

Please walkthrough this guide with persons hiring Queen Mary or Piper Hall

Take the new hirer through the fire safety procedure as displayed at the fire alarm call points



Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.



Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.

Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.

Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Explain how to contact the fire brigade (whether or not an automatic call is made) and Ensure the hirer has a functioning mobile telephone. Give clear instructions of location of the hall.

Piper Hall

Piper Road,
Kingston Upon Thames,
Surrey
KT1 3EX

Queen Mary Hall

Cambridge Gardens,
Kingston Upon Thames
KT1 3NJ

1) The fire alarm is a continual siren

2) There is a fire evacuation notice by every exit, where you will also find an alarm call point. The first action on discovering a fire is to raise the alarm.

3) There are fire extinguishers by every exit and in the kitchen. The extinguishers should only be used if properly trained and ensuring that the correct fire extinguisher is used

6) If there is no member of staff on site then you the hirer or a designated person in the absence of the hirer is responsible for calling the fire brigade and ensuring the procedure is followed

7) It is important to make sure that all fire exits are clear and unobstructed; the fire doors must also be kept shut.

Declaration

I the hirer have received and understood the instructions on fire safe safety of Queen Mary Hall/Piper Hall (delete as applicable)

while I am hiring the premises I will do everything reasonably possible to follow the instructions given to me.

ORGANISATION IF APPLICABLE.....

NAME (in block capitals)..... DATE.....

SIGNED

Date - - - - -

Signed - - - - -

Signed ----- on behalf of(User Group)