



## **FIRE RISK CHECKLIST FOR HIRERS**

### **Note to Users**

- 1. Ensure that you are aware of everyone attending the event.**
- 2. Familiarise yourself where the fire exits are and the route to the assembly point in the churchyard and ensure all attendees are aware of evacuation procedures at the beginning of the event.**
- 3. Make sure the fire exits are clear of any obstruction.**
- 4. Read the Fire Procedure notices by the hall and kitchen doors.**
- 5. Unlock the kitchen door and leave unlocked during the event, but lock before leaving and remove the key.**
- 6. Do not leave tea towels or any other flammable items on or near the cooker.**
- 7. Do not use candles other than candles on birthday or celebration cakes.**
- 8. Make all attendees aware of the NO SMOKING policy on the Premises and in the immediate vicinity.**
- 9. Ensure anyone with a disability has someone delegated to assist them and persons who are elderly, frail or vulnerable are given help to evacuate.**
- 10. The person in charge of the event should be the last out and must ensure everyone is accounted for and has left the building.**
- 11. Do not take risks**