

As the responsible person for the event/function you have legal duties with regard to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

THE WHISTLE AND SIDE GATE KEY IS HELD IN THE KITCHEN

What type and location of fire protection systems are present
How a fire will be detected
How people will be warned if there is a fire
What to do should you discover a fire
How the evacuation of the premises should be carried out including arrangements for disabled persons
Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
Arrangements for fighting fire – call the fire brigade, do not attempt to fight fire
Procedures for meeting the fire and rescue services on their arrival and notifying them of any special risks e.g. the location of highly flammable materials
Any chains and padlocks which need removing from fire exits, gates etc
Exit doors which are required to be in the open position are secure
Checking that all escape routes are clear of obstructions and combustibles
Centre Managers emergency contact details if required or to notify a fire has started

At the start of a function you should notify all those present about:

There is a no smoking policy
The chosen emergency warning signal
Who is supervising and how to identify them
Location of exits and escape routes
Taking only valuables immediately to hand but not to go to collect other belongings
The location of assembly point. **Entrance Gates**
Do not attempt to re enter building

During the event or function you should ensure that:

Escape routes and exits do not become blocked
The no smoking policy is adhered to
No naked flames are started (unless authorised – e.g. candles)
Where naked flames are present that combustible material is kept clear
Rooms do not become overcrowded
Noise levels cannot drown out the fire alarm
The number of persons in the premises does not exceed

1. **50 when used for functions utilising seating at tables**
2. **100 when used for dancing only or for closely seated audience**

INCASE OF FIRE PLEASE MAKE EVERYBODY IN THE BUILDING AWARE INCLUDING THE STAFF OF HARRIET JOHNSON AND PARISH OFFICES

EMERGENCY TELEPHONE NUMBER 07704601172