

Cherry Garden Hall – Important Information for Hall Hirers (2024)

FIRE HAZARDS and WHAT TO DO IN CASE OF A FIRE

As the hall hirer you are responsible, so far as reasonably practicable, for eliminating or reducing the risk of a fire hazard during your event. Please familiarise yourself with the fire exits, alarm buttons and recommended place of assembly upon evacuation, which will be pointed out when you view the hall.

This information could save lives.

There are two fire exits in Cherry Garden Hall:

- The main entrance on Southwark Park Road.
- The large black door marked FIRE EXIT on the north side of the hall.

There are fire alarm buttons next to these two exits. There are also green fire exit signs above the doors, on the large black FIRE EXIT door and on the wall of the main lobby by the kitchen.

It is important that these exits and access to them are not blocked, especially by tables and chairs.

Identifying a Fire Hazard

You must ensure that you and your guests do not use anything which could be a fire hazard. This includes: matches, lighters, candles, flammable liquids, gasses, unauthorised electrical equipment, etc.

Your Emergency Plan

When you have a booking at Cherry Garden Hall, you should make an **EMERGENCY PLAN** in case you need to evacuate the building. The safety of you and your guests is paramount! The hirer or other named person should take the role of the **NOMINATED RESPONSIBLE PERSON** to be in charge.

If you discover a Fire in the building:

- Activate the fire alarm. Make sure that any music playing does not drown out the fire alarm. The metal kitchen shutter will automatically close.
- Ensure that **all** your guests evacuate the building by the nearest exit. **Do not stop to collect belongings, as time is essential.**
- Close the fire doors to compartmentalise the fire (these will hold back a fire for at least 30 minutes)
- **Do not stop and try to fight the fire.** There are no extinguishers at the hall. Do not risk lives. **Leave the building!!!**
- You and all your guests should assemble on the far side of the stairwell by Sainsbury's on Jamaica Road (to the left of the hall as you exit).
- Check that all your guests are present by taking a roll call.

Call the Fire Brigade

- **DIAL 999 or 112.**
- The first person you will speak to is a national telephone operator.

- The operator will say **“Emergency, which service do you require?”**
- **You say “FIRE SERVICE”.**
- The operator will then pass you to the Fire Service Control, identifying themselves and giving your telephone number.

- Fire Service Control will ask for your name and the address of the fire, which is:
Cherry Garden Hall, 210 Jamaica Road, London SE16 4RT.
Tell them what the emergency is and any other information they require.

- **It is important that you speak CLEARLY and DO NOT PANIC. Inform the Control Operator if you have any person trapped or if you have a disabled person on the premises.**
- The Control Operator will inform you that the Fire Service will be with you soon. They will also ask you to ensure that you and your guests have evacuated the building, and to take a roll call of your guests.

NOTE: As soon as Fire Control have your address, they will be mobilising fire appliances to you.

PLEASE DO NOT RETURN TO THE HALL UNDER ANY CIRCUMSTANCES UNTIL INFORMED BY A FIRE OFFICER THAT IT IS SAFE TO DO SO.