

## **PMSC hire fire safety document**

Fire Safety Reminders - for all members, hirers, and other users of the club.

PMSC General Committee seeks to promote the safety of members and other persons visiting the club's premises by taking all reasonable steps to identify and assess risks and by adopting appropriate policies and rules aimed at minimizing them.

- 1 In accepting membership of the club, or when hiring the club, members and hirers are deemed to have accepted that they have a personal responsibility for ensuring that they and their guests are familiar with and comply with the club's fire safety rules as in this statement and/or communicated from time to time by notice boards/email.
- 2 Cooking, heating and other electrical appliances are potential fire risks – especially if misused – members who are not familiar with any of the club's systems or equipment should not use them without first seeking advice from a competent person.
- 3 Heaters should not be covered, or have combustible materials placed in contact with them.
- 4 All heaters and other appliances must be switched off after use, except the programmed heaters.
- 5 Smoking poses significant fire risks: and no smoking is permitted in the club, and members may only smoke outside in the designated smoking area. All matches and smoking materials must be fully extinguished after use.
- 6 All members, hirers and other users of the club should familiarize themselves with the escape routes from the premises in the event of fire and ensure that access to them is not blocked by tables, chairs, equipment or personal belongings. The two 'push bar' escape doors (at the rear of the bar area and at the river end of the games room) must remain unlocked at all times when there are people in the premises.
- 7 Fire extinguishers are situated at key locations within the premises - all users of the club must ensure that access to them is not blocked by tables, chairs, equipment or personal belongings.
- 8 Anyone discovering a fire should - without risking their own safety - sound the alarm by breaking the glass on one of the red painted fire 'call points' situated by the main entrance and at each of the escape doors, and immediately call the Fire Service.
- 9 The assembly point in case of the need to evacuate the building is Pin Mill Common, by the picnic tables. Do not leave the area until your safe escape has been noted. Do not re-enter the premises after an incident requiring evacuation until it has been declared safe to do so – either by the Fire Service or other responsible person.