

ADDENDUM

For overnight hire of Ash Village Hall

1. On arrival at the hall, all members of the group to be made aware of the FIRE EXITS and an evacuation (fire drill) should be practised.
2. An ASSEMBLY POINT should be agreed in the car park and a roll call carried out.
3. Note should be made of the location of fire-fighting equipment.
4. It is vital to keep all exits CLEAR of furniture and equipment.
5. In the event that it is necessary to call the FIRE BRIGADE the hall's POST CODE is **CT3 2BG**. If possible all internal fire doors should be closed as you leave.
6. In case of evacuation in the dark or electrical failure, all members of the group should have a hand torch.
7. Location of FIRST AID BOX – in cupboard under left hand kitchen sink.
8. There should be adequate space to walk safely between the beds.
9. Gangways to all exits (equal in width to that of the exit doors) should be kept completely clear of any beds, clothes, furniture & equipment.
10. A safety check should be made last thing at night – check GAS HOB & all taps are turned off.
11. For the security of persons, the main exit door should be locked from the inside overnight. Where possible the key should be left in the lock or close by where it is readily accessible.

(Source – ACRE's Village Hall Information Sheet No 21)