

Fire Safety Guidance for Hirers

YOU, THE HIRER are the 'RESPONSIBLE PERSON' in the event of a fire or an emergency within Parkgate & Neston Community Hall

At all times Parkgate & Neston Community Hall is in use, the **'RESPONSIBLE PERSON'** must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions and the Hall Evacuation Procedure

Your priority should always be to save lives and not the building

- **Before your event starts:**

- Check the Hall Fire Exit lights are working
- Check that all the Hall fire exits are not blocked
- Check you know where all the Hall's fire extinguishers are located
- Ensure that any electrical equipment, including extension leads that have been brought and are being used at your event are safe to use
- Check and ensure that no balloons, decorations or other such items could obstruct an Fire Exit
- Inform all of your attendees of the Fire Exit routes and location of the Assembly Point

- **During your event:**

- Ensure all fire exits are not blocked
- Brief any disabled people and / or their assistants regarding their best evacuation route in the event of an emergency
- Ensure that no vehicles obstruct entry / exit routes and ramps so wheelchair users and prams / buggies are able to exit the Hall safely
- Ensure that any electrical equipment, including extension leads that have been brought and are being used at your event are safe to use
- Ensure emergency service vehicles have clear access route to the Hall from the public road
- Ensure that attendees do not engage in any activity likely to cause or increase the risk of a fire
- Be vigilant at all times regarding smells of burning or smoke