



Fire Safety for Events and Functions

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

Before the event or function you should be aware of:

- What fire protection systems are present
- How a fire will be detected
- How people will be warned if there is a fire
- What staff should do if they discover a fire
- How the evacuation of the premises should be carried out
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- Identification of key escape routes and exits, how people 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, e.g. location of highly flammable materials
- What instruction employees or helpers need and the arrangements for ensuring that this training is given
- Limitation on numbers of people
- Any chains and padlocks that need removing from fire exits
- Exit doors which are required to be in the open position are secure
- 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 staff who have specific responsibilities if there is a fire

- How you ensure the building is completely evacuated.
- The arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors
- How you will proceed if life safety systems are out of order, e.g. fire detection and alarm systems, sprinklers or smoke control systems
- Who will be responsible for calling the fire and rescue service and any other necessary services
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials and
- Your plans to deal with people once they have left the premises, especially children, elderly and disabled persons
- What precautions must be taken if pyrotechnics, candles or naked flames are to be used as part of a performance or event.

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
- Your “no” smoking policy is adhered to
- No naked flames are started (unless authorised e.g. candles)
- Where naked flames are present, that combustible material is kept clear
- Rooms do not become overcrowded
- Noise levels cannot drown out the fire alarm; and
- If necessary, the number of persons in your premises is limited or controlled.

The above list is for example only and will need to be specific to any particular venue or premises.