



St Marys Knaresborough

Emergency plan details for person hiring or holding an event		
As the responsible person for the event/function, etc. you have legal duties for the safety of people assisting or attending the event. Please read & follow this.		
The fire alarm sound is	A loud continuous siren	
This is how the fire alarm is activated	By smashing any of the fire call points – there is one adjacent the main fire exit and one near main exit.	
This is what you must do when discovering a fire	1) Raise the alarm immediately. 2) Call 999 using a mobile phone	
This is how the evacuation of the premises must be carried out	Act calmly. Evacuate by the nearest fire exit door and proceed to the fire assembly area.	
This is where the people you are responsible for must assemble when they have evacuated the premises	At the far end of the car park away from the building	
This is what you must do when the fire brigade arrive	Inform them of anyone you believe is unaccounted for.	
This is who you must inform of the situation as soon as possible after you have dealt with the emergency services	Name(s): Steven Perry Hall Manager	Contact details: 01423 862913 07715002839
This is the limitation on the numbers of people you may have on the premises	120 people SEATED or 150 people STANDING	
This is what to do if you smell gas	Evacuate the hall and call the National Gas Emergency Service on 0800 111999 and listen to their advice, then call the Hall Manager – Steven Perry.	
This is where the Electrical & Gas isolation switch are	Electric In cupboard to the NE corner of main hall area Gas in Kitchen corner cupboard next to sink (left hand side)	
This is what you should do if the people you are responsible for are injured & require first aid	Use the first aid kit that is in the kitchen area. Fill out an accident form / book that is next to the first aid kit. Inform us of the items you have used from the first aid kit so we can replace them	
Before & during your use of our premises we require you to:		
<input type="checkbox"/> Nominate a responsible person to be in charge of safety for the event/function who knows our procedures & precautions <input type="checkbox"/> Have in place effective stewarding arrangements to suit the event/function <input type="checkbox"/> Have in place effective evacuation plans for the safe evacuation of all of your guests needs <input type="checkbox"/> Inform guests at the start of the event/function on the fire procedures & fire precautions	<input type="checkbox"/> Check that all the security devices, padlocks & similar devices are removed from exits <input type="checkbox"/> Check that all the exits are clear of obstructions & combustibles <input type="checkbox"/> Ensure the maximum occupancy level is not exceeded <input type="checkbox"/> Ensure that the firefighting & emergency lighting equipment is not obstructed <input type="checkbox"/> Ensure that all equipment brought in is safe <input type="checkbox"/> Comply with any licensing requirements	
Signature of premises manager:	Print name:	Date:
Signature of hirer:	Print name:	Date: