



TUNSTALL COMMUNITY HALL

Charity Registration :- 1105927

<https://tunstall.suffolk.cloud/amenities/community-centre/>

Health and safety Information

The person hiring the Hall is responsible for the Health and Safety of ALL those using the Hall during the period of hire.

1) Important - At the Start of your hire you need to know about:-

- **Emergencies** - What to do in case of an emergency, such as a fire. See section (4) below.
- **Locations** – Know the locations of the Emergency Exits, Fire Fighting equipment and the ‘break glass’ call points. Floor plans are displayed in the Hall showing these locations.
- **Exit Routes** – You need to ensure ALL escape routes and corridors are clear and remain clear throughout your hire period.
- **Escape Doors** – All escape doors have panic bars fitted. To open the door just push on the bar and the door should open.

2) **Smoke Detector** – There is a single smoke detector located in the rear corridor close to the large kitchen. This detector has been positioned for the detection of smoke coming from the rear corridor or from the large kitchen. The detector is self-contained and is **NOT** connected to the main alarm system. On hearing this alarm, you should follow the procedures as detailed below in section (4)

3) **Main Alarm System** – The main alarm system is **NOT** automatically activated by heat or smoke detectors, but manually activated by breaking the glass in one of the five call points in the hall. On activation, bells will ring through-out the hall. On hearing this alarm, you should follow the procedures below as detailed in section (4)

4) **FIRE** – In the event of a fire, no matter how small, do :-

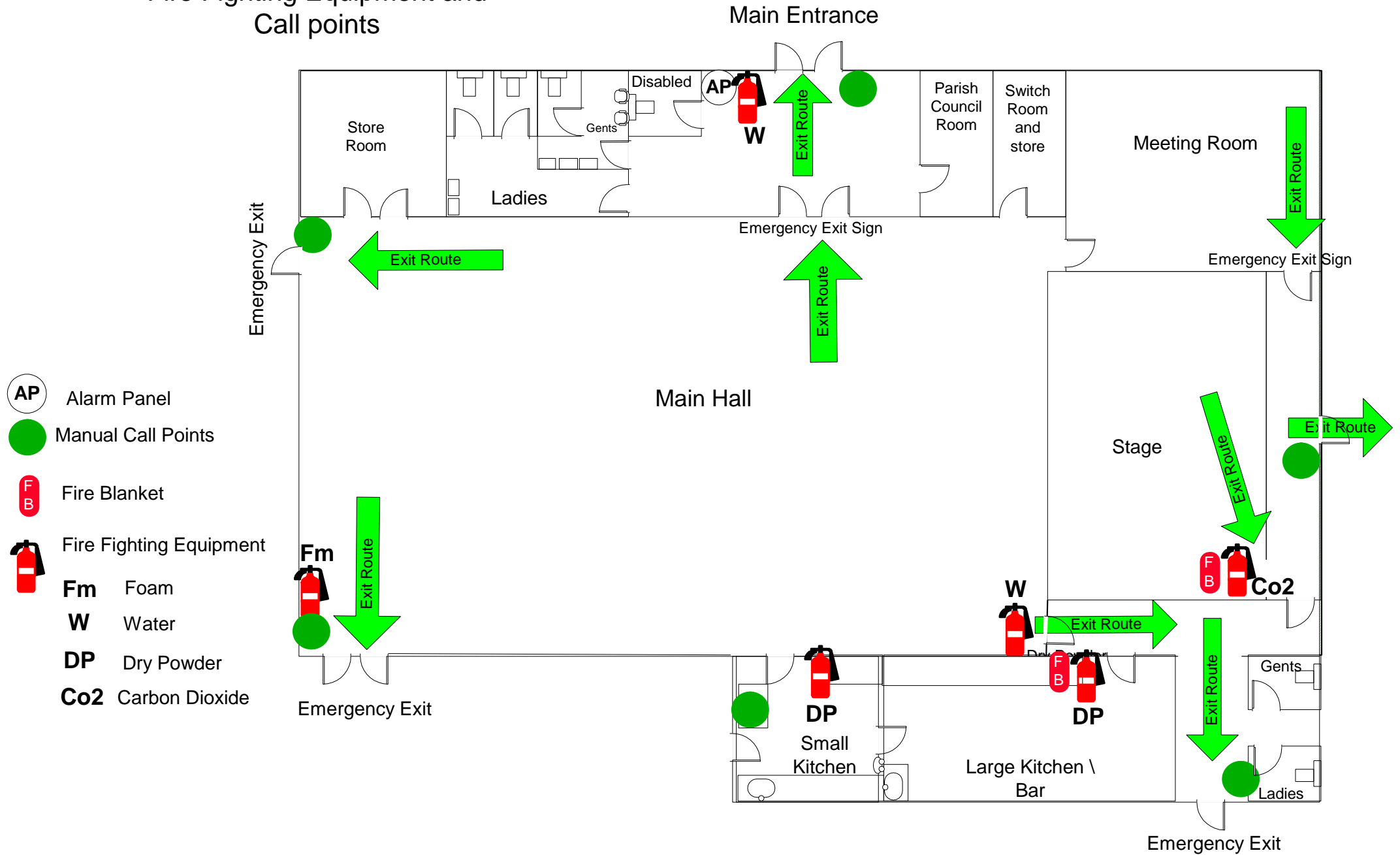
- Ensure that the fire alarm has been sounded by breaking the glass of the nearest fire alarm call point.
- Contact the fire brigade by dialling 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local resident.
- The Hall’s address is :-
- **Tunstall Community Hall, off Ashe Road, Tunstall, IP12 2HR.**
- Ensure **ALL** those using the hall are aware of the emergency
- Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building.
- **Assembly point** – it is suggested that the playing field is used as the assembly point.
- **Don’t** use the car park as an assembly point as this will restrict access by emergency vehicles.
- Ensure there is adequate space in the car park for the emergency vehicles to access the hall.
- Get someone to go the entrance of the access road on Ashe Road to direct the emergency services to the hall.
- Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point.
- The person responsible for the event needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.
- The responsible person needs to notify a member of the Village Hall Committee of the emergency as soon as is reasonably possible
- All user groups are responsible for understanding how to use the fire equipment provided in the Hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the Hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practice these evacuation processes on a regular basis.

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- 5) **Trips and similar hazards** – The Hall tries to minimise all trips and similar hazards in and around the property. The car park has a loose lay surface which is prone to uneven surfaces, pot-holes and the occasional exposed surface items such as kerb edges and man-hole covers. The car park is also unlit at night so please ensure your guests are aware of the potential hazards and for them to take appropriate precautions.
- 6) **Accidents** – There is a First Aid kit located in the small kitchen next to the metal shutter. Please also complete the accident form held in the plastic document holder below the First Aid Kit.
- 7) **Faults and Issues** – If you discover any issues, faults or problems, then please complete a fault report form held in the plastic document holder below the First Aid Kit. It would also be helpful if you could email us with details at Tunstall.CommunityHall@Gmail.com.

Emergency Exits,
Fire Fighting Equipment and
Call points

Tunstall Community Hall



- AP** Alarm Panel
- Manual Call Points
- FB** Fire Blanket
- Fm** Fire Fighting Equipment
- Fm** Foam
- W** Water
- DP** Dry Powder
- Co2** Carbon Dioxide

Guide on Use of Fire Extinguishers and Fire Blanket





This information will enable you to operate fire extinguishers that are found in the Community Hall.

Do not put your personal safety at risk and ensure all are evacuated from the building. Only use a fire extinguisher in an emergency to aid escape from a fire or to extinguish a 'small' fire. Your priority is to :-

- Ensure that the alarm has been raised
- Ensure all those attending your event have or are being evacuated from the building
- Ensure the emergency services have been called.

1 Select the correct extinguisher for the type of fire in accordance with the following table:

Types of fire extinguisher used on University Premises:

Water	CO ₂	Powder	Foam
			
USE on:			
Wood, paper, textiles and solid material fires	Flammable Liquid and Electrical fires	Flammable Liquid, Flammable Gases, Electrical and Wood, paper, textiles fires	Flammable liquid, wood, paper, textiles and solid material fires
DO NOT USE on:			
Flammable Liquid, Electrical or Metal fires	Metal fires	Metal fires	Electrical or Metal fires

3 Use the extinguisher as directed on each extinguisher as below:-

- **PULL** the safety pin out, to free the lever on top of the extinguisher
- **AIM** the fire extinguisher nozzle or hose at the base of the fire, standing around 2.5 metres back from the fire
- **SQUEEZE** the handle to release the fire-fighting agent
- **SWEEP** the nozzle or hose across the base of the fire (not the flames) until it is fully extinguished; with foam and powder, lay a blanket of foam or powder over the burning area

Warning:- Do not touch the horn of the CO₂ extinguisher as your hand could freeze to it.

Fire Blankets may be used to extinguish cooking pan fires:

- Pull the blanket out of its case
- Check that the fire is smaller than the blanket
- Hold it well up in front of you by the top corners and keep your hands tucked in behind the blanket
- Place it over the fire to smother it and leave it there
- Don't take it off for half an hour, in order to let the material cool down.