



Gregson Lane Community Centre

serving the communities of Coupe Green and Gregson Lane

FIRE SAFETY – NOTES FOR HIRERS

As hirer, you have certain responsibilities in law for fire safety. You could be prosecuted for failing to undertake these duties. Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. Make sure you and users of the Hall are familiar with the layout of the Hall and where the emergency exits, call points and firefighting equipment are. These are shown on the plan in the Hall.

In advance of the use of the building, the hirer shall:

- Identify the escape routes and the need to keep them clear, check that fire escape doors open easily
- On arrival ensure that the shutter over the fire exit doors at the top of the hall on the left is raised and the doors are unlocked and keys removed from the locks during the hire period **-The floor plan shows the location of fire exits, highlighted in red and identifies the intended /possible escape routes**
- Routes, fire extinguishers. It should be carefully studied by the Hirer and, depending on the nature of the event, also by Stewards and other helpers /volunteers
- Ensure that less mobile persons are seated away from the immediate vicinity of exit routes so that in the event of an emergency the risk to them and others making a rapid escape is minimised.
- **How to activate the fire alarm should a fire be sighted.**
- **Should the fire alarm be activated then the hall should be evacuated the meeting point on the car park away from the building.**
- Identify the method of operation of escape door fastenings.
- Appreciate the importance of any fire doors and of closing all fire doors at the time of a fire and when leaving the building.
- During the use of the building, the hirer shall ensure that adequate accessways around tables and chairs and other furniture are maintained to ease escape



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- That all escape routes remain free of obstruction and can be safely used.
- That any fire doors are not wedged open these are identified by blue signs on the door..
- That there are no obvious fire hazards on the premises.
- In the hours of darkness switch on lighting in the corridors and toilets and other rooms as required. Check that illuminated exit signs in all areas of use are on.
- At the end of use of the building the Hirer shall check that there is no risk of fire from appliances left switched on; all taps at sinks and water heaters are turned off and all windows and external doors are secure.
- Decide upon the action to be taken in event of fire. This includes calling the fire brigade and evacuating the hall.
- Report any faults in the fire safety system to the booking secretary.
- The smoke detectors are very sensitive and will be activated by smoke machines, cigarette smoking neither of which are permitted in the hall.

Outbreaks of Fire

- The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the booking secretary of the management committee. Any charges arising from the fire brigade attending the centre following a false call out will be charged to the hirer.

Fire extinguishers are provided for very small fires and persons using them must not put themselves in danger. Priority must be given to escaping from the building.

The Hall's address is Gregson Lane Community Centre Gregson Lane Preston PR5 0DP near Gregson Lane Playing Fields

The Hirer should try to account for everyone who was present at the function. Re-entering the building to search for missing persons could be very dangerous.