

8.2 Fire Safety notes for External Users

Each group must nominate its own **Responsible Person who is legally responsible** for the safe conduct of the activities of the group. If not otherwise informed Sandylands Methodist Church will assume that the **person signing the hire agreement is the Responsible Person**.

The Responsible Person:

1. **Must** abide by the mandatory requirements to minimise fire risks and ensure safe exit in the event of fire. See Fire Plan (document 2.2)
2. **Must by law carry out a fire risk assessment** showing what fire dangers might arise from their activities and what they are doing to minimise them. A detailed fire risk assessment for the church building is available in the red Fire Safety file stored in the grey storage cabinet in the Church Office. Any additional measures must be included in their "Activity Based H&S Risk Assessment".
3. Identify people in the group who may be at particular risk (eg people with disabilities, children) and ensure that sufficient help is available for them in the case of a fire.
4. Know the fire protection systems in the building
5. Know the escape routes from the part of the building that is being used by the group and check the relevant routes are clear. Inform the group of the escape routes, directing people with disabilities, particularly those with restricted mobility, including wheelchair users, to the accessible fire exits in the building.
6. Inform the people that if they have to evacuate the building they should make their way PROMPTLY to the assembly point –being on the pavement opposite to the Sandgate entrance to the church.
7. Check that the whole group has evacuated the building.
8. In an emergency ring 999 giving the emergency services the address and postcode – Sandylands Methodist Church, Sandylands Road, Kendal, LA9 6EU
9. The incident must be reported as quickly as practical to the Fire Safety Lead via the Minister on 01539 720513 so that the incident can be added to the incident log.

Key points to note

1. A plan of the building showing the location of the 'break glass' fire alarm boxes, fire extinguishers, fire blankets and first aid kit is posted on the wall adjacent to the Fire Control Panels by the Sandgate entrance and the Sandylands Road entrance
2. The first person to discover a fire should, where safe to do so, take steps to inform the Responsible Person and others and break the glass in one of the red 'breakglass' fire alarm boxes to set off the fire alarms.
3. **ONLY** if it is safe to do so and a person is competent should an attempt be made to extinguish a fire with the fire extinguishers provided.
4. Large events represent occasions when there may be a very wide age range of people attending including some with a range of mobility problems and more than one area in the church building is occupied. This places an onerous responsibility on the designated Responsible Person. In these circumstances, the Responsible Person is authorised to delegate responsibility for all other occupied areas in the Church building. Those individuals given this delegated responsibility must familiarise themselves fully with these Fire Safety Notes. In particular, they must pay specific attention to note 5 above.