



Facilities Fire Safety and Evacuation Plan.

1. Hirer's Responsibilities.

The Hirer or Tenant is responsible for ensuring the maximum numbers on the application for hire agreement are not exceeded. Fire or appliances with naked flames are not permitted in the premises. The Hirer or Tenant will comply with all conditions attached to such consent. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Council. The Hirer or Tenant will comply with all conditions attached to such consent. The Hirer or Tenant is responsible for ensuring that no exits or fire exits from or within the facilities are blocked inside or outside and that no chairs or obstacles are placed in the corridors, walkways or access areas leading to emergency exits and that fire appliances are not removed or tampered with. All Hirers or Tenants are required to be familiar with the emergency evacuation procedure for the building (see below and Fire Action Notices) All Groups and Tenants must have a responsible person appointed in charge of evacuation and the health and safety of its activities whilst on site. In the event of a fire alarm being raised the Hirer or Tenant is responsible for ensuring safe and immediate evacuation of their group or activity.

Furniture and Furnishings No furniture or furnishings may be brought into the facility either temporarily or permanent without prior written permission by the Hirer or Tenant. Permission will only be considered where current Fire Regulations can be met.

Electrical Appliances: Must not be brought into the facility by the Hirer or the Tenant or any person on the Hirers or Tenants behalf either temporarily or permanently without prior written permission and all appliances must have a current portable appliance certificate.(PAT) Any items with a naked flame are prohibited. Hirers and Tenants must comply with all current Health & Safety legislation.

Safety Instructions at all times these premises are occupied, all access and egress doors must be available for use in an emergency and any doors locked with key must be unlocked (the use of padlock etc. is prohibited). Doors marked Fire Doors Keep Shut must not be propped open unless an automatic fire alarm door release is

fitted such as Door guard If the kitchen is used to cook food, all doors and hatches leading to the kitchen must be kept closed during cooking times, unless fitted with automatic fire alarm door closers (such as Door guards). The person in charge (Hirer, Tenant or appointed Responsible Person) must make themselves familiar with the fire instruction on the site, and they must ensure that any volunteers, paid workers or activity or service user are made aware of the instructions. In the event of a fire or similar emergency situation, the person in charge and their staff must ensure that the building is immediately and safely evacuated and that the emergency services have been called. All persons who are unfamiliar with the building should look around to check the whereabouts of exits from the building, where the fire extinguishers and fire alarm call points are.

When tables etc., are laid out in rooms consideration must be given to the provision of gangways between the rows which must be of sufficient width to allow access to disabled persons and wheelchairs, and especially egress in an emergency. All fire exits must be kept clear at all times during the hiring. Fire Extinguishers must not be used to prop open doors.

Call the Fire Brigade - Dial 999. When you hear the alarm, leave the building as quickly as possible, using the nearest fire exit route. Do not run or use the lift. Do not use mobile phones while evacuating. The Fire Assembly Point for The Hub is outside Bridlington Stationers (Across the Road from The Hub.) Take personal belongings only if they are immediately available.

Disabled and Less Able-Bodied People Should be given every assistance during the evacuation procedure to exit the building to the fire assembly point or to the designated safe refuge point at the top of the stairs is an evacuation chair. Safety Is Everyone's Responsibility. It is essential that all individuals familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.

Leave the building by the nearest exit: Do not run, do not use mobile phones and do not use the lift. Keep calm Take personal belongings only if they are immediately available. Assemble at the Fire Assembly Point- and remain in your group. Do not re-enter the building until authorised by a Town Council staff member or a Fire Officer. The Hub is not staffed full time and there will be periods when staff will not be on site, however if staff trained as Fire Marshals are on site they will act as fire marshals and will be identified by a fluorescent yellow jacket with Fire Marshal printed on back. First aid kits are situated in the main office and in the upstairs kitchen.

The Hub and all Bridlington Town Council buildings are a smoking-free facility. Fire drills will be carried out every six months and recorded in the Fire Safety Testing and Maintenance Logbook.

Evacuation assembly point is outside Bridlington Stationers.

The Responsible Person for each group/tenant/activity should ensure that they are aware of its position and make this known to users of their activity. Fire Action notices are also positioned throughout the building detailing the position of the Evacuation Assembly Point.