

Fire Safety & Emergency Evacuation Policy

This policy explains the procedures to follow in the event of a fire or emergency requiring evacuation. It helps ensure all guests can exit the venue safely and assemble in a secure location.

1. Fire Safety Awareness

Guests should familiarise themselves with:

- the location of exits
- evacuation routes
- the assembly point
- fire safety signage displayed within the venue

Supervising adults should ensure children remain aware of instructions during an emergency.

2. Fire Alarm Activation

If the fire alarm sounds:

- treat the alarm as genuine
- stop all activities immediately
- begin evacuation without delay

Do not stop to collect belongings.

3. If You Discover a Fire

If you discover a fire:

1. Raise the alarm immediately.
2. Alert all occupants clearly and calmly.
3. Evacuate the building without delay.
4. Call 999 once you are safely outside.

Do not attempt to tackle a fire unless it is safe to do so and you are confident using fire safety equipment.

4. Evacuation Procedure

In the event of an evacuation:

- leave the building immediately using the nearest safe exit
- guide children and guests calmly out of the building
- do not run or re-enter the building
- close doors behind you where possible
- ensure no one remains inside if safe to check

Supervising adults are responsible for ensuring children exit safely.

5. Emergency Exits

- Emergency exits must remain clear at all times.
 - Do not block exits, corridors, or escape routes with equipment or belongings.
 - Follow exit signage to leave the building safely.
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6. Assembly Point

Once outside:

- proceed to the designated assembly point
- remain together and conduct a headcount
- keep access routes clear for emergency services
- do not re-enter the building until it is declared safe

Assembly point location details are displayed inside the venue.

7. Emergency Services

If emergency services are required:

- dial 999 and request the fire service
 - provide the venue address and details of the situation
 - follow all instructions given
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8. Fire Safety Equipment

Fire safety equipment is provided for emergency use.

- equipment should only be used if safe to do so
 - do not tamper with fire safety equipment
 - report any damage or misuse
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✓ Agreement

By attending a booking, guests agree to follow fire safety instructions and evacuation procedures if required.