

# Victory Hall, Dalston.

[www.victoryhall-dalston.org.uk](http://www.victoryhall-dalston.org.uk)

## EVENTS WHICH COME UNDER THE HALL PREMISES LICENCE

The event that you have booked falls within our premises licence.

(For more information go to Appendix 2)

This means that we must ask you to appoint a **Duty Manager** for your event.

The Duty Manager will be responsible for the safety of those at the event.

Guidance is provided on page 2 to assist the Duty Manager.

A Check List will be provided to record compliance with requirements.

**Please complete the information and declaration below.**

**Please return the form to the Secretary at least 2 weeks before the event:**

**Jane Clark:** [sec.victoryhall@outlook.com](mailto:sec.victoryhall@outlook.com) or to 4, The Forge, Dalston, CA5 7QP

(if you send a hard copy you need only return page 1)

Name of Hirer					
On behalf of (individual or organisation)					
For a public event consisting of		Party/Dance/ production			
Date		Time	Start	Finish	
Approximate number attending					

The hirers should appoint a principal 'Duty Manager' who must make the declaration below.

The Duty Manager may delegate the duty if (s)he wishes (for example for multiple performances) but must provide all relevant information anyone (s)he delegates to.

### Principal Duty Manager's Declaration:

- a) I am a responsible adult over the age of 21.
- b) I have received, read and understood the guidance for Duty Managers (appx 1)
- c) I accept the delegated role and responsibilities of the Principal Duty Manager for the event(s) listed above and will comply with requirements set out in the above guidance.
- d) I shall ensure I and any delegated duty managers familiarise ourselves with the Hall in respect of layout, exits, fire extinguisher positions and other safety measures prior to the event. (Appx 3)
- e) I undertake that I and any delegated duty managers will carry out a basic safety inspection of the premises prior to each event and to record the findings on the check list(s) supplied to me by the Licensee. I undertake to return the check list(s) to the Licensee for record purposes following the event(s).
- f) I undertake that I and any delegated duty managers will try to put to rights anything that we find not in compliance during our basic safety inspection or to inform the Secretary of the Hall or other Official of the problem/situation and not to hold the event(s) until the situation is rectified (contact numbers are provided on page 3).

<b>Print Name of Duty Manager</b>		<b>Signed</b>		<b>Date</b>	
<b>Accepted on behalf of the Licensee</b>			<b>Date</b>		

## Further information:

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## Appendix 1

### Guidance notes for Duty Managers

The Hall Committee will check that the hall is in good order but this could be some hours, or perhaps a day, before an event. We therefore ask that a final check is made just before the event. If anything is found missing or damaged then this must be reported to the Caretaker, Secretary or other Hall Committee members (see check list) so that it can be rectified prior to the event taking place.

The 'Duty Manager' must be a responsible person who will be present at the event but will not be so directly involved (s)he is not able to carry out the necessary inspection duties before each event and to take an overview during the event.

The main duties of the Duty Manager are:

- to ensure that allowable attendance numbers are not exceeded and the event is orderly
- to ensure fire extinguishers are in place as per the layout plan and remain so
- to ensure corridors and passages to emergency exits are kept clear
- to ensure that there is no smoking within the building.
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Please do not let the above requirements deter you from booking the Hall. We have set everything up to make matters as simple as possible and these are conditions that apply to village halls nationwide.

If you have concerns about the safety aspects of Hall hire please contact the Secretary who will explain matters and try to resolve any problems and allay any concerns.

Enjoy your event and please let us have feedback if you think there is something we could do better

## Appendix 2

### Information regarding the Premises Licence

**Public** events involving the playing of music, singing, dancing and theatrical performance take place under the control of the **Premises Licence**.

The Victory Hall holds a Premises Licence granted by Carlisle City Council to the Hall Management Committee as licensees

The Licence number is **PLN015**

This authorises use of the hall by the public for:

- A performance of a play
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to those above
- Entertainment facilities for making music
- Entertainment facilities for dancing

between the hours of:

Mon – Sat: 10 am to midnight Sunday: noon – 10.30pm

If you would like to see the Premises Licence do let us know

### **What this means in practice**

The Licence imposes duties and responsibilities on the Licensee (the Victory Hall Management Committee) which may be delegated to a Duty Manager.

The Committee has also appointed a 'Responsible Person' in respect of Fire Regulation compliance. These duties may also be delegated.

The Licensees ensure that the Hall is kept in suitable condition and that it is regularly inspected and services tested and that fire precautions are in order.

However, the Licensees delegate responsibility for actual control of licensed events to individual user groups rather than controlling events themselves. It is therefore necessary for hirers to identify a 'Duty Manager' who is also delegated the duties of the 'Responsible Person' for each event invoking use of the licence. There can be more than one Duty Manager/Responsible Person for a series of performances, such as a play.

The 'Duty Manager' must be a responsible person who will be present at the event but will not be so directly involved (s)he is not able to carry out the necessary inspection duties before each event and to take an overview during the event.

Events invoking the Premises Licence require an extra form to be filled in by the hirers. This requires the Duty Manager to agree to the duties involved. It must be returned before to the event and be accepted by the Licensees.

The event organisers will be given all the information they require by the Hall Secretary:

- Details of the Premises Licence and conditions
- Guidance for Duty Managers
- Fire information and emergency evacuation plan
- A layout plan showing all the fire exits
- A check list to be filled in, signed and returned to the Secretary after the event (to confirm that the Licensees have fulfilled their licence requirements)

### **NO-SMOKING**

Please note that, as with all such premises, from July 2007 the entire premises are designated by law as a 'no smoking' zone. Organisers must ensure that this condition of hire is complied with for legal, health, safety and insurance reasons.

If those using the hall wish to smoke they must leave the building. They should not take alcoholic drinks with them as alcohol may not be consumed off the premises.

## Appendix 3

# **FIRE** safety guide for users of the Hall

## IN THE EVENT OF A FIRE **DIAL 999**

- **The Responsible Person** will instruct all persons to leave the Building using the nearest available Emergency Exit, and to go as soon as possible to the **Assembly Point** - which is the grass area in front of the Co-op.
- **A Roll Call** should be taken.
- **No matter how small the fire, call the Fire Brigade.** There is no telephone in the Victory Hall, so if you have access to a mobile phone, **dial 999** and give this address:

### **THE VICTORY HALL, THE GREEN, DALSTON, CARLISLE. CA5 7QB**

- **The Responsible Person** should ensure, that once the Building has been evacuated, no one re-enters the Building to collect personal belongings, etc. under any circumstances.
- On the arrival of the Fire Brigade, the **Responsible Person** should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform the Officer in Charge of anyone who is missing from their last known position.
- **ATTEMPTS TO PUT OUT THE OUTBREAK OF FIRE USING THE FIRE EXTINGUISHERS SHOULD ONLY BE CARRIED OUT IF IT IS CONSIDERED TO BE SAFE - IF IN ANY DOUBT GET OUT OF THE BUILDING.**
- If you have access to a mobile phone and after you have carried out all of the above - and circumstances allow it - please call one of the numbers below.

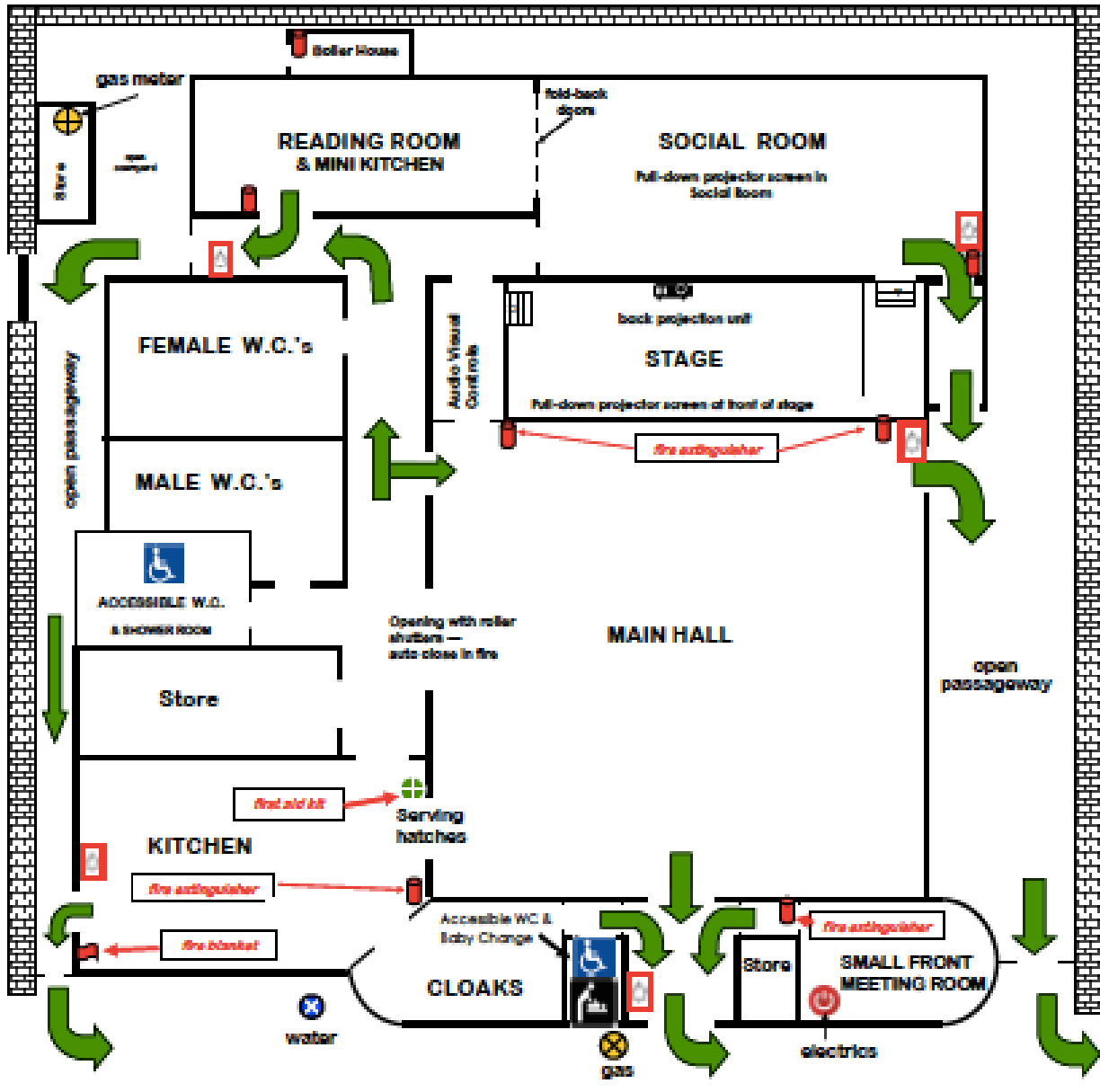
Note: All incidents, no matter how small, must be reported to the Secretary.

### **EMERGENCY CONTACTS:**

<b>SECRETARY</b>	<b>JANE CLARK</b>	<b>01228 711183</b>
<b>CHAIR</b>	<b>CAROLYN HODGSON</b>	<b>07899796577</b>
<b>LETTINGS SECRETARY</b>	<b>AILEEN WEST</b>	<b>07731122081</b>



# EMERGENCY EXIT ROUTES & SAFETY INFORMATION



----- B5299 CARLISLE ROAD -----



**ASSEMBLY POINT**  
(& public 'phone box)  
by flagpole in front of  
CO-OP store

JA: 10/2020

# **FIRE RISK ASSESSMENT**

## **Description of Premises**

Dalston Victory Hall, although originally built in 1922, has had improvements and extensions over the years to increase the facilities of this community building. It complies with all current regulations including building, fire, and disabled access.

It is situated in the centre of Dalston overlooking The Green with parking and village facilities nearby. The building comprises entrance lobby with a cloakroom, small meeting room and disabled toilet, leading to the main hall with emergency exit and stage. At the rear of the hall are two meeting rooms with a fold back partition between them. One of these rooms contains a small kitchen and the other a lobby to an external door.

A new kitchen, toilets and storage facilities were completed in 2019 and are accessed from the main hall, the cloakroom and the rear rooms. The kitchen has direct access to the main hall via two serving hatches which can be closed off from the hall with powered shutters.

There are five emergency exits which lead directly out of the building - from the main hall, both lobbies rear passage and kitchen. They are clearly lit with emergency lighting and comply with disability legislation. The Fire Assembly Point is the grass area in front of the Co-op shop some 50 yards to the north.

Fire Extinguishers or blankets are situated in the front lobby, main hall, rear rooms and new kitchen. They are inspected regularly.

The building is a no smoking area. No fireworks, gas appliances or flammable substances are allowed inside the building. Candles, barbeques and other naked flames are not to be used inside or outside the building.

Fire hazard is considered to be low and thus the risk is low.

## **Use of the Victory Hall**

The Hall is used by a variety of organisations and private individuals for a wide range of activities. The Booking Form forms the basis of the Hire Agreement and draws the attention of the Hirer to the Terms and Conditions of Hire.

This Fire Risk Assessment has been done by the Trustees to cover the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The Trustees encourage all users of the Hall to carry out their own Fire Risk Assessment to highlight the areas used by their own group of users, also to demonstrate to their group the position of escape routes.

The Hirer is deemed to be the RESPONSIBLE PERSON and is designated as the person in charge of the Hall during the hire period.

The Trustees ask Hirers to make themselves aware of the escape routes and the firefighting equipment. This plan is available on the Website, when booking the Hall, and on the wall by the front door. They should also make themselves aware of the location of the fire assembly point.

A Trustee will only attend the Hall during a booked event when it is agreed necessary.

It is the responsibility of the Hirer to ensure the Hall is securely locked after use, as the building should never be left open and unoccupied. The front and side doors are secured by combination locks. The relevant combination will be given to the hirer at the appropriate time. Various areas within the hall have separate locks, the keys of which are held in a separate key safe in the front lobby.

### **People at Risk**

Those at risk in the event of fire are:

- **Hall Users:** There could be up to 150 at one time, but generally much smaller numbers than this. Most of our Users are familiar with the Hall. Those who are not will find the simple layout easy to navigate. The main hall is open plan and has three easily identifiable fire exits, two of which are double doors fitted with push bar releases. The two rear rooms have one easily identifiable fire exit fitted with a push bar and easy access to the main hall fire exits.
- **Caretaker:** The Trustees employ a part-time Caretaker who has access to the building at all times and usually works alone.
- **Trades People:** The Trustees employ trades people as and when required. Local trades people who are familiar with the building gain access with the lock combination provided by a Trustee. Trades people who are not familiar with the building are accompanied by one or more Trustees.
- **Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of the Hirer to ensure that disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on the level internally with slight ramps to the exterior, so there are no barriers to wheel-chairs.
- **Children:** It is the responsibility of the Hirer to ensure that all children are supervised and that they are given adequate assistance in the event of an evacuation.
- **Members of the Public:** Walk past the front of the Hall on the public pavement.

#### **Possible Causes of Fire**

- **Electrical:** Fault on main supply, socket outlets, wiring.
- **Heating Boiler:** Gas with electric ignition, pumps, controllers.
- **Portable Appliances:** Electrical faults.
- **Kitchen:** Fixed equipment faults.
- **Cooking:** Accidents.
- **Waste:** Accidental ignition.
- **Stage:** Lighting and audio electrical systems.  
Stage scenery and props - on stage and stored under.
- **Deliberate Ignition**

#### **Control Measures**

The Control Measures taken by the trustees are to ensure that:

- **All Fire Doors** are checked weekly for illumination, ease of opening, and that emergency exit routes are kept clear. A test of continued illumination in the event of a power failure is done quarterly. A test of the smoke alarms is done quarterly.
- **Assembly Point:** Ease of access to and through the escape routes to the Assembly Point are tested annually.
- **Fire Fighting Equipment:** A sufficient range of equipment is supplied in prominent positions in the building with the relevant instructions immediately adjacent. A qualified person inspects them on a regular basis.
- **Electrical Equipment:** Both fixed and portable is safety tested regularly.
- **Heating Boiler:** Inspected regularly with its associated equipment.
- **Furnishings:** Tables, chairs, curtains etc. where possible are from a non-combustible material and comply with Fire Regulations. The stage curtains are fire proofed to the standard applicable at the time of purchase
- **Waste Bins:** Are emptied each time the kitchen is cleaned and the bagged contents placed in the exterior bins.
- **Exterior Lighting:** At the front porch and on the north elevation is PIR activated to deter potential intruders. They are checked regularly.
- **User Responsibilities:** All Users are made aware of their responsibilities under the Premises Licence and the Booking Form.
- **User Fire Risk Assessment:** All regular User Groups are advised that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a User Group not carrying out its own Fire Risk Assessment.