

## All Saints' Church Hall Fire Safety Regulations

**All hirers must appoint a responsible person who is aware of the Fire Safety Regulations. This is a requirement for every hall booking.**

The responsible person has **legal duties** with regards to the safety of people assisting or attending the event.

*Before the event the responsible person should be aware of:*

- a. The location of the fire extinguishers and the fire blanket.
- b. How the evacuation of the building should be carried out.
- c. Where people should assemble after they have left the premises in the event of a fire. Procedures for checking whether the premises have been evacuated.
- d. Identification of key escape routes and exits.
- e. Arrangements for fighting fire.
- f. How the Fire and Rescue Service will be called. Procedures for meeting Fire and Rescue Service on their arrival.
- g. Exit doors that are required to be unlocked when hall is in use.
- h. Escape routes, checking that routes are clear of obstruction.

*Before the event the responsible person should decide:*

- a. The arrangements for fighting fire.
- b. The arrangement for means of escape for disabled persons
- c. Their personal duties and specific responsibilities if there is a fire.
- d. The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, and children.
- e. Who will be responsible for calling the Fire and Rescue Service?
- f. Who will meet the Fire and Rescue Service on their arrival?
- g. Plans to deal with people once they have left the premises, especially children.

*During the event the responsible person should ensure that:*

- a. Escape routes and exits do not become blocked.
- b. The no smoking policy is adhered to.
- c. No naked flames are started (unless authorised e.g. candles)
- d. Where naked flames are present that combustible material is kept clear.
- e. The room does not become overcrowded.

Copies of the **Church Hall Risk Assessment** and the **Church Hall Fire Risk Assessment** are available on the clip board in the hall lobby.

*The Fire Safety Regulations can be viewed on the internet:*

[www.firesafetylawcommunities.gov.uk](http://www.firesafetylawcommunities.gov.uk)

All Saints' Church Hall Management Group, November 2010

