



Woking Hockey Club External Lettings - Fire Safety Agreement

The responsible person acting on behalf of the Woking Hockey Club (WHC) Committee must ensure that any person letting the premises for any purpose is fully aware of the fire safety arrangements. To ensure the safety of the relevant person is fully accounted for, a disclaimer must be signed by the named individual on the lessee agreement. This will absolve any responsibility or duty that WHC may have had under the Fire Safety Order 2005.

- All Fire Exits are to remain unobstructed at all times
- All Fire Exits are to be kept unlocked in the event they are needed for any emergency evacuation
- No high risk activities are permitted on the premises
- This is a No Smoking building
- No more than 120 persons will be permitted into the building at any one time
- Doors marked as 'Fire Doors' must remain closed at all times
- The fire alarm must not be tampered with in any way
- Should a fire occur, the nearest 'Manual Break Glass' call point should be broken
- Upon the fire alarm activating, any amplified sound being played must be switched off, and persons are asked to evacuate in an orderly manner to the assembly point located on the grass area behind the near pitch
- Dial 999, requesting the fire service giving the full address:
Woking Hockey Club
Wishbone Way
Woking
Surrey GU21 3RT

what3words: **clubs.stays.acute**

- Should there be trained persons on the premises, and your safety is not put at risk, firefighting equipment may be used to reduce the fire spreading
- The Lessee Responsible Person named below is responsible for ensuring that all persons are accounted for. If anyone is considered absent, then on arrival of the fire service, they should immediately be informed. No attempt should be made to re-enter the building
- The fire alarm should not be switched off or reset if it has activated

I confirm I have read all of the above and agree to the conditions listed.

Lessee Responsible Person:

Woking Hockey Club Responsible Person: