locking up
2. Once everyone is present and you are about to start the event proper, a nominated person should **advise** the public of the **location of all fire exits relevant to rooms**
3. The **number** of people in the hall **does not** at any time exceed the **permitted maximum** under the licence on display in the right hand notice board in the lobby
4. **A sufficient number of responsible stewards are available** throughout the hire
5. There is **no smoking** inside the building
6. **Users always consider the neighbours and have low noise levels from 22.30**

### **At the end of the function:**

1. **Return all chairs and tables** and other **equipment to their storage area**
2. **Sweep** all the floors clean and bin the debris
3. Check that **all** heaters and cookers are **turned off**
4. Check that **all** electrical appliances are **turned off** and remove any plugs
5. **Close all internal doors**
6. **Secure all windows and** emergency **and** other **exits** except at your own exit door.
7. **Remove** from the hall **all rubbish and bottles from your hire** for disposal at a waste centre or with your home collections
8. **Turn out all lights** (Don't forget the stage, Star room and disabled toilets, but other toilets are sensor controlled, as are the main store and store passageway) and outside override switch if previously operated
9. **Set the exit alarm** either in the lobby or Star room by entering the code provided and in answer to "Do you wish to set the alarm?" on the key pad press yes
10. **Lock** the top and bottom security locks of the **exit door**
11. **Return hall key** to the key holder or other **as agreed** when given the key and **advise** them of **items used** from first aid box or similar unusual supply items