

Fire Safety Policy & Precautions

Definitions:

PERSON IN CHARGE – The individual with ultimate responsibility for ensuring the safety of those using the rooms.

REGISTER – A written record of all attendees at any one time.

MEMBER OF STAFF – Any employee of The Signing Rooms or The Secret Garden who is on the premises at the time.

PREMISES – Room 1, Room2, Reception and the common areas of The Signing Rooms.

Whilst on the “Premises”, the person hosting the function must familiarise themselves with the Fire Safety Policy & Precautions. For reference, this person will be deemed as the “Person in Charge.”

The Person in Charge must be fully aware of who is present at the session/function at all times.

The Person in Charge is obliged to keep a written record of every individual (including babies), attending, and on each separate occasion of use by means of a “Register.”

The Person in Charge must inform The Secret Garden (Reception) if a member of the party is a wheelchair user.

Each “Member of Staff” is a fire warden for the purposes of this policy.

Each Member of Staff shall familiarise themselves with this policy.

There are two fire escapes. One in Room 1 and the main entrance.

The bolts on the fire escape doors in Room 1 shall be opened at the beginning of every session and closed at the end of every session by the Person in Charge.

Fire extinguishers are positioned:

- In Room 1 – By the fire exit door.
- In the common area at the top of the stairs.
- In the common area on the ground floor by the main door.

Regular Hirers should familiarise themselves with how to use a Fire Extinguisher (CO2 and H2O). See the following link: www.signingrooms.co.uk

In the event of a fire:

Each Member of Staff, or Person in Charge, shall be responsible for ensuring that the Premises has been evacuated. Once evacuated, the Person in Charge needs to re-check their Registers.

The Muster Point is in the car park at the back of the building, the entrance to which is on Bridge Street.

Wheelchair users shall be accompanied to the safe area which is in Room 1 by the fire exit by a Member of Staff or the Person in Charge and shall remain with that person until the fire brigade arrive. The Member of Staff or Person in Charge shall remain in contact with other Members of Staff via mobile phone. **For this reason, we can only accommodate one wheelchair user at any time.**

The person on Reception downstairs will be responsible for calling the fire brigade by dialling 999. If Reception is closed, the Person in Charge can dial 999 and give the address as 10 Sun Street, Hitchin SG5 1AE.

Fire Alarm Checks

The Fire Alarm shall be checked once a week on a Tuesday morning by way of use of various call points. This shall be recorded in the diary. TBC

Emergency Lighting Checks

The emergency lighting will be tested monthly on the 1st of the month. A fish key will be used to turn the lights on to check whether they function.

Twice a year emergency lights shall be left to run down for 3 hours and recharged.

Fire Drills

There will be a fire drill once a year. These shall be recorded in the diary.

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