

ANGUS COUNCIL - PEOPLE DIRECTORATE

LETTING PROCEDURES

FIRE SAFETY

The following list of procedures is required by The Fire (Scotland) Act 2005.

General Requirements

- 1 Ensure that a Fire Risk Assessment has been carried out by the lessee to cover the use of the building and activities and a copy is kept in the fire log. (This should be carried out with the janitor).
- 2 Ensure that an Emergency Fire Action Plan is in place and that a copy is kept in the fire log. (This should be carried out with the janitor).
- 3 Ensure that the responsible person, for the let have received the relevant Fire Safety Training from the janitor.
- 4 Ensure that all persons who attend the let have received a relevant induction (For multiple use lets, this need only be done on the first let and for any new members who attend at a later date. (A refresher should also be provided as required).
- 5 Carry out a fire drill at the start of the first let and record the results and any amendments made to the emergency fire action plan.

Induction for Group Members

- 1 The sound of the fire alarm is _____.
- 2 The location of manual call points are _____ (For the area and escape routes from the area)
- 3 The direction of escape routes (inside and out) are _____.
- 4 The location of assembly point is _____.
- 5 Identification of Fire Marshall.
- 6 Action to be taken in the event of fire.
- 7 Re- entry to the building is permitted only on the instructions of the Senior Fire and Rescue Officer attending

Daily Checks

(To be carried out at the start of each let)

- 1 Check that all doors on escape routes and final exit doors work properly (for the area of use for the let).
- 2 Check that all escape routes are completely clear of any obstructions (for the area of the let).
- 3 Check that a complete register of all persons attending is kept by the responsible person.

Any fire safety faults noticed should be reported to the janitor at the commencement of the let

(Revised date: 16th June 2010)