

# Duffus Village Hall & Playing Field Association

Scottish Charity SC014059

Chair: John Patterson

Secretary: Mary Evans

Treasurer: D Williams

Bookings: John Patterson

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## PART 3

### FIRE (SCOTLAND) ACT 2005

#### YOUR RESPONSIBILITIES

As a hirer or user of Duffus village Hall:

1. Familiarise yourself with the Emergency Fire Action Plan, signs on walls and main notice board.
2. Ensure that you are aware of the location of Fire Escapes and Extinguishers. Before the start of an event or meeting, brief people using the hall.
3. The location of the assembly point – CAR PARK AT THE FRONT OF THE BUILDING.
4. Fire escape routes to be kept clear, with fire doors remaining closed at all times and not propped open.
5. Be familiar with the location of the fire alarm panel.
6. Regular users are to carry out Fire Drills.
7. Ensure that you are aware of the maximum room capacities and the number of people you have attending the event or meeting.
8. All scenery, cloths, draperies (not articles of dress) , gauze cloths, floral decorations, properties, hangings ,curtains etc, being kept or used in the premises must be non-flammable or suitably flame retardant .
9. Personal electrical appliances not belonging to the hall should be fit for purpose.

ROOM	SEATED	STANDING
Main Hall	100 at tables    140 in rows	200
Lesser Hall	40	60
Meeting Room	20	30

10. Electrical appliances, gas and lights must be switched off when no one is in the building. A final check is to be carried out before leaving and locking up.
11. Good housekeeping is essential in store cupboards, boiler house, kitchen, bar, halls and around any sources of ignition.
12. Capable people should be aware of the EMERGENCY FIRE ACTION PLAN and their responsibilities in helping those who would require assistance i.e. young, old or disabled.
13. If you have any problems with the Emergency Fire Action Plan, please notify a member of the Committee.

### PLEASE NOTE

**THE FIRE ALARM AT THE HALL IS NOT CONNECTED TO THE FIRE STATION. IN CASE OF FIRE PLEASE EVACUATE THE BUILDING AND DIAL 999 IMMEDIATELY FOR ASSISTANCE.**