

Bruisyard Village Hall

Safety and Security Procedures – 1

These instructions detail the safety procedures to be followed in the event of;

A : Fire

B : Flood

General

The Bruisyard Village Hall Committee will at all times ensure that a minimum of 3 people who are resident in Bruisyard are designated 'Keyholders' of Bruisyard Village Hall (hereinafter referred to as the 'Hall'). Whenever the Hall is in use, a 'Lead Keyholder' will be designated. This will be done when the booking of the Hall for the event is made. The Lead Keyholder is then responsible for the actions detailed in this Procedure. If for any reason the designated Lead Keyholder cannot be available at the time of the event in the Hall, then with prior agreement, the Lead Keyholder can pass the responsibility to another Keyholder.

The Lead Keyholder (hereinafter referred to as the Keyholder) will ensure that the person who has booked the Hall (hereinafter referred to as the 'Hirer') has been briefed on the following safety procedures and has the Keyholder's mobile phone number. The Hirer will be asked to brief their guests/attendees on the location of fire exits and the assembly point at the start of their event.

A : Fire

In the event of a fire, the smoke and fire alarm system in the Hall will activate automatically. The alarm system can also be triggered manually from the alarm button on the control panel if needed. All attendees in the Hall should then be directed by the Hirer to evacuate the building and proceed immediately to the Fire Assembly Point shown in Appendix 1. The Hirer is responsible for contacting the Emergency Services and should then contact the Keyholder. The Hirer must then check that all those attending the event in the Hall have been accounted for at the Fire Assembly Point. The Keyholder must then inform the Fire Crew attending the incident.

B : Flood

The site at the north end of the Parish Park on which the Hall is built has never in living memory flooded. However, with the impact of global warming/climate change, there may be a low probability that flooding could occur under very extreme conditions. If a 'Flood warning' or 'Severe flood warning' is issued by the Environment Agency/Met Office (see symbols below) for the upper reaches of the River Alde around Rendham and Bruisyard, the Keyholder should immediately cancel any bookings of the Hall for the period over which the flood warnings remain in force and inform the Hirer/Hirers accordingly. The Keyholder should phone the Floodline on 0345 988 1188 for information on the flood warning and expected duration. The Keyholder should then arrange a full refund for the Hire/Hirers effected.



Document

Approved by the Village Hall Committee on 1 November 2021.

Appendix 1

