

**COMBERTON VILLAGE INSTITUTE TRUST**  
**Charitable Incorporated Organisation 1189495**

**SAFETY REGULATIONS (Nov 2022)**

1. Users of the hall must not abuse any equipment provided on the premises. The stage must not be erected without prior permission from and erection/supervision by the Trustees.
2. The building is fitted with a fire detection system. If smoke is detected the fire alarm will sound. All users must evacuate immediately, not wasting time to collect belongings, and assemble on the car park at a safe distance from the hall. In the event of a fire alarm sounding, users **must** dial 999 and report the incident even if no fire is obvious. Missing persons must be identified and reported to the fire brigade when they arrive. A Trustee should be informed of the incident as soon as is practicable: contact details are provided on the entrance door to the building.
3. Groups and individuals using the premises should ensure that they have appropriate evacuation procedures in place in the event of the fire alarm sounding or any other emergency, particularly if disabled people or children are likely to be present. Designated individuals should familiarise themselves with the location of emergency exits and fire fighting equipment. Users should make no attempt to fight a fire unless they are very confident that they can do so at no risk to themselves.
4. Emergency exits must not be locked or obstructed while rooms are occupied. Fire fighting equipment must be left in their designated positions and not obstructed. All fire doors must be kept closed and not held open unless by the approved door guards installed.
5. The stairlift should not be used by untrained people; training can be provided if requested in advance.
6. Limits on numbers of attendees must be observed so as to facilitate evacuation: 100 seated in linked chairs theatre-style or 120 standing in the main hall; 30 in first floor meeting room and 15 in the community room.
7. The staircase and landing must be kept unobstructed and free from combustible material at all times.
8. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches, etc. in the cigarette bin provided by the front door, so as not to cause a fire or health hazard.
9. At the end of the hire, users should check to ensure that electrical appliances (except the fridge/freezer) are switched off and unplugged; lights (particularly in the toilets), ceiling fans and the air cooling system are switched off; all external doors and windows are secured; and internal doors are closed and, where appropriate, locked. Waste materials and recycling should be removed from the premises and not left outside the building or in the outside bins.
10. Kitchen safety:
  - a. Trustees recommend that children under the age of 16 are not allowed in the kitchen. If you choose to allow them to enter, this is at the responsibility of the hirer and not of the trustees.
  - b. Users should familiarise themselves with the location and type of fire equipment available and the location of first aid equipment
  - c. Cooking equipment must not be left unsupervised when in use.
  - d. Switch off all appliances when not in use and unplug at the end of each let, with the exception of the fridge/freezer.
11. Hirers are responsible for ensuring that unauthorised visitors do not enter the building. Children are not permitted in the storage building.
12. Any incidents or potential hazards should be brought to the attention of the Trustees by way of an entry in the log book provided in the kitchen. Bandages and plasters are provided in the First Aid Box in the kitchen. Any injuries must be recorded in the Accident Report book kept in the First Aid Box.
13. Any activity which is against the law, or considered by the Trustees to be unsafe, is not permitted. Candles and other incendiary devices (including tea lights) are not permitted in the hall with the exception of candles on birthday cakes. Fireworks are not permitted anywhere on the site.
14. Hirers bringing electrical equipment into the hall must ensure that it is safe to use.

**Non-observance of the above will result in groups/ individuals being banned from future use of the premises.**