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| **Emergency plan and risk assessment for person hiring or holding an event at……………………..** |
| As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event. Please read and follow this. |
| The fire alarm sound is  |
| This is how the fire alarm is activated:  |
| This is what you must do when discovering a fire:  |
| This is how the evacuation of the premises must be carried out:  |
| This is where the people you are responsible for must assemble when they have left the premises:  |
| This is what you must do when the fire brigade arrive:  |
| This is who you must inform of the situation as soon as possible after you have dealt with the emergency services:Name(s): Contact details: |
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| This is the limit on the numbers of people you may have on the premises:  |
| This what to do if you smell gas:  |
| This is where the electrical isolation switch is:  |
| This is what you should do if the people you are responsible for require first aid:  |
| **Before and during your use of our premises we require you to:** |
| * Check that the Premises are safe and suitable for your intended use
* If your event is for or will include small children, check that there are the necessary additional safeguards in place because of the increased risks associated with children at play
* Nominate a responsible person to be in charge of safety for the event who knows school procedures
* Have in place effective stewarding arrangements to suit the event
* Have in place effective evacuation plans for the safe evacuation of all attendees
* Tell attendees at the start of the event about the fire procedures and fire precautions
* Ensure that all food hygiene/ food safety regulations are complied with in relation to any food served
* Check that all the security devices, padlocks and similar devices are removed from exits
 | * Check that all the exits are clear of obstructions and combustibles
* Ensure the maximum occupancy level is not exceeded
* Ensure that the fire fighting and emergency lighting equipment is not obstructed
* Ensure that all equipment (whether it belongs to you or is hired) brought into the Premises is safe and if electrical is PAT tested. The Trustees accept no liability for any equipment brought in.
* Notify us of any accidents hazards or damage which occur during your use of the Premises
* Comply with any licensing requirements(e.g. in relation to alcohol, entertainment, cinema screenings, copyright and performing rights etc)
* Arrange appropriate public liability insurance and where appropriate employer’s liability insurance
* If you are an organisation and children will be at the Premises, you must provide the school with a copy of your safeguarding policy for children and or venerable adults
* Use the Premises only for the purpose stated on your application
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| Signature of Parish Priest | Print name | Date |
| Signature of Hirer | Print name | Date |