

Annex C

Wallops Parish Hall – Fire Safety Responsibilities of a Hirer

A hirer of the hall is deemed to be the person in control of the hall during the period of hire and is therefore the temporary '**responsible person**' during this time. As such a hirer has legal duties with regard to the safety of those persons assisting with or attending the event.

In practice a hirer must take reasonable steps to reduce the risk from fire and make sure people can escape safely if there is a fire. An outline list of these responsibilities follows.

Checklist for Hirers

Before an Event or Function.

1. Ensure that any portable electrical appliance brought into the hall has been tested and certified.
2. Ensure that you know where the fire alarm points are and how the automatic system operates.
3. Identify escape routes and exits and that they are clear of obstructions/combustible materials.
4. Check the location of the fire extinguishers (by the doors) and their specific use.
5. Check what helpers should do if they discover a fire and how an evacuation should be carried out.
6. Make arrangements to call the Fire Brigade (mobile phone from car park), to meet and brief them and to arrange their easy access.
7. Know where the assembly point is after evacuation (rear of car park) and procedure for checking that evacuation has taken place (a roll call).
8. Arrangements for fighting the fire (only if safe to do so).

At the start of the event or function, notify everyone about:

1. The 'No Smoking' policy. (Smoking area is outside the main front door.)
2. The emergency plan in the event of fire and the location of the fire alarm call points (by the doors).
3. Location of exits and escape routes.
4. Location of the assembly point. (Rear of car park).
5. The location of the fire extinguishers (by the exit doors). Also the first aid kit (in kitchen).
6. Care for those with special needs (disabled and children).

During the event or function, ensure that:

1. Escape routes and exits do not become blocked.
2. The 'No Smoking' policy is enforced.
3. No naked flames are present e.g. candles, combustible material.
4. The halls do not become overcrowded. (Large Hall max 130 persons. Small Hall max 40 persons.)

At the end of the event or function, ensure that:

1. There are no apparent sources of ignition.
2. All kitchen equipment is switched off and any hot surfaces are allowed to cool before leaving.
3. All portable appliances, e.g. sound equipment, etc. are turned off and disconnected.
4. All rubbish is removed from the hall, placed in the wheelibins or taken away for disposal.
5. All lights are turned off, windows and internal doors are shut and outer doors are locked.

Hirers should note that this is a basic checklist only and are advised to read the hall fire risk assessment for further information.