



DUTIES FOR THE (TEMPORARY) RESPONSIBLE PERSON FOR HEALTH AND SAFETY e.g. hirer, event organiser

As the responsible person for the event/ function, etc. you have legal duties with regard to the safety of those persons assisting at or attending the event.

At the start of the meeting or function you should notify all those present about:

- Non-Smoking policy
- Emergency warning signal (aloud strident bell)
- Who is supervising and how to identify them
- Location of exits and escape routes
- Taking only valuables immediately to hand but not to go to collect other belongings
- The location of muster points
- What will happen after that (e.g. re-entry to the building).

During the meeting or function you should ensure that:

- escape routes and exits do not become blocked
- Our non-smoking policy is adhered to
- No naked flames are started
- Rooms do not become overcrowded
- Noise levels cannot drown out the fire alarm
- If necessary, the number of persons in your premises is limited or controlled FIRE ACTION
- Operate nearest fire alarm
- Leave building by the nearest exit
- Report to assembly point (Menai Tool Hire across the Canolfan's main entrance)
- Dial 999

What do you need to know and do?

Before the event or 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 should do if they discover a fire
- How the evacuation of the premises should be carried out
- Limitation on numbers of people (60 in Lounge, 80 in Hall)
- Checking that all escape routes are clear of obstructions and combustibles
- Procedures for checking whether the premises have been evacuated
- Identification of **key escape routes and exits**, how people can gain access to them
- Arrangements for fighting fire. **Never put yourself at risk!**
- **Where people should assemble after they have left the premises (by the Menai Tool Hire in Water Street)**
- **How the fire and rescue service and any other necessary services will be called; the user group leader at the time to DIAL 999**
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- What instruction employees or helpers need and the arrangements for ensuring that this training is given

Before the event or function, you should decide:

- The arrangements for fighting fire
- The duties and identity of staff who have specific responsibilities if there is a fire
- The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, members of the public and visitors
- Who will be responsible for calling the fire and rescue service and any other necessary services: this will be (the user group leader at the time)
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; (the caretaker and user group leader)
- Your plans to deal with people once they have left the premises, especially children.

Named persons to be contacted in an emergency

Caretaker Mr John Hughes: 07901743184

Hon. Secretary Liz Moyle: 07425171238

Chairman Mr Kevin Wood: 07766116114

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