

FIRE SAFETY PRECAUTIONS **HIRER RESPONSIBILITIES**



Start of Let:

- The Hirer must have access to a working mobile phone at all times during a let so that “999” may be called in the event of an emergency.
- Unbolt the Main Hall double doors where the Main Hall is to be used, and unbolt the Entrance Door where the let is for more than 30 persons.
- Check the location and availability of the nearest fire extinguishers to the let rooms.
- Advise attendees of the locations of the relevant emergency exits and the assembly point and draw attendees’ attention to the Fire Action Plan notice in the let room.
- In the event of disabled persons, or children being attendees, delegate adult, able-bodied persons to assist such persons in the event evacuation of the building is required.
- In the event disabled persons being attendees, ensure escape routes are planned for such persons and sufficient space is kept clear to allow such escape.
- In the event the let is a larger gathering (such as a dance or seated entertainment), delegate sufficient able-bodied adults to act as stewards to assist in evacuation if required.
- In the event the hire involves persons not familiar with the building who are there as entertainers using the stage and/or dressing rooms, ensure:
 - No materials or equipment are placed on the stage or in the dressing rooms in such a way as to obstruct the emergency exits, or routes thereto;
 - Any electrical equipment to be used has been maintained and protected in accordance with manufacturers’ instructions; and
 - Such persons are aware that they must stop playing any music immediately the fire alarm sounds and that any electrical equipment is switched off.
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During Let:

- Emergency exits are to be kept clear of obstructions at all times.
- The automatic fire alarm system must not be disconnected for any reason.
- In accordance with the law of Scotland, ensure no smoking takes place within the building and, in the event attendees go outside to smoke, used smoking materials and matches are disposed of outside the building.
- Candles may not be used (other than “night light” candles in non-flammable containers) and “party poppers” or any other explosive/burning items must not be set off.
- Where the kitchen is used for heating food etc., such heating must be supervised at all times.
- Self-closing doors must not be wedged open, except by using the fitted door stoppers.

In the Event of a Fire or Other Emergency:

- The provisions of the Fire Action Plan are to be followed.
- All attendees are to be accounted for at the assembly point.
- The building should be checked (to the extent safe to do so) to ensure it is clear of persons.

End of Let:

- All lights and electrical appliances are to be switched off and plugs removed from wall sockets
- All refuse is to be removed from the building (if possible by being taken home and recycled as appropriate), and where the Hall bins are used, refuse is to be placed in securely tied black bags.
- Check all doors are shut (and bolted in the case of the Main Hall double doors and the front Entrance Door).