



FIRE SAFETY AND EVACUATION POLICY FOR HIRERS

Langport Town Hall | Landmark Langport

1. Purpose

This policy outlines the fire safety responsibilities of all hirers of the Parrett Room, Langport Town Hall who are using the premises without Landmark Langport staff supervision. It ensures compliance with UK fire safety legislation and aligns with best practices for community venues.

2. Hirer Responsibilities

All hirers are legally responsible for fire safety during their period of hire and must:

- Read and understand this Fire Safety and Evacuation Policy before the event.
- Ensure a competent person is designated as the **Fire Safety Coordinator** during the hire period.
- Familiarise themselves with:
 - Fire exits and escape routes.
 - Fire alarm points and fire extinguisher locations.
 - The location of the **Assembly Point** (see Section 5).

3. Before the Event

The Hirer (or Fire Safety Coordinator) must:

- Ensure all escape routes and fire exits are unobstructed and unlocked.
- Confirm all fire doors are kept shut but not locked or wedged open.
- Check that there is a working mobile phone on site for emergencies.
- Know the number of attendees and ensure it does not exceed the permitted capacity.

Permitted Maximum Capacities:

- Main Hall: 60 people
- Upstairs office: 6 people

4. During the Event

The Hirer must:

- Monitor the number of people present.
- Prohibit smoking anywhere inside the premises.
- Ensure that no candles, open flames, or pyrotechnics are used unless specifically agreed in writing.
- Not obstruct fire-fighting equipment.
- Keep all fire exit doors clear of obstruction at all times.

5. In Case of Fire

If you discover a fire:

1. Raise the alarm immediately using the nearest fire alarm point.
2. Instruct everyone to leave the building using the nearest safe exit.

3. **Do not attempt to fight the fire** unless trained and it is safe to do so.
4. Call **999** and report the fire (address below).
5. Ensure everyone assembles at the designated **Assembly Point**:
 - **Assembly Point: Walter Bagehot Town Garden (to the rear of the Town Hall)**

After Evacuation:

- Do not re-enter the building until the Fire Service declares it safe.
 - Report the incident to Landmark Langport as soon as possible.
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6. Fire Alarm and Emergency Equipment

- The fire alarm system is tested regularly by Landmark Langport. Hirers must report any issues they notice.
 - Fire extinguishers are located in key areas. These should only be used by trained individuals.
 - Emergency lighting and signage are maintained by Landmark Langport in accordance with legal standards.
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7. Special Considerations

Hirers must:

- Conduct their own risk assessment for their event or activity.
 - Provide additional evacuation assistance for anyone with limited mobility or other support needs.
 - Notify Landmark Langport in advance if using equipment that may present a fire risk (e.g., cooking equipment, sound systems).
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8. Post-Event Checks

Before leaving, the hirer must:

- Ensure all attendees have vacated the premises.
 - Close all internal doors.
 - Turn off any appliances or equipment used.
 - Securely lock the building if unsupervised.
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9. Legal Compliance

This policy is written in accordance with:

- The **Regulatory Reform (Fire Safety) Order 2005**
 - The **Fire Safety Act 2021**
 - Local guidance for community halls and public venues
 - Best practices from ACRE (Action with Communities in Rural England)
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10. Emergency Contact

In the event of fire or other emergencies:

- **Emergency Services:** 999
 - **Landmark Langport Contact:** Becky Jones – 07753 226687
 - **Address:** Langport Town Hall, Bow Street, Langport, Somerset, TA10 9PR
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Hirer Declaration:

By hiring the Langport Town Hall, I acknowledge that I have read, understood, and accept responsibility for compliance with this Fire Safety and Evacuation Policy.