

A Caretaker is not present on the Premises. As the Hirer, you are responsible for the event, you have legal duties with regard to the safety of those person assisting and attending the event. A contact list for assistance is displayed by the main door. There is no telephone in the building.

- Before the Event**
- What fire protection systems are available
 - How a fire will be detected
 - How people will be warned if there is a fire
 - How evacuation of the Premises should be carried out including arrangements for those identified as being specially at risk as those with disabilities or with children
 - Where people should assemble after they have left the building and procedures for checking everybody has evacuated the Premises
 - How fire rescue services and any other services will be called
 - Procedures for meeting the fire & rescue services on their arrival
 - Limitation on Premises capacity
 - Checking all fire escape routes are clear of obstruction
- Notify Others at Start**
- The Smoking Policy
 - The fire alarm sounds is a siren
 - Location of exits and escape routes
 - Taking belongings only immediately to hand before exiting the building
 - Not leaving items on the floor that could cause an obstruction
 - The location of the Assembly Points
 - What will happen after evacuation
- During Event**
- Escape routes and exits clear from obstruction
 - No Smoking Policy adhered to
 - No naked flames are started
 - Premises capacity not exceeded
 - Noise levels don't exceed the requirement for an emergency announcement
 - You are aware of disabled call alarm in disabled toilet
- End of Hire**
- The Premises is left clean and tidy, and equipment is returned to correctly
 - All rubbish is disposed of correctly
 - All heaters, including water heaters and cookers are turned off
 - All electrical appliances are turned off and unplugged
 - All lights not required for security purposes are switched off
 - All internal doors are closed
 - All exits to the Premises are secured and the key (if issued) is returned correctly
 - Regular users should keep their key and alarm code secure.

The information to assist in the above is contained in the leaflet "Procedures for Evacuation in an Emergency" within the Health & Safety Policy (Appendix 2), which is available on www.QEHW.co.uk and also displayed on the Premises.
