

Responsibilities for short-term hiring or leasing and for shared use

It is crucial that the temporary responsible person understands their duties for the duration of the event or function.

The following table gives an example of the sorts of recommendations that could be provided by the owner of the premises to the temporary responsible person, who must be made aware of their legal duties.

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 note the following list is for example purposes only and your emergency plan should be appropriate and specific to your particular premises or venue:

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-fire-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. the 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 which need removing from fire exits, etc.;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

Before the event or function 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;
- 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;
- your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- the 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 muster 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 smoking policy is adhered to;
- no naked flames are started (unless authorized 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;
- if necessary, the number of persons in your premises is limited or controlled.