



IT IS THE RESPONSIBILITY OF THE HIRER TO READ AND COMPLY WITH THIS NOTICE

At the beginning of the Hire period the Hirer shall check:

That all escape routes are free of obstruction and can be safely used.

That all security bolts on the emergency doors have been withdrawn so that the panic bars can be operated.

That there are no obvious fire hazards on the premises.

That the 'Exit' and 'Emergency Exit' signs in the Main Hall are illuminated.

That the office is unlocked (The emergency keys to the gas shut-off valves hang on the notice board in the office. Only use if there is no access to the kitchen – see below).

On leaving the Premises the Hirer shall:

Make sure that all the doors and windows are closed, bolted and secured. If there is no-one else in the Barn, ensure that the alarm is set and that the front door is locked. See notices

Supervision of Public Entertainment:

During Public Entertainment there shall, in addition to the hirer, be at least 1 competent person aged 18 years or over on duty on the premises to assist people entering and leaving. All persons on duty shall be aware of their responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment, how to call the Fire Brigade, and the evacuation procedure. See notice.

Action In The Event Of Fire:

Operate the fire alarm then evacuate the building then Call the Fire Brigade. Meet the Fire Brigade when they arrive. The Fire Brigade must be called to any outbreak of fire, however slight, and the details must be given to the Volunteer Management Committee.

Fire Alarm:

If the Fire Alarm sounds, assume it is a fire and act as above. To have the Fire Alarm silenced, call a member of the Management Committee to silence it – see notice. After 10pm, call the service number on the Fire Alarm Control Panel.

Evacuation Procedure:

Exits are located at the ground floor Main Entrance, though Room 4 at the far end of the ground floor corridor, and in the upstairs Main Hall to the right of the stage – See notice. The assembly point is the car park, and the entrance to the car park from the road must be kept clear for the emergency services. Do not re-enter the building even if personal belongings have been left inside.

Calling the Fire Brigade:

Call 999 from a mobile, and ask for 'Fire'. Give the location as The Tithe Barn, Cheltenham Road, Bishop's Cleeve, GL52 8LU. The nearest public telephone is in the Kings Head public



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house by the roundabout approximately 150 yards along the road turning right out of the car park.

Fire Fighting Equipment:

Fire Extinguishers are located: In the entrance foyer. In the ground floor corridor. By the emergency exit in the Meeting Room. In the upstairs Main Hall by each exit. On the stage close to the lighting switches.

Fire Blankets are located: In the kitchen. On the stage close to the lighting switches.

Check that everything is present and that you know how to use it. Instructions are posted with each piece of equipment.

Emergency Lighting

This comes on automatically if there is a mains power failure.

In The Event of A Gas Leak:

Call the Gas Emergency Service. Their telephone number is 0800 111 999. No money is needed.

Do not smoke. Do not use naked flames. Do not turn electrical switches on or off.

Turn off the gas supply at the red switch in the kitchen at eye level to the right of the water heater above the sink. IF the kitchen is not accessible take the keys from the office notice board and turn off the gas in the shed at the North end of the building (the far end of the car park). The long key is put upside down into the iron gate and turned twice, the smaller door key is turned once. The gas valve is at the far back left of the room under the staging.

If sensible, open any accessible doors and windows to get rid of the gas. Inform a member of the Volunteer Management Committee.

Heating

No unauthorised heating appliances shall be used on the premises when the Tithe Barn is open to the public without the written consent of the Management Committee.

Portable Electrical Appliances

All portable electrical appliances brought for use on the premises (e.g. disco equipment, catering equipment) must comply with the requirements of the 'Electricity At Work Regulations 1989'.

Water leak

Where the water is not required for fire fighting, turn off the main stop cock in the kitchen using the blue switch, with a metal guard, low down on the wall, to the left of the large back door.