

HEWISH & PUXTON VILLAGE HALL

Administered by Hewish & Puxton Village Hall Ltd (the Hall Management)

Conditions of Hire

1. The HIRER will, during the period or the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. You undertake to comply with the actions identified in the Hall's fire risk assessment, as attached below, which you will confirm to the Booking Secretary that you have read on the Hall website or from a copy that has been provided to you.
3. The HIRER shall not sub-hire or use the premises or allow the premises to be used for any unlawful purposes or in an unlawful way, nor do anything nor bring into the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
4. The HIRER shall be responsible for obtaining such licences as may be needed, whether for the consumption of intoxicating liquor, or otherwise, and for the observance of the same.
5. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with events which includes public dancing or music or similar public entertainment or stage plays.
6. **STRICTLY NO SMOKING IS PERMITTED ANYWHERE ON THE PREMISES.**
7. The HIRER shall indemnify the Hall Management for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
8. The HIRER shall ensure that any electrical appliance brought in by them to the premises and used there shall be safe, in good working order, and used in a safe manner. Any damage caused to the Village Hall as the result of electrical appliances brought into the Village Hall shall be the responsibility of the Hirer.
9. In the case of cancellation of the letting by the HIRER any deposit shall be non-returnable except at the discretion of Hall Management. In the case of cancellation of a regular booking, the HIRER will normally be liable for payment of the full fee unless the Bookings Secretary is given seven days notice.
10. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, and ensuring that items moved from their usual positions shall be put back.
11. In the event of an emergency rendering the Hall or any part of it unfit for the use it has been hired, the Hall Management shall not be liable to the HIRER for any resulting loss or damage whatsoever, though the Hall Management may, at its discretion, consider a rebate in suitable circumstances.
12. The Hall Management shall not be responsible for any loss or damage to personal effects (inclusive of vehicles) occurring within the boundaries of Hewish & Puxton Village Hall or its car park.
13. The HIRER shall be responsible for the safety and good behaviour of any children using the Hall and car park. **NO CHILDREN OR DOGS ALLOWED IN THE KITCHEN**
14. **Hirers will be expected to bring their own tea towels** if they expect to need them during their hire.
15. The HIRER will remove all rubbish from the premises following immediately following their hiring.
16. No property not belonging to the Hall shall be left on the premises except with the permission of the Hall Management, which shall not in any case be liable for any loss or damage to any such property.
17. 15 minutes before and after the Hire is allowed for setting out and clearing away.
18. Members of the Hall Management have access to the Hall at any time during a hiring.

Please Note: The optimum capacity of the Hall is 200 people standing or 120 people seated

Hewish & Puxton Village Hall Fire Safety and Risk Assessment

Fire Assembly Point - The Car Park

Hall Address, Maysgreen Lane, Hewish, Weston-Super-Mare BS24 6TR

approved August 2020 and Reviewed annually

The Hall and its Users

The Hall is a single story community building, comprising a Main Hall, Stage, Meeting Room, two entrance lobbies, separate men's, women's and disabled toilets and a catering kitchen. It is available to hire for both private and public events. The Main Hall can hold up to 200 people and the Meeting Room, 20. There is a car park to the side of the building, with space for 11 cars (plus 1 disabled space). There are emergency exits leading out of the building from the Main Hall the Meeting Room and the stage. The premises meet all the requirements of the current Disability Discrimination Act and are licensed for entertainments including dance, plays, films and music. The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations - there is no liquor licence. Hirers must agree to abide by The Hall Conditions of Hire. Hirers are responsible for ensuring that the facilities of the Hall are understood and that there is supervision of disabled persons in an emergency: they should have carried out their own general and fire risk assessments.

People at Risk of Fire

Service and Maintenance Personnel: No staff are employed. Local trades people are contracted on both an ad-hoc and scheduled basis for cleaning, safety checks and building maintenance. The cleaner has a key and is generally on her own when working. 'Known' trades people may gain access by key-code from the bookings secretary; others are always escorted by a Trustee.

Hall Users (up to 200 maximum inside at any time): These will generally be familiar with the Hall. Those who are not will find the simple layout easy to navigate and assimilate. The Main Hall area is open plan and has 3 easily identifiable fire exits. The Meeting Room leads directly into the 2nd entrance lobby, which has an immediately adjacent fire exit. Emergency lighting is installed over fire doors and around the Hall, and this is tested regularly. A fire alert and detection system with audible sounders is installed, and this is tested regularly. There are 3 fire doors fitted with push-bar releases that exit to the Car Park: the exits are to the front (via the main entrance lobby, the rear (via the Stage lobby, and side (via the Meeting Room lobby). The main double entrance doors to the Hall must be kept unlocked whenever the Hall is in use for a function.

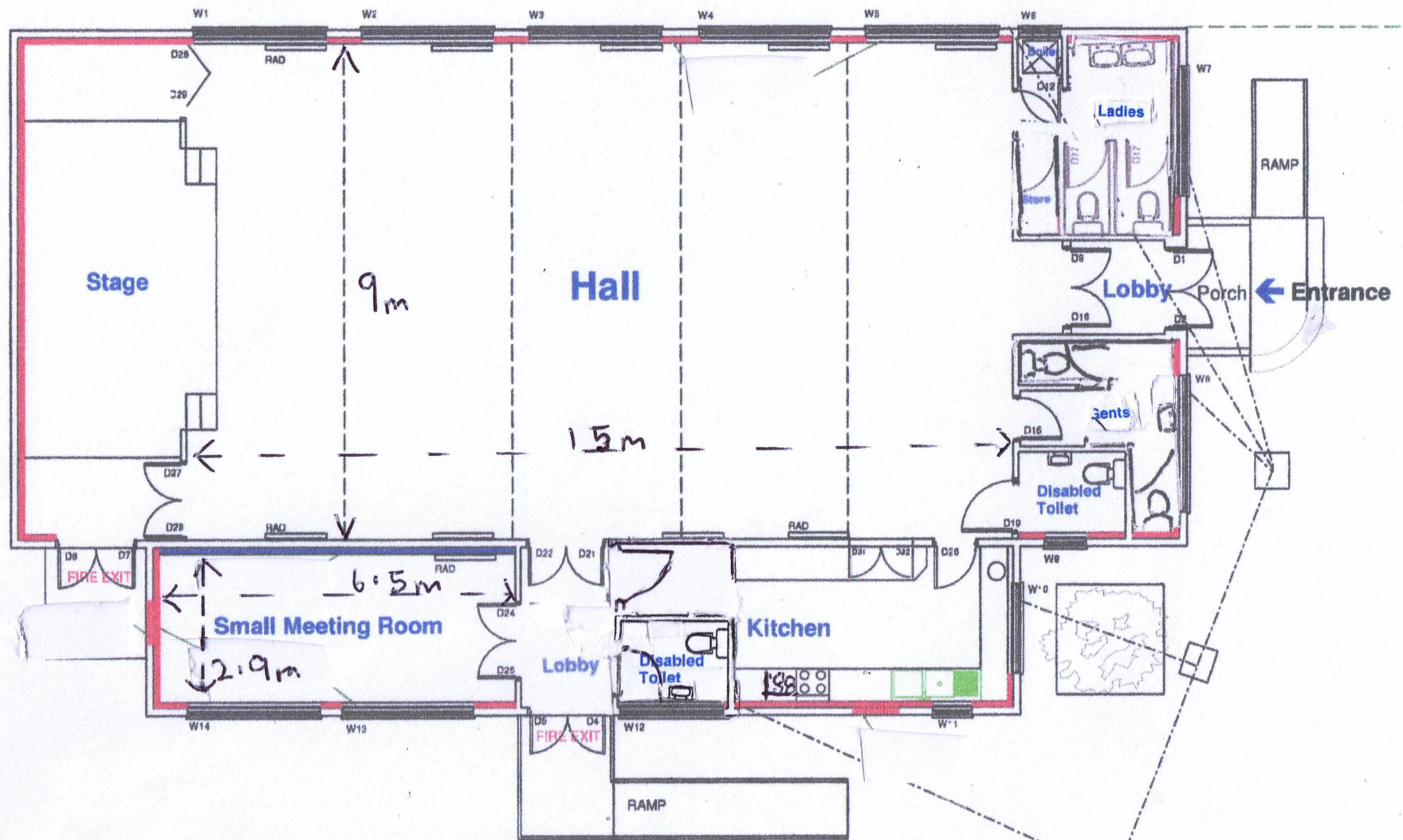
Disabled Persons: It is the responsibility of hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The main entrance and Meeting Room Emergency exit doors are concrete ramped: the stage lobby Emergency Door is level with the Car Park. The car park is level and surfaced with tarmac, so there are no barriers to wheel chairs.

Children: It is the responsibility of hirers to ensure all children are supervised and are given adequate assistance in the event of an evacuation.

Passing Persons or Vehicles: The Hall is set back from the road and hosts no public rights of way. Any incident is unlikely to pose a threat to passing public.

Disabled Persons: At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The main entrance and Meeting Room Emergency exit doors are concrete ramped: the stage lobby Emergency Door is level with the Car Park. The car park is level and surfaced with tarmac, so there are no barriers to wheel chairs.

Plan of Hewish & Puxton Village Hall



FLOOR PLAN

Possible Causes of Fire

Source of Ignition	Source of Fuel
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).
Faulty Oil-Fired Boiler	Any combustible materials close to the boiler.
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it
Smoking (which is illegal and strictly forbidden inside The Hall)	Material in waste bins or any other areas where cigarettes may be left or disposed of
Cooking Accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.
Arson	Could be any source
Candles and other naked flames	The candles and combustible materials close to Open to the air flames them

All these risks are exacerbated by being able to draw oxygen from the air.

Control Measures

Fire Hazard	Likelihood 1 = low 5 = high	Risk to People from Fire Hazard	Measures to Avoid or Reduce Hazard	Measures to Avoid or Reduce Risk to People
Fire inside the Hall	2	Smoke inhalation Burns Death Attention to be paid to people who are sleeping overnight or attending large events	<p>Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate.</p> <p>The location of fire-fighting equipment and exits are clearly marked on a plan of the village Hall, which is published on the notice boards.</p> <p>A test of continued illumination in event of a power failure will be done quarterly.</p> <p>Ensure that village hall furnishings are made of a non- combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc. Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Ensure Hall users/hirers know how to evacuate the building, how to use the fire alarm, where the fire-fighting equipment is located and where the assembly points are. The fire alarm incorporates a head alert system in the kitchen.</p> <p>Ensure hirers know that they must organise a fire marshal to check the building has been evacuated and the fire brigade called (if appropriate). Check weekly that all Fire Exit doors are illuminated, all emergency doors operate efficiently and that the Emergency Exit Routes are clearly marked. Test the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results.</p> <p>Hirers will be made aware of their responsibilities under the Premises License (via the Booking process). Regular Hirers will be advised to carry out their own General and Fire Risk Assessments.</p>
A fire on the premises but outside the Hall.	1	Evacuating people towards the source of the fire		<p>Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.</p>

Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution while using water to put out the fire	A qualified practitioner checks the fixed wiring once every 3 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable fire fighting equipment - not water - is available close to the likely sources of electrical fires.
Gas leak in mains supply to boilers, oven and water heaters	1	Death from explosive combustion and associated damage	Ensure that the gas appliances are maintained and tested at least once per year. A safety inspection certificate to be obtained after each service.	
Smoking	3	Smoke inhalation Burns	A No Smoking policy enforced throughout the premises. No Smoking signs strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation Burns	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers allowed. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation Burns		Ensure hirers are aware of their responsibility to supervise children while inside the Hall.
Arson	1	Smoke inhalation Burns.	Ensure hirers are aware of their responsibility for the Hall during their hire and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.