



# BURTON BOROUGH SCHOOL

## **Fire Safety Advice for Clubs, Groups, Classes, Events and Functions**

As the responsible person for the club, group class, event or function you have legal duties with regards to the safety of those persons assisting or attending the club, group class, event or function

### **Before the event or function you should be aware of:**

- What fire protection systems are present
- How a fire will be detected
- How your club, group class, event or function will be warned if there is a fire
- What your staff should do if they discover a fire
- How the evacuation of the premises should be carried out
- Where members of your club, group class, event or function should assemble after they have left the premises and procedures for checking whether your club, group class, event or function have been evacuated
- Identification of key escape routes and exits, how your club, group class, event or function can gain access to them and escape to a place of safety
- Arrangements for fighting fire
- Specific arrangements, if necessary for high risk areas
- How the fire and rescue service and any other necessary services will be called
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks
- Limitation on numbers of people
- Checking that all escape routes are clear of obstructions and combustibles

### **Being aware of the above you should decide:**

- The arrangements for fighting fire
- The arrangements for means of escape for disabled persons
- The duties and identity of your staff who have specific responsibilities if there is a fire
- How you ensure your area is completely evacuated
- The arrangements for the safe evacuation of children and people identified as being especially at risk, those with disabilities, young children and elderly
- How you will proceed if life safety systems are out of order, e.g. fire detection and alarm systems, sprinklers or smoke control systems

- If necessary, who, in your club, group class, event or function will be responsible for calling the fire and rescue service and any other necessary services
- If necessary, who in your club, group class, event or function will meet the fire and rescue service on their arrival and notifying them of any special risks.
- Your plans to deal with members of your club, group class, event or function once they have left the premises, especially children, elderly and disabled persons

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

- The “no” smoking policy
- The emergency warning signal
- 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 assembly points
- What will happen after that (e.g. re-entry to the building)

**During the event or function you should ensure that:**

- Escape routes and exits do not become blocked
- The “No” smoking policy is adhered to
- No naked flames are started
- Rooms do not become overcrowded
- Noise levels cannot drown out the fire alarm; and
- If necessary, the number of persons in your club, group or class is limited or controlled.