Leathley Parish Rooms Emergency Plan Information for patrons and hirers of the hall.

# In case of an emergency

If the emergency services need to be called. Leathley parish rooms address is:

Leathley Parish Rooms

Leathley Lane, Leathley,

North Yorkshire LS21 2JX

Stating that we are opposite St Oswalds Church will assist.

The telephone outside the Hall can be used for emergency calls free of charge.

# As the responsible person for the event / function etc. you have a legal duty with regards to the safety of those persons assisting or attending the event. Before the event you should be aware of:

**How a fire will be detected:**

There are no smoke alarms in the main hall. Fires will be detected by the smell of smoke or sight of fire. There are alarms in the toilets

**How people will be warned:**

You need to agree person / persons present at the event who will notify, with an identified warning, attendees.

**What should people do if they discover a fire?**

They should notify you as the responsible person for the event and the emergency services should be called if required.

For small fires there are fire extinguishers in the Main hall, kitchen and corridor.

People should exit the building by their nearest fire exit.

**Where should people assemble?**

People should assemble at the front of the building on the grassed area away from the building.

You are responsible for being aware of who has attended at your event and should check all are present.

**Key escape routes:**

The exits from Leathley Parish Rooms are identified by signs and should be kept clear of obstacles. There are exits from the Main Hall, the rear corridor and Kitchen.

**Limitation on numbers of people:**

Leathley Parish Rooms can house a maximum of 60 people.

# Before the event you should decide:

**The arrangements for means of escape for disabled persons and people identified as being at risk:**

The easiest exit to access is from the main hall. Assistance will need to be given to any disabled persons if they need to exit from the Hallway (corridor), Toilets or Kitchen.

You need to identify people who will assist any disabled persons and make arrangements for the safe evacuation of people identified as being especially at risk.

**Who will be responsible for calling the fire and rescue service?**

You must determine who will be responsible for calling emergency services

**Who will meet the fire and emergency services and notify them of the layout of the buildings and location of any special risks i.e. location of highly flammable materials:**

Leathley Parish Rooms is a rectangular building with a kitchen to the right (as you face the building), a store room beyond the kitchen, a main hall area and a corridor running along the back of the hall and Kitchen. The toilets are situated off the main hall.

The kitchen is equipped with various electrical items. There are flammable materials in the store cupboard

**Your plans to deal with people once they have left the premises, especially children.**

# At the start of the event or function you should notify all those present that:

**Leathley Parish Rooms is a no smoking building.**

People may smoke outside the front of the building, but away from the Alms Houses. Please ensure all smoking materials are disposed of safely. There is a bucket of sand in the porch to extinguish cigarettes.

**The emergency warning signal.**

Please identify a signal, word or phrase.

**Who is supervising and how to identify them?**

Please identify this individual. Unless specifically delegated, this will be the hirer

**Location of exits and escape routes.**

Inform people that they should take only valuables immediately to hand and not to go and collect other belongings.

**Location of the assembly point.**

Outside the front of the building on the grassed area away from the building.

# Health Emergency

There is an automated defibrillator on the wall to the right as you leave the building. This is an adult defibrillator.

A first aid box is provided in the kitchen

# During the event or function you should ensure that:

**Escape routes and exits do not become blocked.**

**Leathley Parish Rooms remains a non-smoking building.**

**No naked flames are started (unless authorized i.e. candles)**

**Where naked flames are present that combustible materials is kept clear.**

**Rooms do not become overcrowded.**

**Noise (eg music) cannot drown out the smoke alarm.**

**THANK YOU**

**Leathley Parish Rooms Committee**

**November 2024**