The Phoenix Centre

Fire Health and Safety User Group Guidelines

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1.   **INTRODUCTION**

1.1   The Phoenix Centre welcomes applications from User Groups to make use of the facilities available in the Centre. An important aspect of the management of the Centre is ensuring that health and safety requirements are maintained at all times. The following guidance places certain responsibilities on User Groups and it is a requirement of any letting agreement that these responsibilities are satisfied and recorded in the form provided.

2.   **FIRE SAFETY IN THE CENTRE**

2.1   The Centre is equipped with a comprehensive Fire Alarm and Detection System. In the event of a fire, the fire alarm will activate automatically.

2.2   On hearing the fire alarm, the responsible person(s) for the User Group must ensure that all members of the Group leave the Centre immediately, using the clearly marked emergency exit routes.

2.3   All persons should make their way without delay to the designated Fire Assembly Point located at the **Car Park on Ladyloan Place next to KCEDG Commercial Centre.**

2.4   The responsible person for the User Group should call 999 and notify the Fire Authority of the fire outbreak.

2.5   The responsible person for the User Group should undertake a role call of Group Members to ensure that all members have safely evacuated the building.

2.6   It is the responsibility of the User Group to ensure that sufficient members of responsible persons are in attendance at all times to ensure that the Group can be safely evacuated from the Centre in the event of a fire.

2.7   The provision of any responsible person(s) must take into account any Group Members who are physically and/or mentally impaired and therefore would require assistance in evacuating the Centre.

       IMPORTANT NOTE:
       The responsibility for assessing the number of responsible person(s) required to safely evacuate the User Group lies with the Group and not with the Centre. Each Group should undertake a suitable and efficient Risk Assessment to determine the appropriate number of responsible person(s) required.

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3.   **FIRE SAFETY - ELECTRICAL EQUIPMENT**

3.1   User Groups bringing electrical equipment into the Centre are required to ensure that such equipment is defect free and does not present a potential fire safety risk. A regular inspection by a competent electrical engineer should be carried out on all electrical appliances in order to comply with Portable Appliance Testing requirements as required under current Health and Safety Legislation.

3.2   All items of electrical equipment should be removed from the Centre when the User Group has finished each session. If this is impractical the Centre will, in certain circumstances, allow items of equipment to be stored in designated storage areas in the Centre.