

1st SHELFORD & EAST BRIDGFORD SCOUT HEADQUARTERS FIRE SAFETY INSTRUCTIONS

PLEASE READ CAREFULLY BEFORE USING THE HALL.

1. RESPONSIBILITY

1.1 HIRERS HAVE A LEGAL DUTY TO ENSURE THE SAFETY OF ALL THOSE PRESENT AT A FUNCTION IN THE EVENT OF AN EMERGENCY. THE PENALTIES FOR NEGLIGENCE CAN INCLUDE HEAVY FINES AND EVEN IMPRISONMENT.

2. BEFORE THE EVENT

2.1 Hirers shall appoint two fire marshals prior to commencement of an event. One should be assigned to take overall charge in the event of an incident.

2.2 The Hall is fitted with strategically placed smoke detectors. There is no central fire alarm system. Hirers need to decide how the alarm will be raised in the event of a fire, especially at events where the ambient noise may make a warning sound difficult to hear.

2.3 Hirers should ensure the fire marshals are familiar with the fire fighting equipment provided and the type of extinguisher to be used for particular types of fire.

2.4 Decide how the emergency services will be summoned if needed. There is no telephone in the Hall and no public telephone in the vicinity. Fire marshals must have access to a mobile phone. Dial 999 or 112.

2.5 Ensure that all fire exits are unlocked/unbolted, can be opened easily and access is unobstructed. The front door must always be unlocked when the Hall is in use.

2.6 It is the responsibility of hirers to ensure all those in attendance are acquainted with the fire exits and the fire assembly point which will be on Butts Close.

2.7 Consider whether any of those attending may have special needs relating to mobility or vision etc. and plan any special arrangements for their evacuation in the event of a fire.

2.8 Ensure that ticket sales cannot exceed the capacity of the room. If entry is not by ticket, plan how numbers attending will be limited to the permitted capacity.

3. DURING THE EVENT – Fire Marshals shall:

3.1 Check frequently that escape routes and exits do not become obstructed.

3.2 Check that the no-smoking policy is adhered to.

3.3 Naked flames should be avoided and are prohibited unless a documented risk assessment has been completed and risks mitigated. Naked flames must be monitored closely during the event to ensure that combustible materials are kept well away from them.

3.4 Ensure that the room does not become overcrowded and that the maximum room capacity is not exceeded under any circumstances.

4. IN THE EVENT OF A FIRE

4.1 The fire marshals shall each ensure the safe evacuation of the Hall and shall check that the rooms are clear. They shall call the fire brigade to any unintentional fire however small. They may attempt to put out the fire with the extinguishers provided but only if they feel competent to do so and do not risk endangering themselves or others.

4.2 A Fire Marshal or other person appointed by them shall take charge at the assembly point to ensure all occupants of the Hall are accounted for and to ensure that no-one returns to the Hall without the permission of the Fire Brigade.

4.3 A Fire Marshal or other person appointed by them shall alert occupants of neighbouring properties.

5. AFTER THE EVENT

5.1 Ensure all electrical switches, lights and equipment are switched off. Equipment that is to remain in the Hall must have the plug removed from the socket, except for the fridge/freezer. Ensure any naked flames such as candles have been fully extinguished and safely disposed of. Close all windows and close and lock all external blinds.

5.2 Ensure all rubbish is removed from the Hall. Small amounts may be placed in the wheelie bins outside but please do not fill them. Excess rubbish must be taken away by the hirers before they leave the premises.

5.3 Ensure a keyholder is available to lock up unless you are a keyholder. Do not leave until you have made the building secure by locking the front and rear doors. Ensure the fire escape doors at the side of the building are secured.