

Hirers Responsibility

As hirer you are required, under the building Evacuation Scheme promulgated in accordance with the Fire Service Act 1975 section 21A, to be familiar with the building and to provide at all times of occupancy, a responsible and trained person to be present to carry out the warden duties, particularly in the event of a fire alarm. This person will be the person in charge of the group at the time.

You and where applicable the above person(s) are required to, as a condition of use of the building, be familiar with the instructions given on the Fire Action wall notice(s) within the building, and with the attached documents; viz.

1. A copy of the Building Wardens duties (for when the building is hired out, whether or not a charge has been made).
2. A copy of the Building Assistance Register to account for persons with disabilities. (Appendix C)

You are also required to ensure that the following are maintained;

- Escape routes are clear of obstacle at all times.
- Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time.
- Smoke control doors and fire stop doors are kept closed and not chocked or wedged open.

I acknowledge my responsibilities and have received documents 1 and 2 as above.

SIGNED: _____

DATE: _____