

FINEDON COMMUNITY SPORTS & LEISURE CENTRE ASSOCIATION

(Trading as Finedon Community Centre)

FIRE SAFETY INSTRUCTIONS FOR HIRERS

Version: May 2026

IMPORTANT — READ BEFORE YOUR HIRING BEGINS

As the Hirer, you are legally responsible for the safety of all persons on the premises during your hiring. Under Clause 10 of the Conditions of Hire you are required to have received instruction in fire safety before your event begins. This document constitutes that instruction. Please read it in full, ensure your key helpers are aware of its contents, and sign the declaration at the end.

1. In an Emergency

FIRE — call 999 immediately, then evacuate. Do not attempt to fight a serious fire.

FCC Emergency Contact: 07972 192266

Centre address (for emergency services): 71 Wellingborough Road, Finedon, NN9 5LG

2. What to Do If You Discover a Fire

Follow this sequence:

1. **RAISE THE ALARM — shout “Fire!” and activate the nearest break-glass fire alarm call point.**
2. **CALL 999 — ask for the Fire Brigade. Give the address: 71 Wellingborough Road, Finedon, NN9 5LG. Do not assume someone else has called.**
3. **EVACUATE —** direct all persons to leave immediately by the nearest available fire exit. Do not use the lifts. Do not stop to collect belongings.
4. **CLOSE DOORS —** close (do not lock) all doors behind you as you leave to slow the spread of fire and smoke.
5. **ASSEMBLE —** direct everyone to the designated Assembly Point. Do not re-enter the building for any reason until the Fire Brigade declares it safe.
6. **ACCOUNT FOR EVERYONE —** check that all persons who were on the premises are at the Assembly Point. Report any missing persons to the Fire Brigade immediately on their arrival.

⚠ You must call the Fire Service to any outbreak of fire, however slight. You must then report details to the Centre Secretary.

Even if the fire is quickly extinguished, the law requires it to be reported and recorded in the Centre’s accident book.

3. Assembly Point

Assembly Point	Medical Centre on Summerlee Road
Address for 999 calls	71 Wellingborough Road, Finedon, NN9 5LG

Ensure all persons — including any who may need assistance — reach the Assembly Point. Remain there until the Fire Brigade or a Centre trustee gives the all-clear.

4. Fire Exits and Escape Routes

Fire exits are marked by green and white illuminated signs. Familiarise yourself with all exits before your event begins.

Ground Floor exits	Main front entrance; rear fire door off Henderson Suite; fire door at end of the bottom of both set of stairs
First Floor exits	Both doors at top of Staircases from the Gibbard Suite
Assembly Point	Medical Centre on Summerlee Road

Escape routes must be kept clear at all times.

- Do not place furniture, equipment, bags or any other items in corridors, in front of fire doors or in front of fire exits.
- Fire doors must not be wedged or propped open at any time.
- Escape door fastenings (push bars / panic bolts) must not be obstructed or tampered with.

If you find an escape route blocked on arrival, contact the Centre Secretary immediately before your event starts.

5. Fire Doors

Fire doors are essential to preventing the spread of fire and smoke and protecting escape routes. They are identified by blue “Fire Door — Keep Shut” signs.

- Fire doors must always be kept closed when not in immediate use.
- Fire doors must never be wedged, tied or propped open.
- In the event of a fire, close all fire doors behind you as you evacuate.

If a fire door appears damaged, will not close properly or is missing its sign, report it to the Centre Secretary before your hiring commences.

6. Fire-Fighting Equipment

The Centre is equipped with fire extinguishers. Their locations are shown on the plan displayed at the entrance to each room. Use extinguishers only if:

- the fire is small and contained (e.g. a wastepaper bin);
- you have a clear escape route behind you; and
- you have already raised the alarm and called 999.

Never place yourself at risk. If in doubt, evacuate immediately.

Fire extinguisher locations	The upstairs hall front and rear fire doors, beside lift room door, entrance foyer, beside electric room, bottom
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	of front and back stairwells, downstairs hall, kitchen and beside the Baby Room (nursery) door
Fire blanket	Kitchen
Fire alarm call points	Main entrance; top and bottom of staircase; each room exit
Fire alarm panel	Electricity Room

Types of extinguisher and what they are for:

- Red label — Water: wood, paper, textiles. Do NOT use on electrical fires or burning liquids.
- Cream label — Foam: liquids. Do NOT use on electrical fires.
- Black label — CO₂: electrical equipment and liquids. Safe on electrical fires.
- Blue label — Dry powder: most fires including electrical. Leaves residue; avoid in enclosed spaces if possible.

If in doubt, use CO₂ (black) for electrical equipment.

7. First Aid

First aid box	Kitchen, Henderson, Gibbard Servery, Baby Room (Nursery)
Defibrillator (AED)	Not on site —nearest external AED is at Finedon Pharmacy
Accident book	Kitchen and Gibbard Servery

You must report all accidents involving injury to the public to the Centre Secretary as soon as possible and complete the relevant section in the accident book. Certain accidents must also be reported under RIDDOR (see Clause 17 of the Conditions of Hire).

8. Pre-Event Fire Safety Checklist

You must carry out the following checks before admitting members of the public to the premises. Tick each item once satisfied. If any item cannot be ticked, do not proceed until the issue is resolved — contact the Centre Secretary if needed.

Complete before every hiring:

- All fire exit doors are unlocked and panic bolts are in good working order.
- All escape routes are free from obstruction and can be used for immediate, unimpeded public exit.
- No fire doors are wedged or propped open.
- All fire exit and directional signs are illuminated.
- Emergency lighting is operational and illuminating all exit signs and routes.
- There are no obvious fire hazards on the premises (e.g. combustible materials near heat sources, overloaded sockets).
- The location of the Assembly Point has been identified and is accessible.
- The location of fire extinguishers and the first aid box has been noted.
- Key helpers and attendants have been briefed on evacuation procedures and their individual responsibilities.
- Any persons with mobility difficulties or other impairments have been identified and a Personal Emergency Evacuation Plan (PEEP) is in place for each of them.

If you are using smoke or haze machines:

- Written permission has been obtained from the Hall Secretary before use, as smoke-making machines will activate the building's smoke alarms.

9. Persons Who May Need Assistance to Evacuate

Before your event begins, identify anyone who may need assistance to evacuate, including:

- wheelchair users or people with limited mobility;
- people with visual or hearing impairments;
- young children; and
- anyone unfamiliar with the building.

Assign a specific helper to each such person. Agree on the evacuation route and method in advance. Where a person cannot use stairs, inform the Fire Brigade on their arrival of the location of any person awaiting assistance.

10. Prohibited Items and Activities

The following are not permitted under any circumstances:

- Candles, tea lights, naked flames or any open fire (unless prior written consent has been given by the Centre Secretary).
- Highly flammable substances brought into or used in any part of the premises.
- Internal decorations of a combustible nature (e.g. polystyrene, cotton wool, large quantities of paper bunting) without our prior written consent.
- Portable liquefied propane gas (LPG) heaters or cooking appliances.
- Any cooking appliance not already installed in the kitchen, without our consent.

- Smoke or haze machines without prior written permission from the Hall Secretary.

Pyrotechnics, indoor fireworks and sparklers are strictly prohibited inside the building.

11. Electrical Safety

All electrical appliances brought on to the premises by you must be safe, in good working order, and have a valid PAT (Portable Appliance Test) certificate where required. They must be used in accordance with the Electricity at Work Regulations 1989.

- Use the residual circuit breaker (RCD) provided where available.
- Do not overload sockets or use non-CE marked extension leads.
- Report any electrical fault to the Centre Secretary immediately and do not attempt to repair it yourself.

12. Reporting Requirements

You must report the following to the Centre Secretary as soon as possible after the event:

- Any fire, however small, including those extinguished before the Fire Service arrived.
- Any activation of the fire alarm (even if a false alarm).
- Any accident or near-miss involving injury or risk of injury.
- Any fire-fighting equipment that was used, discharged or found to be missing or damaged.
- Any damage to fire safety equipment, fire doors or emergency lighting.

Certain accidents must be reported to the Health and Safety Executive under RIDDOR 2013. Tel: 0845 300 9923 | www.hse.gov.uk/riddor

HIRER'S FIRE SAFETY DECLARATION

I confirm that I have read and understood the Fire Safety Instructions for Hirers set out above. I acknowledge my responsibility as Hirer for the fire safety of all persons on the premises during my hiring. I confirm that I will carry out the pre-event checklist in Section 8 before admitting the public, ensure all key helpers are briefed, and comply with all fire safety requirements set out in this document and in the Conditions of Hire.

