

KILHAM HALL

FIRE SAFETY INFORMATION FOR HIRERS



Before Your Event

As the person responsible for the booking, please ensure that:

- You know where the fire exits are located.
- You know where the fire alarm call points are located.
- You know where the fire extinguishers are located.
- All exits and escape routes remain clear throughout your event.
- You have considered whether any guests may require assistance in an emergency.
- Ensure you know the meeting point – **Kilham Hall Car Park**.

During Your Event

Please ensure that:

- Fire exits are not blocked.
- Fire doors are not wedged or propped open.
- Corridors, doorways and escape routes remain clear.
- Any decorations are securely fixed and kept away from lights, heaters and electrical equipment.
- Smoking is only permitted in designated outdoor areas.
- Children are supervised at all times.
- Advise your guests of what to do in case of fire and the meeting point.

If You Discover a Fire

1. Raise the alarm immediately.
2. Warn everyone in the building.
3. Leave the building by the nearest safe exit.
4. Call 999 and request the Fire Service.
5. Only use a fire extinguisher if:
 - You have been trained to do so; and
 - It is safe to do so.

Do not take unnecessary risks.

If the Fire Alarm Sounds

- Stop activities immediately.
- Leave the building by the nearest exit.
- Assist anyone who may require help.
- Do not stop to collect personal belongings.
- Do not re-enter the building until it is declared safe.

Special Activities

If your event involves any of the following, please notify the Hall Committee before the event:

- Candles or naked flames.
- Portable heaters.
- Pyrotechnics or fireworks.
- Hot works.
- Hazardous substances.
- High-powered electrical equipment.

Additional risk assessments may be required.

Emergency Services

In an emergency call:

999

Give the location as:

Kilham Hall

Kilham Lane, Branton, Doncaster, DN3 3PF

Remember

KEEP EXITS CLEAR • LEAVE IMMEDIATELY IF ALARM SOUNDS • DO NOT
RE-ENTER UNTIL SAFE