

KIRKNEWTON & EAST CALDER PARISH CHURCH

FIRE SAFETY INFORMATION FOR USERS OF HALLS

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As the Responsible Person for the event or function, we wish to remind you that you have the legal duties with regards to the safety of those persons assisting at, or attending, the event or function.

Please note that this applies equally to 'one off' uses and regular uses (eg Groups, Classes).

Before the event/function you should be aware of:

- What fire warning systems are present.
- How a fire will be detected.
- How people will be warned if there is a fire.
- What staff and helpers should do if they discover a fire.
- The location of fire escape routes and exits.
- The need to check that all escape routes are clear of obstructions and combustibles.
- How the evacuation of the premises should be carried out including checking kitchens and toilets.
- Where people should assemble after they have left the premises.
- How the Fire & Rescue Service and any other necessary services will be called.
- How to meet the Fire & Rescue Service on their arrival.
- The arrangements for fighting fire, **if safe to do so**.
- What training staff and helpers need and arrangements for ensuring this training is given.
- Any limitation on numbers of people on the premises.

Before the event/function you should decide:

- The duties and identity of staff and helpers who have specific responsibilities if there is a fire.
- How you will proceed if life-safety systems fail, e.g. fire detection system, manual alarm, lighting?
- The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, members of the public and visitors.
- Who will be responsible for calling the Fire & Rescue Service and any other necessary services?
- Who will meet the Fire & Rescue Service on their arrival?
- The arrangements for fighting fire, **if safe to do so**.
- Your plans to deal with people once they have left the premises, especially children.

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

- The person in charge and how to recognise them.
- The rule that NO SMOKING or VAPING is permitted on the premises.
- The emergency warning signal.
- The location of exits and escape routes.
- The location of the Assembly Point.
- Taking only valuables immediately to hand and not to go and collect other belongings.
- What will happen after that, e.g. re-entry to the premises.

During the event/function you should ensure that:

- Escape routes and exits do not become blocked.
- The smoking and vaping policy is adhered to.
- No naked flames are used, unless authorised, e.g. T-lights, candles.
- Where naked flames are used combustible material must be kept clear.
- Rooms do not become overcrowded.
- Noise levels cannot drown out the fire warnings: if so, consider the use of visual warning devices.
- If necessary, the number of people in the premises is limited or controlled.