

# HARWELL VILLAGE HALL



CHARITY NUMBER 1157858

## Fire Safety Guidance and Emergency Plan for Hirers

### Safety Guidance

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Harwell Village Hall during your hire of the Village Hall.

At all times Harwell Village Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and ready to take control of any incident.

**Please read and become familiar with these instructions.**

**Your priority should always be to Save Lives and not the building!**

#### BEFORE YOUR EVENT STARTS:

- Check that the Village Hall 'Fire Exit' lights are working.
- Check that all Village Hall 'Fire Exit' routes are not blocked.
- Check that you know where the Village Hall's Fire Extinguishers are located.
- Check that any electrical equipment and extension leads that you have brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung within the Village Hall so that they could fall down and obstruct a Fire Exit.
- Inform all of your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' by the High Street entrance to the car park (outside Cherry Hall), in the event of a fire or an emergency.

#### DURING YOUR EVENT:

- Count number of attendees that are present at your event.
- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency.
- Ensure that no vehicle obstructs any fire exit, so that wheelchair users and those with prams/buggies can leave the Village Hall safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the Street.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames).
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

**Harwell Village Hall, High Street, Harwell OX11 0EX**

<https://www.harwellvillagehall.co.uk>

Update: February 2026

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## EMERGENCY EVACUATION PLAN

In the Event of a Fire or Emergency: **Take Command!**

**Give loud and clear instructions.**

- **Tell everybody to:**
  - In an orderly manner to **immediately evacuate** the building using the nearest available exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary; and
  - **gather at the 'Assembly Point'** and to wait for you.
- If it has not started automatically, **activate the Fire Alarm** – by using the 'break glass point' located at any of the exit routes.
- **Do not attempt to tackle a fire** unless trained and confident to do so.
- **Call THE FIRE BRIGADE - DIAL 999** and give this address:

HARWELL VILLAGE HALL  
HIGH STREET  
HARWELL  
OX11 0EX.

- The What3Words locations are:
  - Orchard Hall: sunshine.gent.obstinate
  - Cherry Hall: survivor.venturing.surpasses
- Fire extinguishers are available to be used to clear a safe passage to a Fire Exit.
- Once outside at the 'Assembly Point', **check** that everyone is accounted for.
- Check that the High Street area around the Village Hall entrance is **clear** for the emergency services vehicles.
- **Do not allow anyone to enter the Village Hall** until a fire officer tells you it is safe to enter.
- **Remain available** to give the Fire Brigade access if necessary (you have the access code!).
- Do not return into the building until the Fire Brigade has given the all clear.
- Please inform either Alison Fautley (Chair) on 07884 475907 or Martin Ricketts (Caretaker) on 07412 963075 that there is a fire and that the fire brigade has been called.

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