

CCA – Fire & Safety Requirements

Policy

In order that the Crowborough Community Association complies with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation, the following conditions apply to all those who hire all or any of the facilities of the Crowborough Community Centre (CCC).

Policy History and Review

This policy shall be reviewed as often as is required by changes in circumstances or legal obligations, with all changes being brought to the attention of both employees and volunteers. In the absence of such a change, the policy shall be reviewed in accordance with the CCA's periodic policy review process.

Signed on behalf of the Board of Trustees

Name of Trustee: Chantal Wilson

Position: Chairman

Date:

Signed on Original

Chantal Wilson

Dated on Original: 22 January 2018

CCA – Fire & Safety Requirements

General

1. Except for the designated external smoking area, the premises and curtilage of CCC are a no smoking environment. It is the Hirer's responsibility to ensure their guests are aware of this policy.
2. The Hirer must not bring onto the premises, without the prior written consent of the CCC Manager any materials or equipment that might cause a safety hazard, cleaning problem or inconvenience to other users.
3. Highly flammable substances must not be brought into CCC or used anywhere on the premises.
4. The Hirer must not attach anything to electrical wires, gas or water pipes or any electrical, gas or water fittings.
5. The Hirer must obtain the approval of the CCC Manager to bring large decorations or signs onto the premises.
6. Fire exits and emergency equipment must be available always and free from any/all obstructions.

Candles & Naked Flames

7. The Hirer must obtain the approval of the CCC Manager if any activity involves naked flames (incl. candles).
8. When candles are used, it is the Hirer's responsibility to ensure the safe lighting and use of the candles and that they have been extinguished at the end of the event.

Electrical Appliances

9. The premises are fitted with many electrical sockets and extension leads are available upon request to the CCC Manager.
10. The Hirer is responsible for ensuring that any electrical appliances brought onto the premises are safe and in good working order.
11. No additional lighting equipment shall be used without the written permission of the CCC Manager.

Heating Appliances

12. The Hirer may not bring onto the premises heating appliances of any type without the prior written consent of the CCC Manager

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Stewards and Security

13. When it is assessed that the event requires stewards, the Hirer must provide an appropriate number of competent stewards who shall be responsible for exercising control over entry and the subsequent behaviour of people attending the event

Fire Precautions

14. In advance of the event, the Hirer must familiarise themselves with:
 - a. The action to be taken in the event of a fire.
 - b. The location and use of fire equipment and fire doors
 - c. The location of fire escapes and the procedure for evacuation.
 - d. The method of operation of escape door fastenings.
15. Immediately prior to the event, the Hirer must check that:
 - a. Fire exits are unlocked and panic bolts are in good working order.
 - b. Escape routes are free from obstruction and can be used safely.
 - c. Fire doors are not wedged open.
 - d. Exit signs are illuminated.
 - e. There are no obvious fire hazards on the premises.

Fire Evacuation Procedures

16. It is the responsibility of the Hirer to report a fire to the CCC Duty Manager and/or the Emergency Services (Telephone 999). The address of CCC is – Pine Grove, Crowborough, East Sussex TN6 1FE
17. When the fire alarm sounds, the building must be evacuated by all occupants using the nearest fire exit. Do not stop to gather belongings or pack away equipment or go to another part of the building.
18. Do not use the lift.
19. Occupants evacuating from the ground floor should assemble in the car park in front of CCC (assembly point A).
20. Occupants evacuating from the lower ground floor should assemble in the Wealden car park at the side of the building adjoining Beacon Road (assembly point B).
21. The organisers/group leaders of the participants are responsible for checking that all members of their group/s, including those that are disabled, are evacuated from the building and reach the appropriate assembly point. Then they should report to the CCC Duty Manager who will be stationed at assembly point A.
22. No-one should re-enter the building until the Fire Service has confirmed that it is safe to do so.