

Lower Penarth Community Association

EMERGENCY PLAN FOR HIRING_OF LOWER PENARTH COMMUNITY CENTRE

This document follows the November 2006 Vale of Glamorgan Fire Safety Regulations and Checklists for Community Centres

NOTICE TO HIRER

As the responsible person for the event/function you have legal duties with regard to the safety of those persons attending, or assisting at, the event/function. **Before the event/function you should be aware of:**

- What fire protection systems are present
- How a fire will be detected
- How people will be warned if there is a fire
- What staff, organisers, or helpers should do if they discover a fire
- How the evacuation of the premises should be carried out
- Where people should assemble after evacuation and understand the procedures for checking that the premises have been evacuated
- Identification of key escape routes and exits and how people get to them to escape to a safe place
- Arrangements for fighting fire, **only if route to emergency exits are compromised**
- How the emergency services will be called
- Procedures for meeting them on arrival and notifying them of any special risks
- What instruction/training staff, organisers and helpers need and what arrangements are in place to give it
- Limitations on numbers of people for any given event
- Any chains and padlocks which need to be removed from fire exit doors and gates
- Exit doors which are required to be in the open position are secure
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- Exit routes – are they clear of obstructions and combustibles
- Specific arrangements, if necessary, for high-risk fire areas

Before the event or function the hirer should decide:

- The arrangements for fighting fire only if route to emergency exits are compromised
- The arrangements for means of escape and safe evacuation for disabled persons and those especially at risk e.g. contractors, visitors
- The duties and identities of staff, organisers and helpers with specific responsibilities if there is a fire
- How to proceed if safety systems are out of order - usually the centre would be closed for events
- Who will call the emergency services
- Who will notify the emergency services of any special risks
- Your plans for dealing with people, especially children, once they have left the premises

At the start of the event you should notify all those present about:

- The No smoking policy – for Lower Penarth Community Association this pertains to everywhere in the building, in the grounds and on the forecourt
- The emergency warning signal
- Who is supervising and how to identify them
- Location of exits and escape routes
- Leaving immediately – do not waste time looking for belongings not immediately to hand
- The location of muster points
- What happens next e.g. re-entry to the building

During the event you should ensure that:

- Escape routes and exits do not become blocked
- The No smoking policy is adhered to

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- No naked flames are started, unless authorised e.g. cake candles
- Combustible materials are kept away from naked flames
- There is no over-crowding, limiting attendance if necessary
- Noise levels cannot down out the sound of any alarm

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