



Code of Practice relating to fire safety at functions

Hotels, village halls, function suites, places of public entertainment and the like, especially licensed premises, would have been inspected for means of escape, fire-fighting equipment and means of raising the alarm. Advice will also have been given as to evacuation procedure. This applies to premises open to the public and **licensed** private members clubs, such as Masonic halls.

Occupancy figures would have been calculated for the type of function being organised, such as theatre style, close seated, boardroom, dining. This relates to the **MAXIMUM** numbers permitted.

The legal responsibility for ensuring the means of escape, fire-fighting equipment and fire alarm are adequately maintained and working will rest with the owner or licensee.

The owner, licensee or nominated person, such as the Banqueting Manager/Duty Manager who is an employee would be responsible for evacuation procedures should the fire alarm sound. There is **no** legal regulation to have an attendance list, just a recommendation in certain premises. Again the responsibility rests with the owner, licensee or the nominated person on duty.

Recommended actions considered to be good practice

Non Resident Toastmaster. (One who is **not paid, either directly or indirectly, by the venue)**

Legally **you are no more than a guest**; however the following is **recommended** and considered good practice.

- On arrival liaise with the nominated person you will be working with.
- Establish if a fire drill is planned, not normally at weekends, but you could be officiating at a function during the week.
- Confirm the **muster point** should the alarm sound.
- **Ask approval** to mention the fire drill action and muster point in your preamble/housing keeping notices to guests.
- **Inspect the function venue and raise any concerns with your nominated person, BEFORE guests enter. Especially if it relates to blocked Fire Exits.**

Resident Toastmaster. (One who is paid directly or indirectly by the venue)

- Indirectly relates to a toastmaster standing in for the Resident Toastmaster.
- Technically and legally you would be considered a part-time employee.
- You should liaise with the venue to ensure you are included with Fire Drill training.
- **Caution.** You could be nominated as the person to supervise evacuation of the premises at functions you are officiating at.

Please Note:

Under H & S regulations we all have a duty of care; this applies to Registrars as well.

This Code of Practice will be reviewed every 3 years or earlier should new legislation be Introduced. (As recommended by NEBOSH)*

Acknowledgements and thanks.

- The Kent Fire and Rescue Service Fire Prevention department.
- University of Essex Hospitality Faculty & North West Kent College Hospitality Unit.
- The Senior HR Director of an International Hotel Company and a member of the British Hospitality Association.