



This document must be read thoroughly and then signed by the person who will be signing the licence, the designated Fire Marshal and the Fire Marshal Deputy to show that it has been understood. The signatory of the licence may also be the Fire Marshal or Deputy, but there must be at least two unique signatures.

During your licence, you (the organisation occupying space provided by Centric Community Projects) will be 'responsible persons', which means that you have a responsibility to protect the building and ensure its safety and the safety of those within it. In a shared space, all organisations have a duty as 'responsible persons' to anyone using the space, regardless of whether they are members or clients of your organisation or not. This means that whilst you are using one of our properties, there are a number of responsibilities that you should be aware of.

At the beginning of your licence, you must complete a Fire Risk Assessment. To do this, your designated Fire Marshal will need to:

1. Identify the fire hazards
2. Identify people at risk
3. Evaluate, remove or reduce the risks
4. Record your findings, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly.

They will need to consider:

- Emergency routes and exits
- Fire detection and warning systems
- Firefighting equipment
- The removal or safe storage of dangerous substances
- An emergency fire evacuation plan
- The needs of vulnerable people, for example the elderly, young children or those with disabilities
- Providing information to employees and other people on the premises
- Staff fire safety training

After you have collected keys for the property you will be using, you will receive further information about the safety requirements you must meet soon after moving in. This will include a template to assist you in completing your own fire risk assessment.

Once this has been done and sent to Centric, your designated Fire Marshal or Deputy must carry out checks once a week throughout your licence to ensure:

- All fire alarm systems are working.
- Emergency lighting is working.
- All escape routes are clear and the floor is even and will not prevent or hinder escape.
- All fire escapes can be opened easily.
- Automatic fire doors close correctly.
- Fire exit signs are in the right place.

They must also record any faults in systems and equipment.

Centric Community Projects Limited

335 South Row, Milton Keynes, Bucks, MK9 2FY. Phone: 01908 667750 Email: info@centricprojects.org
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Evidence of the above weekly checks must be available within 24 hours of request to our building management team who will check periodically to ensure that the above actions have been completed. Any life threatening issues are to be communicated to Centric Community Projects within 24 hours to enable a swift resolution.

Within 30 days of moving in, you must provide the completed fire risk assessment alongside evidence that fire extinguishers have been purchased or serviced and are wall mounted in relevant areas. After their installation or first service, fire extinguishers must be serviced annually.

As well as the previously defined actions, the Fire Marshal or Deputy are responsible for the safety of staff, volunteers and any visitors to their organisation in case of an emergency. If there is an emergency, Fire Marshals and/or Deputies should proceed to the Assembly Point (as defined in the fire risk assessment), taking with them the signing-in book and any in/out board indicating which regular building users were present at the time. They should be equipped with a list of who is normally present in the building, a high-vis vest to make their whereabouts obvious to everyone, a clipboard and pencil.

A roll-call should then be carried out to ensure everyone has left the building safely. The Fire Marshal is then in a position to alert the Emergency Services if anyone is unaccounted for.

Fully audited fire drills will be conducted bi-annually on behalf of Centric. Your complete cooperation is essential to ensure that all occupiers and visitors to site are aware of the evacuation routes and what to do in the event of a fire.

If you fail to comply with any fire safety requirements above, we will issue your organisation with a warning. Continued failures to comply will have consequences for your licence.

To increase the safety of our properties and tenants, and to ensure the lowest possible risk of electrical fires, we require all electronic devices more than 1 year old used in the properties to be PAT tested. This must be carried out by a trained individual with the relevant equipment, and it may be that you have to hire an electrician for this.

Please sign below to say that you have read and understood all of the above and will comply with this guidance:

Signatory of Licence

Fire Marshal

Fire Deputy

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