

Conditions of hire for regular or one off Hirers Updated January 2024

PLEASE NOTE: the current hall capacity limits are as follows:

- Whole building - 200 people maximum
- Main hall (seated or standing) - 200 people (provided nobody using upstairs room at the same time)
- Upstairs room (standing) - 60 people (provided no more than 140 using main hall at the same time)
- Upstairs room (seated) - 30 people (providing no more than 170 using main hall at the same time)

1. Agreement

- a. This application for hire, when completed and signed by the Hirer, together with these conditions and any special conditions shall constitute the Agreement for Hire of the St Cuthberts Hall and other property specified in the agreement.
- b. The Hirer shall make arrangements with St Cuthberts Hall in respect of any other matter not provided for in these conditions at least **10** days before the date of hiring.

2. Interpretation

In the context of this Hire Agreement:

- a. "The Hall" shall mean St Cuthberts Hall, Newnham Street, Bedford, Beds MK40 3JR.
- b. "The Hirer"- shall mean the person who has signed this Hire Agreement.
- c. "The Premises" – shall mean the areas of the Hall which the Hirer has agreed to hire.
- d. "The Booking Period" means the period of time reserved for the Hirer.

3. Hire

- a. St Cuthbert's Hall may refuse any application for hire without giving a reason.
- b. Applications for hire must be received by St Cuthberts Hall at least **10** working days prior to the hiring date.
- c. The Booking Period must terminate and the Premises vacated at the end of the agreed Booking Period in accordance with the application form. Any extra time or clean up time will be charged in whole hours at the appropriate rate.
- d. For one off bookings of private evening functions, the Hirer must be aged 21 or over. Proof of identification/age may be requested prior to acceptance.

- e. All regular Hirers must be aged 18 and above.
- f. The person named on the booking form **must** be The Hirer and The Hirer **must** be present at the event for the entire Booking Period.
- g. The Hirer shall not use the Hall or any part thereof for any purpose than that stated in the application and for which the same is let.
- h. The Hirer shall not sublet or assign the Hall or part thereof.
- i. The Hirer shall not use any other St Cuthbert's Hall rooms other than that stated in the application form.
- j. The Hirer shall not use St Cuthbert's Hall or any part thereof outside of the time stated in the application form.
- k. The Hirer shall be responsible to ensure the Hall is left in a safe, tidy and clean manner on vacating the premises. A clean-up charge may be payable at a cost of £50 per hire. Repair charges may also be payable.
- l. Please note that we are unable to hire out the hall for 18th and 21st birthday parties.
- m. For weekend one-off hire, the Hall must be booked for a minimum of 2 hours.
- n. Any regular weekend bookings (Saturdays or Sundays) must be between 9am and 12 noon. In the rare event that we have a full-day weekend booking (e.g. wedding), regular weekend morning Hirers might be moved to the upstairs room.

4. Payment

All bookings must be paid for in advance and at least 5 days prior to the booking date, and payment must accompany all single applications of hire, unless prior arrangements have been made in writing.

For regular Hirers, invoices must be paid in advance and will be sent by the 15th of the month prior to use. Notice of cancellations/non-booked sessions must be given prior to 15th of the previous month otherwise charges for these sessions may be incurred. These invoices must be paid by the 1st day of each hiring month.

5. Acceptance of Booking

A copy of the application form duly completed and signed will be returned to the Hirer (once full payment has been received or invoicing arrangements agreed) as confirmation that the booking has been accepted, subject to the Hirer complying with these Conditions and any special conditions of hire.

6. Charges and Deposit

- a. Hire charges will be in accordance with the current charges as laid down by St Cuthberts Hall management. St Cuthbert's Hall reserves the right to vary the hiring fees at any time before the event for which the facility has been hired, notwithstanding that payment of the fee has been made giving one month's notice at any time.

b. In addition to the hire charge, a returnable deposit of £100 must be paid at the time of booking for all one-off hires.

c. *Refund of any deposit is at the discretion of the centre management.* Deposits will be kept if unreasonable additional cleaning is needed (at a rate of £50 per hire), or if any property or equipment is damaged (cost to be calculated after inspection). Deposits will also be kept in cases of late cancellations or if the behaviour that hirers, associated entertainers/caterers or guests is considered unreasonable and if the centre has incurred a charge as a result of their actions or if any other terms and conditions of hire are not adhered to.

c. After inspection, the deposit will be refunded to the Hirer by electronic bank transfer whenever possible.

7. Refunds

Where these apply, they will be made to the organisation, club or individual stated in the hire agreement. (We are unable to refund to individuals where the hire agreement is in the name of an organisation or club.)

8. Cancellation

a. By St Cuthberts Hall:

St Cuthberts Hall may terminate any Agreement for Hire at any time up to and including the date of hire if St Cuthberts Hall becomes aware of any fact which would at face value not be in the interest of St Cuthberts Hall to proceed with the hiring agreement or which might prejudice St Cuthberts Hall standing and responsibilities to the local authority.

St Cuthberts Hall also reserves the right to cancel any hiring in the event of St Cuthberts Hall requiring the property in question for an event organised by St Cuthberts Hall, without giving prior reasons, where the need for St Cuthberts Hall to have use of the Premises was not reasonably foreseeable at the date of acceptance of the Application for Hire. In the event of such cancellation, as much notice as possible of cancellation will be given by St Cuthberts Hall to the Hirer but no minimum period is stipulated and St Cuthberts Hall liability to The Hirer will be limited to a full refund of hire payment and deposit.

b. By the Hirer:

Notice of cancellation for one off Hirers must be received in writing no less than 28 days before the date of hire. For cancellations less than 28 days prior the date of hire, St Cuthberts Hall is under no obligation to refund any payment.

Regular Hirers should be consistent with their booking days and times and will be charged monthly for the Booking Period of hire stated on their booking form, irrespective of any days/periods missed, unless days missed are as a result of action by St Cuthberts Hall. Exceptions to this will be holiday dates given at least a month in advance. The reason for this is that St Cuthberts Hall relies on regular income to remain sustainable; therefore regular Hirers need to pay for any time slot they reserve.

For regular Hirers holidays are permitted in accordance with Bedford Borough school holidays and may be for a maximum of 13 weeks.

Regular Hirers must hire the Hall for a minimum of 39 weeks per year.

c. In the case of cancellation by St Cuthberts Hall arising from the Hirer failing to comply with the conditions of hire, the full charge for the booking may be made.

d. In the case of cancellation by either party due to lack of heating, water etc. a full refund will be due for the Booking Period that the facility is not used. Where the Hirer chooses to continue with the hire the full fee will be due. Please note that St Cuthberts Hall can get quite cold during winter months, even with the full heating on.

9. Booked Period

a. For one off bookings where the hiring is not commenced within 15 minutes of the Booked Period start time, the Premises will be secured. Access after this time where it can be accommodated, will incur further charges of £30.

Please call us on 07964 067443 if you know you will be delayed to avoid charges being made.

b. St Cuthberts Hall will not be responsible for any loss to the Hirer due to the facility not being available at the booked start time. St Cuthberts Hall's liability to the Hirer will be limited to a refund payment made for the portion of the Booking Period in which the Hall was unavailable.

c. Regular Hirers will be made aware of how to close/lock the Hall each day after use. If there is any change on the day we will let you know via text. They must adhere to the separate **Hall Locking and Burglar Alarm Procedure**.

Whilst a member of staff will unlock the hall for regular groups ahead of their booked session, if they are called out especially (e.g. because the group has forgotten their fob

key) then the group will receive a warning in the first instance and then going forward will be invoiced a £30 call out-fee. Please note our staff are under no obligation to come and unlock the hall in the event that a group has forgotten their fob key.

If a regular Hirer cancels a session last minute please ensure you email or call us 07964 067443 on to let us know. You will still be charged for this session, however it gives us the chance to let other groups know to lock the doors appropriately.

CCTV is in operation and will be checked to ensure that regular Hirers are only using the hall for their paid booked time. If a regular Hirer is found to be using the hall for longer than their agreed booking, they will be charged for the extra time.

10. Breach of Contract

St Cuthberts Hall shall not be liable for breach of contract or be held liable for any expenditure incurred or loss sustained directly or indirectly by the Hirer as a result of refusal, cancellation or termination.

11. Accidents - N.B. First Aid Kits are not provided

When any accidents have occurred please contact the St Cuthberts Hall team on 07964 067443 or 07951 368683.

12. Hirers Responsibilities

a. The Hirer, or the Organisation under whose behalf he or she is responsible or a responsible person, whose name and address has been notified to St Cuthberts Hall before the date of the hiring, must be in attendance at the Premises throughout the Booking Period.

b. The Hirer will be responsible for supervision, safety, control, stewarding, admission & removal of those attending the hiring and provide a sufficient number of suitably qualified persons to carry out these responsibilities.

c. The Hirer shall ensure that all activities are conducted in an orderly and lawful manner.

d. The Hirer shall, at the expiration of the Booking Period, leave the facility in a tidy and orderly state and all rubbish must be taken off the premises.

Regular Hirers will be invoiced if unreasonable additional cleaning is needed (at a rate of £50 per hire), or if any property or equipment is damaged (cost to be calculated after inspection).

The Hirer must ensure that all nappies are taken off site for disposal. Where the non compliance of this condition requires extra cleaning time an additional cleaning charge of £50 will be made to the Hirer. This charge will be deducted from any deposit paid, or invoiced in the case of Regular Hirers.

- e. Hirers must leave the Premises swept and tidy and all equipment and furniture should be placed tidily as it was found, as discussed with the Centre Management. This includes any areas you have used such as the Reception area, Lobby and all toilets. Setting up and tidying time are chargeable and must be included within the booked hire period.
- f. The Hirer shall report any faults, damage or lack of services e.g. water to the duty team on St Cuthberts Hall or 07951 368683 immediately.
- g. The Hirer shall report any dissatisfaction with the booking during any induction procedure or to St Cuthberts Hall Team within two working days to allow the concerns to be investigated.
- h. Regular Hirers must sign their group in and out using the signing in form in the entrance hallway.

13. Displays

Nothing is to be displayed or fixed in or on the Premises without prior permission.

14. Music /Noise

Noise levels must be controlled so as not to cause annoyance to local residents or other Hirers. Any St Cuthberts Hall team member responsible for the Premises has authority to control the volume of sound caused by musical equipment.

15. Minors / Children

- a. The Hirer shall ensure that minors are supervised at all times.
- b. The Hirer shall ensure no minors enter the kitchen/bar areas.

16. Insurance and Risks

- a. Hirers shall indemnify St Cuthberts Hall from and against any claim for damages, costs or expenses which may be made against St Cuthberts Hall in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the St Cuthberts Hall Facilities as a result of the hiring. **St Cuthberts Hall's insurance does not cover the Hirer's property and equipment.** Items left or stored at The Centre are done so at the Hirer's own risk and the Hall takes no responsibility for any loss or damage.
- b. The Hirer is responsible for the preservation of good order and shall fully compensate St Cuthberts Hall for any damage to the Premises or any damage to, or loss of, other property of St Cuthberts Hall of whatsoever description arising out of, or incidental to the hiring. Compensation will be deducted from any deposit paid.

- c. The Hirer is responsible for insuring their property and equipment against all usual risks.
- c(a). Bouncy castles - hirers are responsible for all insurance, safety, training and PAT testing. St Cuthberts Hall does not hold any responsibility.
- d. St Cuthberts Hall does not accept responsibility for any clothing or articles left by the Hirer, their guests, servants, agents or any member of the public, or any property during the Booking Period.
- e. Public Liability Insurance is only valid for the rooms booked during the Booked Period as stated on the application for hire agreement.
- f. All regular Hirers must email their public liability insurance certificate to us every year.
- g. Use of the stage by hirers is prohibited.

17. Health and Safety

- a. The Hirer is responsible for ensuring the maximum numbers on the application for hire agreement are not exceeded.
- b. **It is illegal to smoke inside the building**; therefore if you or your guests smoke you/they must only do so outside and well away from the building.
St Cuthberts Hall does not provide any designated disposal facilities for used cigarette butts. We politely ask you not to smoke outside the front or side of the building, and not to drop cigarette butts on the ground. Enforcement officers patrol the area and there is a chance you will receive a fine for dropping cigarette butts. If we receive complaints from the public regarding specific groups not adhering to this polite request, we will need to look at whether hire can continue.
If you are booking a late night event, please inform us of your safe smoking procedure.
- c. Fire or appliances with naked flames are not permitted in or on any property subject to the Hire Agreement without the prior written consent of St Cuthberts Hall. The Hirer will comply with all conditions attached to such consent.
- d. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of St Cuthberts Hall. The Hirer will comply with all conditions attached to such consent.
- e. The Hirer is responsible for ensuring that no exits or fire exits from or within the facilities are blocked inside or outside and that no chairs or obstacles are placed in the corridors, walkways or access areas leading to emergency exits and that fire appliances are not removed or tampered with.
- f. All Hirers are required to be familiar with the emergency evacuation procedure for the building (see evacuation instructions in **Notes: Information and Guidance** below) - and provide evidence of regular drills when requested.
- g. In the event of a fire alarm being raised the Hirer is responsible for ensuring safe and immediate evacuation.

h. Furniture and Furnishings - No furniture or furnishings may be brought into the facility either temporarily or permanent without prior written permission. Permission will only be considered

where current Fire Regulations can be met.

i. Electrical Appliances - must not be brought into the facility by the Hirer or any person on the Hirers behalf either temporarily or permanently without prior written permission and all appliances must have a current portable appliance certificate (PAT). Any items with a naked flame are prohibited.

j. Groups / Hirers will be required to comply with Health & Safety legislation.

k. It is the Hirer's responsibility to make sure that all persons associated with their booking must always wear appropriately solid soled footwear/shoes at all times whilst in the Hall, and any floor work or activities must be carried out on appropriate mats or covering supplied by the Hirer and removed after use.

l. All groups are to take responsibility for ensuring government guidelines are followed regarding keeping people safe from coronavirus. Groups must have their own policies and procedures for this. **Please provide us with a copy of your Covid-19 risk assessment.** Groups must sanitise door handles and light switches upon arrival and departure. In order to protect all users of The Hall, we will be checking CCTV to ensure that groups are doing this. We may require more information from you in the future, however as the guidelines are changing regularly we cannot be more specific at this point.

18. Mail

Use of St Cuthberts Hall as a mailing address is prohibited.

19. Equipment / Storage

The Hirer shall not bring any equipment onto the Premises without the prior permission of St Cuthberts Hall. Where it is agreed in writing that the Hirer may store goods or equipment at the Facility, St Cuthberts Hall does not accept responsibility or liability or any loss, damage or injury whatsoever arising from the storage of such goods or equipment subject to common law and any statutory rights for the time being in force. For regular Hirers, additional charges may apply for exclusive storage areas. Please contact us if you require this. We have some limited storage available.

20. Entertainment / Alcohol Social Events

For evening events, alcohol not purchased on The Premises is not to be consumed at St Cuthberts Hall.

21. Parking

N.B. We do not provide parking.

22. Broadcasting Rights

Broadcasting (sound/T.V.) filming or photographic rights cannot be exercised without prior written consent from St Cuthberts Hall. No copyright music shall be performed / played on the Premises without the application requesting this having been confirmed.

23. Live and Recorded Music

Where sound recordings (CDs, DVDs, tapes or records etc.) are played in 'public' the Hirer has the responsibility of ensuring that the appropriate licence fees are paid to Phonographic Performance Limited (PPL).

24. Access

The Hirer shall at all times permit full access to St Cuthberts Hall duly authorised team and agents to enter or inspect the hired Premises. Police Officers have the right of entry at all times.

25. Termination of Hire and Exclusion from Premises

- a. If the Hirer shall refuse or omit to comply with any of the foregoing conditions or with any instruction conveyed to him / her by any St Cuthberts Hall staff responsible for the facility on behalf of St Cuthberts Hall, the Hirer and his servants may be excluded until they comply with the same, but without relieving them of their obligations under their contract with St Cuthberts Hall.
- b. St Cuthberts Hall reserves the right to halt or terminate the hiring at any stage in an emergency.

26. Additional Charges

Additional charges will apply in the following circumstances:

- a. A hire not previously booked (e.g. Hirer vacating premises later than agreed Booking Period end time - see Conditions 3c). A hire commencing prior to or exceeding the booked time will be charged in whole hours at the appropriate rate.
- b. To reopen closed facilities due to non attendance will incur a charge equal to the late booking fee (see Conditions 9a).
- c. Where the Hirer has not left the facility in a tidy, orderly or to an appropriate level of cleanliness with all rubbish removed from the premises, an additional cleaning charge of £50 will be applicable and deducted from the deposit paid.
- d. Where there has been any damage to the Premises or damage to, or loss of, other property of St Cuthberts Hall the Hirer shall fully compensate St Cuthberts Hall. Any

additional charges will be deducted from any deposit paid and where charges are in excess of the deposit an invoice will be made for the remainder of the charges.

e. Providing a service outside of normal operating hours/days.

f. Where the Hirer is responsible for false activation of any alarms charges will be made to recover all costs incurred £30 call-out fee.

g. Where equipment loaned is not returned.

Information and Guidance

Disabilities / Special Needs / Diversity

Please contact St Cuthberts Hall with any requests.

Children/Young People and Vulnerable Adults

St Cuthberts Hall has a responsibility to protect the community using its facilities and in the present case it does so by imposing a contractual provision on the Hirer. By signing the contract the relevant Hirer agrees to comply with the Independent Safeguarding Authority (ISA) standards

which would be undertaken by consent of the prospective employees /volunteers. A failure of a relevant Hirer to observe this condition would result in an immediate withdrawal of the use of the facilities.

DBS

Hirers are to ensure they have the correct DBS checks if they are working with children and/or vulnerable people.

Events Extensions to normal Hiring times

Any request for an occasional extension must be in writing at least 28 days prior to the event date to the St Cuthberts Hall Manager. Where permission is granted a deposit will be required and additional charges will apply.

Licences Guidance

PRS - is a fee collected on behalf of the Performing Rights Society that issues licences and distributes the licence fees to composers and music publishers. It applies to any event where music is played* other than where the music is incidental (background), or it is a Private function such as a family party where all guests are invited. Where these fees are due, we collect and pay the fees direct to the PRS as we have a responsibility for ensuring that events in our building are licensed.

* Played includes videos, tapes, DVDs, Karaoke etc.

PPL - Phonographic Performance Limited issue licences and distribute the licence fees to record companies, recording artists and musicians. A licence for PPL is required when you play sound recordings such as CDs, tapes and records, subject to their control in 'public'. 'Public' is determined as any event except a family or domestic gathering. The responsibility for obtaining the necessary licences is with the Hirer, www.ppluk.com.

Public Holidays

We do not open Christmas Day but may be able to open on other Bank Holidays. There may be an additional cost for this.

Fire and Emergency Instructions

1. Whilst you are hiring the hall, **you are responsible for fire safety** and you must have your own fire policy if you are a regular group hirer. You must have means and resources to evacuate in the event of a fire. See **Appendix 1** and **Appendix 2** for example templates for GEEP (General Emergency Evacuation Plan) and PEEP (Personal Emergency Evacuation Plan - for individuals who need assistance to evacuate). **PLEASE NOTE:** if the attached templates do not meet your needs, you must amend them or provide your own. We only have one wheelchair-accessible back door, so you must have an alternative plan for how to get any wheelchair users out of the building in the event that the accessible door is blocked during fire. You are responsible for bringing and using your own evacuation resources (e.g. ramp).
2. **At all times** these Premises are occupied, all doors must be available for use in an emergency and any doors locked with key must be unlocked (the use of padlock etc is prohibited).
3. The Centre Management (or other designated staff member) will show the Hirer all fire exits, fire extinguishers and break glass points. They will also explain to the Hirer the fire procedures in place for the building. Fire safety notices are displayed in the building and written instructions are given in these Terms and Conditions.
4. It is the Hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are also communicated to their guests/clients.
5. The person in charge (Hirer) must make themselves familiar with the fire instructions on the site (see **Emergency Action Plan** below) and they must ensure that any volunteers or paid workers are made aware of the instructions.
6. In the event of a **fire or similar emergency situation**, the person in charge and their staff must ensure that the building is immediately and safely evacuated and that the **emergency services** have been called.
7. **All persons** who are unfamiliar with the building should look around to check the whereabouts of **exits** from the building, where the fire **extinguishers** and fire alarm call points are.

8. When tables etc are laid out in the Hall, consideration must be given to the provision of **gangways** between the rows which must be of sufficient width to allow access to disabled persons and wheelchairs, and especially egress in an emergency.
9. All **fire exits** must be kept clear at all times during the hiring.
10. Please contact us immediately on **07964 067443** when, due to circumstances outside the control of the Hirer:
 - any fire door is unable to be opened in an emergency.
 - any fire exits / or escape routes are not clear.
11. In the rear lobby, there are 2 emergency exits. The white door is for wheelchairs and large events **ONLY**, however in an emergency it can be used. The red door should be used otherwise. Please see **Appendix 3** for procedure.
12. For any large events (over 60 persons), both front and rear fire exits should be manned for the entire duration of the event to mitigate risks (e.g. doors accidentally bolted shut; danger to pedestrians in event of emergency evacuation). Door wardens can be on duty at events but in other roles (e.g. bar staff), and can go straight to fire exits and perform the above duties in the event of fire alarm.

What to do in the case of a fire - Emergency Action Plan

Assembly Point

Outside the main entrance, turn left and wait by the corner of Castle Road

Action On Discovery Of Fire

- Sound the alarm using the nearest fire alarm call point
- Leave the building by the nearest exit
- Do not re-enter the building
- Report to the assembly point
- Call the fire brigade on 999 by mobile phone (after leaving the building)
- Liaise with the fire brigade on their arrival
- Only attempt to tackle small fires if confident to do so
- Do not put yourself at risk

Action On Hearing Alarm

- Leave the building by the nearest exit
- Do not re-enter the building
- Report to the assembly point
- Call the fire brigade on 999 by mobile phone (after leaving the building)
- Liaise with the fire brigade on their arrival

Visitors

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with evacuating the building as necessary

Private Hirers

- Follow all instructions as above
- **After calling 999**, please call Claire on 07964 067 443 or Fizz on 07951 368 683 to let them know.

Disabled and Less Able-Bodied People should be given every assistance during the evacuation procedure to exit the building to the fire assembly point or to the designated safe refuge point. There is disabled access to the rear of the building.

Fire Assembly Point

On arrival at the Fire Assembly Point, keep together and identify any missing persons attending your event and report immediately to the fire brigade.

Safety Is Everyone's Responsibility

It is essential that all individuals familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.

Contractors

On hearing the alarm, contractors working on site must immediately stop work and follow the Fire Evacuation Procedures.

Gas leaks:

If you smell gas—do not try to identify the source of the leak.

Evacuate the hall immediately, using the fire doors if necessary,

Put out naked flames—do not turn electrical switches on or off.

Open windows and doors but ensure no one re-enters the hall

Immediately contact Gas Emergency Number 0800 111 999, and follow instructions

Inform the Hall management on 07964 067 443 or 07951 368 683.

APPENDIX 1 - GEEP template

General Emergency Evacuation Plan (GEEP) EXAMPLE TEMPLATE

PLEASE NOTE: if this template does not need your needs, you must amend it or provide your own

General Emergency Evacuation Plan (GEEP) for:
Premises address and contact number:
Plan date: / /
Review date: / /

Sound of the alarm
The sound of the alarm will be a continuously ringing warning siren.

Raising the alarm
<p>In the event of a fire:</p> <p>If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point and by commencing manual warning (whistle, shout etc)</p> <p>If fire is detected by automatic detectors, this will trigger the fire alarm</p>

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- **XXXXXX** will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.
- **XXXXXX** will pick up the registration tablet/guest book register (amend delete if non-applicable, e.g. if only a small number of people using the building who can easily be accounted for)
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating (see below)
- Separate Personal Emergency Evacuation Plans (PEEPs) are in place for staff and known visitors with additional needs. These will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do so, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- **XXXXXX** to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point (see below) and check all staff and visitors are accounted for
- **XXXXXX** to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

- 1.
- 2.

Fire assembly point

Map and photo below:

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape and the fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

Gas supply shut-off:

Mains fuse box:

Mains water inlet:

Gas/oxygen cylinders:

Location of fire alarm panel: to the left of main entrance as you enter the building

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, **XXXXXX** (number of) trained staff are needed on duty
- Between **XX:XX** and **XX:XX** (time)/on weekends/during special events (see variations section below) etc, **XXXXXX** (number of) staff need to be on duty at all times

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc.

Detail those for your site:

Variations to plan

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances:

Back up arrangements

Detail back up arrangements in the event of fire alarm failure or staff absence etc:
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Responsibilities	
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For ensuring plan is up to date	XXXXXX
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For ensuring adequate staff are on duty to carry out the evacuation plan	XXXXXX
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For training staff on the evacuation plan and in their roles and responsibilities	XXXXXX
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APPENDIX 2 - PEEP template

Personal Emergency Evacuation Plan (PEEP) EXAMPLE TEMPLATE

PLEASE NOTE: if this template does not need your needs, you must amend it or provide your own

To be completed by management/Fire Safety Advisor. (If the individual uses more than one building, then it may be necessary to prepare a separate PEEP for each building)

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)			
Name			
Role			
Building			
Area of building used by person			
AWARENESS OF PROCEDURE			
_____ is informed of a fire evacuation by: (please tick <input checked="" type="checkbox"/> all relevant boxes)			
Alarm System	<input type="checkbox"/>	Fire Warden	<input type="checkbox"/>
Other member of staff	<input type="checkbox"/>	Other (please specify)	_____
DESIGNATED ASSISTANCE			
The following have been designated to give _____ assistance to get out of the building in an emergency			
Name			
Contact Details (if applicable)			
Name			
Contact Details (if applicable)			
METHODS OF ASSISTANCE (e.g. transfer procedures, methods of guidance etc)			
EQUIPMENT PROVIDED (including means of communication)			
PERSONALISED EVACUATION PROCEDURE (A step-by-step account beginning with the first alarm)			
1			
2			
3			
4			
Monitor and Review			
Signed by Manager			Date
Signed by Individual			Date

Appendix 3 - How To Use New Fire Escape Door

Procedure

The new white fire door is **only** to be used by Living It Up learners using large wheelchairs and in the case of a fire. Groups and manual wheelchair users are to use the **RED** fire escape door to the left of the new door.

TRAINED STAFF ONLY TO OPEN THIS DOOR.

For wheelchair use:

Ideally 2 staff are present when using this door. If 2 staff, then 1 staff member is to use the smaller red fire exit and go outside and check there is nobody behind the white door before opening.

If only 1 staff member is present they are to open the door very slowly and only wide enough to check there is no one standing behind the door. If the doorway is clear, then the door can be opened fully.

Staff are to be present at all times when the door is open.

Support staff who work with learners who use this door are also to be trained. If they are not trained they must get a member of staff to support them.

THIS DOOR IS TO BE KEPT CLOSED AT ALL OTHER TIMES.

In an emergency:

In the case of a fire, the nominated fire warden is to assign a trained member of staff to be in charge of manning this door.

Named staff are to go to the door immediately and remain at the door until the building is evacuated.

Staff are to open the door as carefully as practicable to ensure there is nobody behind the door when opening fully.

Staff are to support people to evacuate safely and go to the fire assembly point.

THIS DOOR IS TO BE KEPT CLOSED AT ALL OTHER TIMES.