

DRAYTON HALL – Fire Regulations & Recommendations

As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:-

- what fire protection systems are present (extinguishers, alarm);
- identification of escape routes and exits, how people can gain access to and through them;
- specific arrangements, if necessary, for high fire-risk areas (eg: kitchen, if being used, which has a specialised extinguisher, and fire blanket);
- how the fire and rescue service and any other necessary services will be called;
- limitation on numbers of people (eg: for a large wedding or birthday party, etc);

Before the event or function you should decide:-

- the arrangements for fighting fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as:- those with disabilities, children, etc;
- who will be responsible for calling the fire and rescue services;

At the start of the event or function you should notify all those present about:

- the smoking policy (ie: no smoking in the Hall);
- location of emergency exits and escape routes;
- if there should be an emergency, the need for people only taking valuables immediately to hand (ie: not risking taking other belongings);

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- the smoking policy is adhered to;
- no naked flames are started (unless authorised, eg: candles);
- where naked flames are present, (eg a birthday cake?) A) that combustible material is kept clear, and B) the flame(s) are extinguished if and when dancing starts;
- rooms do not become overcrowded;
- if necessary, the number of persons at the event is limited or controlled;
 - NB Children are NOT allowed in the kitchen during food preparation (due to the considerable danger of hot surfaces);

After the event or function you should ensure that:

- the Hall has been fully secured;
- and the key(s) have been returned as arranged during the booking process;