

# LISKEARD TOWN COUNCIL

Tel: 01579 345407  
Fax: 01579 324429  
Mob. 07711 757328  
[facilities@liskeard.gov.uk](mailto:facilities@liskeard.gov.uk)  
[www.liskeard.gov.uk](http://www.liskeard.gov.uk)



Mr. T Misson  
Facilities Manager  
3-5 West Street  
Liskeard  
Cornwall  
PL14 6BW

## TO ALL GUILDHALL TENANTS

### IMPORTANT FIRE SAFETY INFORMATION

October 2019

Following a recent Fire Safety Review of the Guildhall, please may I draw your attention to the following points which were highlighted by the Fire Risk Assessor:

**Under the Regulatory Reform (Fire Safety) Order 2005 you, as the Responsible Person, are in charge of the safety of anyone who visits your tenanted parts the Guildhall building. (including staff, customers, contractors etc.)**

- Please ensure ALL fire doors are kept CLOSED
- Keep Fire Exits and corridors clear at ALL TIMES – DO NOT store items, even for a short period of time, in or near a Fire Door or Fire Escape Route.
- Keep all stairways clear at all times
- DO NOT store flammable items near any fixed electrical equipment (distribution boards etc.)
- Flammable items such as paint or solvents etc. should be removed from the Guildhall or stored in a suitable flammables' cabinet.
- Ensure ALL Fire Exits are open when your area of the building is occupied.
- Ensure that your staff understand what to do in the event of a fire, including exit routes, alarm procedures, fire fighting equipment, muster points etc.
- Ensure that a Personal Emergency Evacuation Plan is in place for any employee who may need assistance in the event of an emergency.
- Ensure staff are fully trained if they are expected to assist others and/or use firefighting equipment.
- Ensure that all portable electrical equipment is properly tested and regularly checked for defects.
- Keep the use of extension leads to a minimum and ensure they are suitable for use and fully tested.
- DO NOT overload sockets with multiple appliances.

Please note this is not an exhaustive list of your responsibilities, just some key points for your urgent attention. Please feel free to contact me by phone or email above, should you require any further information.

Many thanks

Tony Misson