

Third Party Groups - Fire Safety Whilst Using the Alleyn's School Facilities

The Main Contact (named on the Hire Agreement) is the nominated person responsible for ensuring fire safety throughout the booking.

By agreeing to our Terms and Conditions of Hire the Main Contact confirms that they:

- a. Have read, understood and agree to abide by the obligations listed below.
- b. Have been briefed and shown how to operate the fire panel, which will sound the fire alarm.
- c. Have been briefed and shown the planned fire escape routes for the facilities that are to be used.
- d. Will ensure that whilst used the School premises are appropriately staffed **at all times** by a 'Group Leader' who is aware of all of the fire exits in the facilities that are to be used, and who is fully aware of the procedures listed below as they relate to third party groups.

1. No-one is expected to tackle a large fire directly. Fire Extinguishers are to be used only to help safely exit a facility and / or to extinguish a small fire quickly to stop it spreading.
2. Activating the fire alarm will automatically summon the Fire Brigade. If in any doubt dial 999.
3. In all incidences you should also telephone at least one member of the School staff from the following list:

Security Guard	0782 353 9253
Premises Manager (Steve Gooch)	0782 353 9256
Duty Events Manager Mobile	0782 353 9257
School Reception (if open)	020 8557 1500

4. In the event of an evacuation, you may not re-enter the building until suitably advised by the Fire Brigade.
5. The Main Contact (named on the Hire Agreement) is responsible for ensuring that any electrical items brought onto the premises are Portable Appliance Tested within the last twelve months or have been approved by the Estates Bursar for use.

