



HIRERS' APPOINTMENT OF STEWARDS AND THEIR RESPONSIBILITIES

I agree that on hiring the Hall I need to appoint one Steward if I hire the Committee Room; one Steward if I hire the Lounge; and three Stewards if I hire the main hall (Hackley 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.

(The emergency exits are in the main hall, in the lounge and also the main door. The fire alarm glass break boxes are by the fire exit in the main hall, in the kitchen, in the lounge by the fire exit and by the main door. The fire blankets are in the kitchen and kitchenette. There are first aid kits on top of the dishwasher in the main kitchen, on top of the water boiler in the kitchenette and in the lighting cupboard in the main hall. The accident book is in the committee room on the windowsill.)

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:

1. 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)
2. 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 directly opposite the entrance to the Village Hall Car Park.
3. To phone 999 and summon the Fire Brigade (there is no public phone in Weobley so use a mobile)
4. Before leaving the Village Hall check the toilets and other rooms to make sure there is no-one left in the building.
5. 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.