

Fire Safety Information for External Users

The Anthony Seddon Centre

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This document outlines key fire safety information for anyone using rooms at The Anthony Seddon Centre.

We ask that all external groups, facilitators, and organisations take a few moments to read and follow this guidance to help keep everyone safe while using the building.

1. Responsible Person

Each booking must have a designated Responsible Person present at all times while the room is in use.

This person should:

- Be aged 18 or over
- Have a working mobile phone with them
- Be familiar with basic evacuation procedures
- Know how to raise the alarm, contact emergency services, and support their group to exit safely

This is in line with responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

2. Evacuation Responsibilities

The Responsible Person plays an important role in helping everyone leave the building safely in the event of an alarm.

We ask that they:

- Familiarise themselves with fire exits and evacuation routes on arrival
- Keep a simple attendance list of attendees during the session
- Ensure fire exits remain clear and fire doors are not wedged open

3. Prohibited Items and Activities

To reduce fire risk, the following are not permitted within the building:

- Naked flames (including candles, oil lamps, lighters, or matches)
- Indoor fireworks, barbecues, or pyrotechnics
- Children handling flammable items or ignition sources

4. Electrical Safety

Any equipment brought into the building should:

- Be in safe working condition, with no damaged cables or plugs
- Meet general electrical safety standards
- Be PAT-tested where appropriate (we may ask for confirmation)

Extension reels should be fully unwound before use, and combustible materials should not be placed near heaters or electrical equipment.

5. Use of the Space and Fire Doors

- Fire exits should remain clear and accessible at all times
- Fire doors must not be wedged open

Before leaving, we ask that the Responsible Person ensures:

- The room is left secure
- Lights and electrical equipment are switched off
- The space is left clean and safe for the next user

6. Waste and Rubbish

Please remove any waste, packaging, or materials at the end of your session.

Bins should not be left overflowing or placed in a way that blocks exit routes.

7. Damage and Reporting

If you notice any damage on arrival, please let a member of the team know as soon as possible.

The Hirer may be held responsible for any damage caused during use, including to safety equipment or signage.

8. Additional Information

A copy of the Centre's Fire Safety Routine will be provided alongside this document.

For bookings using multiple rooms, we recommend assigning a Responsible Person for each space.

Acknowledgement

This fire safety information will be shared with you on the day of your booking (or the first day of a recurring booking).

By proceeding with your booking, you confirm that you have received, understood, and agree to follow this guidance.