

Promoters Full Name:

1/ Meeting with venue management prior to opening doors to the public.

Date & Venue

**In the case of an emergency or evacuation.**

A/ Who is in charge of an evacuation?

A1 If the venue management are in charge of evacuation or emergency procedures, then all our staff and helpers must be aware that in the event of such problems on the day they become part of the public and must do as instructed by the venue staff.

Please tick or cross

A2 If this falls on our staff, they must be made aware of all evacuation procedures and the location of all exits and fire extinguishers.

Please tick or cross

B/ A visual inspection of all emergency exits and appliances of the venue to make sure that All doors are accessible, inside and out, and are not locked.

By Promoter By VM

C/ Is there anything within the venues **Current Fire Risk Assessment** that would effect the safe running of our event.

Yes / No If the answer is yes, you should discuss the problem with the management, then decide if safe to continue.

2/ On opening doors to the public.

**Prior to the commencement of the event.**

A/ Announce: In the event that the venue needs to be evacuated, please move to the nearest emergency exit leaving all belongings, as quickly and safely as possible. Can we ask you look around the room and make yourselves aware of the nearest emergency exit to your location.

B/ The location of the Assembly point is .....and that you should make your way to this area as instructed to do so. Under no circumstance try to re enter the building until told it is safe to do so by the venue management or fire officer in charge. [Some venues have this pre recorded]

**Risk Assessment**

**Stage Area**

All exits on and off the stage are kept clear at all times.

All cables and extension leads are neatly laid and taped down with the appropriate tape.

**Ballroom and Anti Rooms**

The Dance Area should be checked to ensure safety

All chairs are set out in the room keeping all emergency exits clear.

All stall holders keep away from exits, all carrying boxes kept in a safe area, away from the public.

Any temporary wiring, ie speaker wires or extension leads must be properly taped down.

Promoter

Venue Management

**One copy to be put on file, one to be left with the Management.**