

## **ST IVES CORN EXCHANGE**

### **DUTIES OF RESPONSIBLE PERSONS**

Responsible Persons will be provided by User Groups or from Volunteers and will be on site during the period when the building is in use. They will be instructed in general fire safety, emergency evacuation procedures, accident and incident reporting, manual handling, the location of fire appliances and first aid boxes. They will have a detailed knowledge of the layout of the building.

Detailed duties of Responsible Persons are as follows:

- (i) Switch on lights on the ground floor whenever an activity is taking place.
- (ii) Switch on lights on the upper floor if appropriate.
- (iii) Check that entrance door to the front and rear of the building and fire doors are unlocked until all users have left the building.
- (iv) Ensure that doors and walkways are clear at all times.
- (v) Note location of fire alarms and fire appliances.
- (vi) Note the location of the telephone and ensure a mobile phone is available to call emergency services.
- (vii) Obtain a brief on the action to be taken in the event of a lift failure.
- (viii) Know the location of the main gas supply on/off control.
- (ix) Note the location of the first aid boxes.
- (x) Ensure the detail of any accident or incident is noted in the accident log.
- (xi) Be aware of the Emergency Evacuation Procedure (Appendix 2)
- (xii) Ensure exit signs are not obscured.
- (xiii) Ensure Fire doors remain closed at all times.
- (xiv) Report any malfunction or defect in the equipment and facilities provided.
- (xv) Be aware of users who may require assistance to leave the building and in particular disabled persons who may require assistance to descend from the first floor.

Training in the above will be provided by the CE Health and Safety Officer.