Leathley Parish Rooms Emergency Plan Information for patrons and hirers of the hall.

# In case of an emergency

If the emergency services need to be called. Leathley parish rooms address is:

Leathley Parish Rooms

Hall Lane, Leathley,

North Yorkshire LS21 2LD

Stating that we are opposite St Oswalds Church will assist.

The telephone outside the Hall can be used for emergency calls free of charge.

# As the responsible person for the event / function etc. you have a legal duty with regards to the safety of those persons assisting or attending the event. Before the event you should be aware of:

**How a fire will be detected:**

There are no smoke alarms. Fires will be detected by the smell of smoke or sight of fire

**How people will be warned:**

You need to agree person / persons present at the event who will notify, with an identified warning, attendees.

**What should people do if they discover a fire?**

They should notify you as the responsible person for the event and the emergency services should be called if required.

For small fires there are fire extinguishers in the kitchen and main Hall.

People should exit the building by their nearest fire exit.

**Where should people assemble?**

People should assemble at the front of the building on the grassed area away from the building.

You are responsible of being aware of who has attended at your event and should check all are present.

**Key escape routes:**

The exits from Leathley Parish Rooms are identified by signs and should be kept clear of obstacles. There are exits from the Main Hall, the Hallway and Kitchen.

**Limitation on numbers of people:**

Leathley Parish Rooms can house a maximum of 60 people.

# Before the event you should decide:

**The arrangements for means of escape for disabled persons and people identified as being at risk:**

The easiest exit to access is from the main hall. Assistance will need to be given to any disabled persons if they need to exit from the Hallway (corridor), Toilets or Kitchen.

You need to identify people who will assist any disabled persons and make arrangements for the safe evacuation of people identified as being especially at risk.

**Who will be responsible for calling the fire and rescue service?**

**Who will meet the fire and emergency services and notify them of the layout of the buildings and location of any special risks i.e. location of highly flammable materials:**

Leathley Parish Rooms is a rectangular building with a kitchen to the right (as you face the building), a main hall area and a hallway running along the back of the hall and Kitchen. The toilets are situated at the far right of the building accessed only by the Hallway.

There is a locked wooden cupboard in the hallway that holds cleaning materials. Some of these materials will be flammable.

The kitchen is equipped with various electrical items.

**Your plans to deal with people once they have left the premises, especially children.**

# At the start of the event or function you should notify all those present that:

**Leathley Parish Rooms is a no smoking building.**

People can smoke outside the front of the building. Please ensure all smoking materials are disposed of safely. There is a bucket of sand to extinguish cigarettes.

**The emergency warning signal.**

Please identify a signal, word or phrase.

**Who is supervising and how to identify them?**

Please identify this individual.

**Location of exits and escape routes.**

Inform them that they should take only valuables immediately to hand and not to go and collect other belongings.

**Location of the assembly point.**

Outside the front of the building on the grassed area away from the building.

# During the event or function you should ensure that:

**Escape routes and exits do not become blocked.**

**Leathley Parish Rooms remains a non-smoking building.**

**No naked flames are started (unless authorized i.e. candles)**

**Where naked flames are present that combustible materials is kept clear.**

**Rooms do not become overcrowded.**

**Noise alarms cannot drown out the fire alarm.**

**THANK YOU**

**Leathley Parish Rooms Committee**

**May 2017**