

Rode and District Memorial Hall

Safety Requirements

Supervision

1. A Safety Supervisor shall be appointed aged 21 or over.
2. The Safety Supervisor shall be in charge of and be in the premises at all times, during the hire period, when the public are present.
3. The Safety Supervisor shall ensure that the premises are used in a safe manner and that these safety requirements are properly observed.
4. The Safety Supervisor shall be assisted by a Safety Attendant, who shall be at least 18 years old.
5. Prior to the event, the Safety Supervisor and the Safety Attendant shall familiarise themselves with the layout of the premises, the emergency exits, the safety precautions to be observed, the firefighting and first aid equipment and the action to be taken in the event of a fire or other emergency. A notice advising on the action to be taken in the event of a fire is displayed on the notice board.
6. The Safety Supervisor shall take due precautions to ensure the safety of children and disabled people during any performance or in the event of an emergency.
7. The Fire Brigade shall be called immediately to any outbreak of fire, however slight.

Maximum Numbers Permitted

8. The maximum number of persons to be allowed on the premises shall be:
 - a 200 when used for a closely seated audience
 - b 168 when used for dancing
 - c 84 when seating is provided at tables
 - d 100 when used for dancing, and seating is also provided at tables

Exits

9. The front and rear exit doors shall be kept unlocked, unbolted and unobstructed at all times the public are on the premises.

Lighting and Electrical

10. No temporary lighting shall be installed in the Hall or on the stage without the prior approval in writing of the Management Committee.
11. In the main hall, the lighting shall be sufficient to enable the public, performers and attendants, to see their way out.
12. In other parts of the premises to which the public have access, the lighting shall be fully maintained so as to afford good general illumination.
13. Table lights or other type of decorative lighting shall be to a standard approved by the Management Committee.

Seating (see conditions 19 to 25 for closely seated audiences)

14. Seating shall be arranged to allow clear means of egress from the premises in any emergency.

Stage Risk/Fire Hazard

15. Pyrotechnics or explosives shall not be brought on to the premises and real flame or smoking shall not be used on the stage unless the prior consent of the Management Committee has been obtained.
16. All scenery, curtains, decorations and props shall be rendered and maintained non-flammable, and highly flammable materials shall not be used for clothing of performers.
17. Paper decorations shall not be used.

Heating

18. No heating appliance, other than those already installed, shall be used without prior permission of the Management Committee.

Seating for a Closely Seated Audience

- 19. Gangways shall be not less than 1100mm (44 inches) wide and shall lead directly to the exit doors.
- 20. Exit routes shall be kept entirely free from obstructions at all times.
- 21. When chairs are used they shall be secured together, in lengths of not less than 4 seats in a section.
- 22. There shall be an unobstructed space of at least 400mm (16 inches) measured between perpendiculars from the back of one seat and the front of the seat immediately behind.
- 23. The number of seats in a row shall not exceed: -
 - a 7 seats where there is a gangway at one end only
 - b 14 seats where there is a gangway at each end
- 24. A space at least 760mm (30 inches) deep shall be maintained in front of the row of seats nearest the stage, except where such space is used as a gangway when it shall be at least 1100mm (44 inches).
- 25. Disabled people may, with the consent of the Management Committee, sit in the hall in wheelchairs. Due consideration must be given to their safe exit in an emergency.

I hereby acknowledge:

a) my appointment as the Safety Supervisor and person responsible for ensuring that i) the premises are used in a safe manner, and ii) the Safety Requirements of the Management Committee are properly observed during the following event:

..... on

b) receipt of a copy of the relevant Safety Requirements.

Signature Date

On behalf of
Management Committee Date