



HIRERS' APPOINTMENT OF STEWARDS AND THEIR RESPONSIBILITIES

I agree that on hiring the Hall I need to appoint one Steward if I hire the one Hall; and two Stewards if I hire the complete Hall

I agree that it is my responsibility to brief the Stewards (which may include me) on their responsibilities as outlined below:

The Stewards are responsible for public safety. Every Steward should know where the emergency exits are located; where the fire alarms are located; where the fire extinguishers and fire blankets are located; and where the first aid kits are located.

- Fire Blanket in Kitchen
- 1 x Foam Fire Extinguisher and 1 x Carbon Dioxide Extinguisher in Entrance Area
- 1 x Water Extinguisher in Large Hall
- 1 x Water Extinguisher in Small Hall
- 2 x First Aid boxes in cupboard by front door in Entrance Area

It is also the Stewards' responsibility to enforce the Hall's 'No Smoking' policy. In the event of a fire the Stewards' tasks are as follows in order of priority:

- To sound one of the four fire alarms (located in the kitchen, the entrance hall by the front door, and by the emergency exits in the Lounge and Main Hall)
- To evacuate the building as quickly as possible through the nearest exit and request that everyone should wait at the Fire Assembly point which is at the bottom of Parish Hall car park directly adjacent to bin store
- To phone 999 and summon the Fire Brigade (there is no public phone in the hall so use a mobile)
- Before leaving the Village Hall check the toilets and other rooms to make sure there is no-one left in the building.
- To tackle the fire only if they feel competent to do so.

I will ensure that the Stewards sign and complete the Stewards' Log (located in the Committee Room) whenever I hire the Hall.