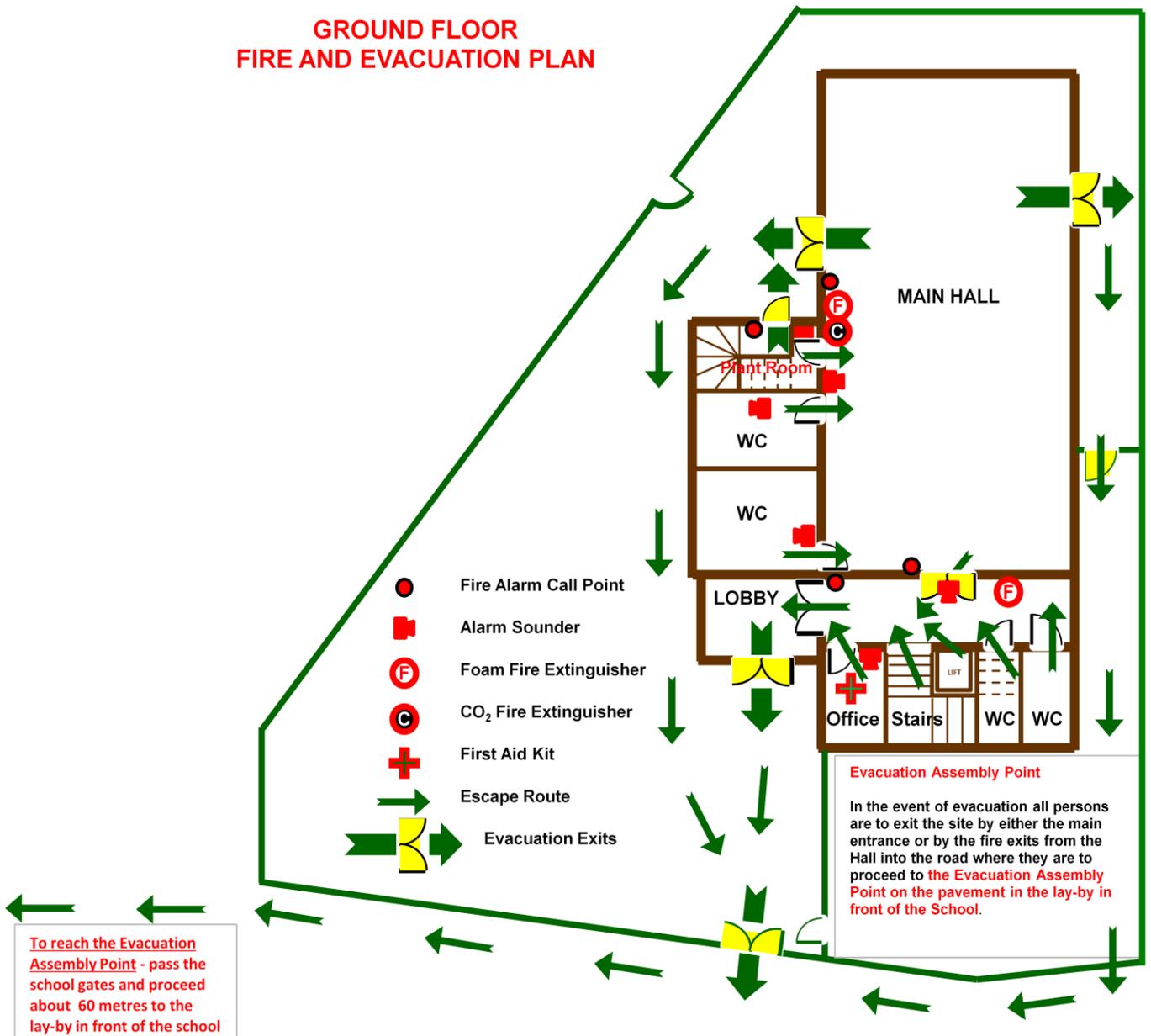


FIRE AND SAFETY INFORMATION

(Please read carefully and refer to the Ground and First Floor Fire and Evacuation Plans attached)

- a) The hirer or adult in charge of the Community Centre event is to make themselves familiar with the safety equipment, escape routes, evacuation points and assembly point. They must ensure that there are sufficient other responsible people conversant with this information and plans to effect safe management, evacuation and assembly in the event of an incident. The hirer or adult in charge must take account of the assistance and management that may be required by vulnerable people such as those with mobility problems, the elderly and children.
- b) At the start of any function attendees who may not be familiar with the premises must be briefed about the location of exits, emergency escape routes and the Evacuation Assembly point. Additionally it should be pointed out that it is not possible to exit the building through the plant room, WC's, Offices, Kitchen and Store Rooms.
- c) In the event of a fire or other emergency **the lift must not be used** and alternate means of evacuating people from the first to the ground floor by the stairs will be necessary. For those people with mobility problems an escape sledge is provided to enable them to be conveyed down the stairs. The adult in charge should familiarise themselves with the location of the escape sledge and understand how this equipment is to be used safely.
- d) It is recommended that at least one adult on each floor attending an event is familiar with the use and type of fire extinguishers provided.
- e) Please be aware that **candles and naked lights are not permitted** in the building.
- f) Regular Centre users are to conduct fire, evacuation and assembly drills at suitable intervals.
- g) The gate joining the site to St Michael's school car park is kept locked when the building is unoccupied. When organising a Community Event involving greater than 100 people the event organisers are to **ensure the gate is unlocked to allow unrestricted access into the car park** should the need arise. At the end of the event and before leaving site the event organisers are to ensure that this gate is relocked.
- h) When more than fifty chairs are arranged in a 'theatre style' (i.e. chairs are placed next to each other in rows, without tables) it is recommended, in line with BS5588-6 : 1991, that they should be linked together in lengths of not fewer than four seats so that they will not separate nor 'snake' merely by pushing one or more seats in a row. The burgundy upholstered chairs should be fitted with linkages in the manner described on the notice attached to the chair trolley.
- i) It is the responsibility of the hirer to ensure that there is adequate First Aid cover for their event.
- j) There is no public telephone at the Community Centre. It is therefore essential that the person in charge should have access to a functioning mobile phone or other means of communicating with emergency services. Note that mobile phone reception can be rather weak at this location.

GROUND FLOOR FIRE AND EVACUATION PLAN



FIRST FLOOR FIRE AND EVACUATION PLAN

