

Haxby & Wigginton u3a Monthly Meetings Policy

ADMITTANCE & FIRE PRECAUTIONS

This policy addresses action to be taken by the Committee and volunteer helpers in preventing attendance at monthly meetings exceeding the number permitted by fire regulations, conditions of hire or as advised by the hirer. The Chairman, or in his/her absence the nominated deputy, will confirm the maximum number of attendees permitted for the venue and particular meeting with the Greeter and/or Membership Secretary. The Greeter is usually the New Members Coordinator but may be a volunteer helper willing to undertake this important role at the monthly meeting.

1.0 Main Hall set up (pre-meeting)

Set out the chairs provided but **do not set out more than the permitted number of places** allowing for any edge bench seats where provided. Seats shall be reserved for volunteer helpers and committee member on duty, if necessary.

The three access/exit aisles (one each side and one down the middle) must not be obstructed in any way and shall be kept clear at all times for emergency escape.

Set up tables and chairs at the entrance for use by the Membership Secretary and Greeters. Arrange tables for any after meeting refreshments. Take care to protect any extension lead floor cables with covers or tape.

2.0 Admittance

Before the front entrance doors are unlocked for admittance, the designated Committee member with the "Clicker" device will "click in" all the Committee members and volunteer helpers assisting in setting up the rooms for the meeting, so that they are included in the number count.

Once the front entrance doors are unlocked for admittance, the designated Committee member with the "Clicker" device will take up station at the front entrance doors to count in the number of people arriving for the meeting. This is before they reach the registration table, where the scanning of membership cards will provide a secondary check on numbers.

When the number of people "clicked in" reaches the maximum permitted, including volunteer helpers and Committee members, the designated Committee member will close the front entrance doors and refuse entry to any further members or visitors arriving for the meeting, with apologies that the Hall is full. **Under no circumstances should more than the permitted number of people be admitted to the Hall including the Chairman, Speaker, Committee members and volunteer helpers.** Everyone must be seated. Standing is not allowed.

When there is more than one speaker or a group performing, they shall also be included in the "clicked in" number count and the number of members admitted adjusted accordingly.

3.0 Fire Actions.

Prior to the commencement of a meeting, or series of meetings, the Chairman, or nominated deputy, shall designate members as Fire Marshalls (normally, but not exclusively, Committee members) whose responsibility shall be to coordinate the safe and orderly evacuation of the building in an emergency.

The evacuation of a building shall be under the direction of the Chairman, or nominated deputy, through the Fire Marshalls.

The duties of a Fire Marshall shall be:

1. To open all the fire exit doors.
2. To direct all those present, members, visitors, guests, and speaker(s) to the nearest fire exit.
3. To assist, or arrange others to assist, any members with reduced mobility.
4. To check that all the toilets and any other rooms that may be occupied are empty and make sure that everyone has left the building.
5. To ensure that the evacuation is carried out in a calm and orderly manner without panic or pushing.
6. To direct people to the designated assembly areas and to count numbers present. There may be more than one assembly area.
7. To check that the numbers attending the meeting are all accounted for.

Should anyone discover a fire anywhere in the building they are to immediately raise the alarm by activating one of the wall fixed fire alarm units. The Secretary, or nominated deputy, will ring the Fire Brigade.

Should the fire alarm sound for any reason the Chairman, or nominated deputy, with the Fire Marshalls shall direct the orderly evacuation of the building.

The above "housekeeping rules" will be announced at the start of each meeting to remind members, visitors, guests and speaker(s) of the correct procedures in the case of fire.

4.0 Venues

Should Haxby and Wigginton u3a use venues for the monthly meeting that have additional or special conditions of hire or operation then similar procedures will apply as directed by the Chairman or his/her nominated deputy.

01 December 2022

Next Review Date: 01 December 2025