



Fire Safety Advice

The hirer is responsible for the premises and users during the time of the hire.

The hirer is responsible for ensuring that there are sufficient attendants in place to ensure the safe deliver of the events. Extra attendants should be in place where events have a high level of young people and specialist equipment.

Before an event

The hirer should check: -

- Fire exits are clear from obstructions
- Check that fire doors are not propped open
- Exit signs are illuminated
- There are no obvious fire hazards

The hirer should ensure that they: -

- ❖ Know the action to be taken in case of a fire or emergency
- ❖ Know what to do if an alarm sound
- ❖ Know how to raise the alarm
- ❖ How to call the emergency services
- ❖ Know the location of firefighting equipment
- ❖ Know where the escape routes are
- ❖ Know the assembly point

Other responsibilities

The hirer must ensure that: -

- ✚ The hall is not overcrowded
- ✚ All gangways are clear
- ✚ Are there any special arrangement required for attendees e.g., wheelchair users?
- ✚ Ensure the premises remain non smoking

Exclusion and admission of the public

The event should cease immediately is: _

- There is a suspected gas leak
- The lighting system fails
- There is a fire
- There is a bomb or suspected package situation