

Haze Machine – conditions of use/ method statement – Hirer

1. Isolation of detectors is only be permitted if agreed in advance and documented in that the hirer has acknowledged their responsibilities and liabilities under that agreement. **Note it will still be the hirer’s responsibility to pay any false alarm call out fee to the fire service, or any associated damage resulting from the detector isolation, even if they have adhered to the approved procedures.**
2. The hirer (or their production contractor) will be required to provide evidence of suitable **Public Liability Insurance (PLI) with a minimum cover of £5m.**
3. Isolation and re activation of the affected detectors may only be undertaken by a ‘competent’ member of the Town Council Staff.
 1. A “competent member of staff” will be referred to below as the Event Fire Safety Manager or **EFSM**). Ensuring fire exits are kept clear and adequate and sufficient FEA (fire extinguishing equipment) are provided and staff trained in its use
4. Prior to the detectors being isolated in a room, for each room affected the EFSM will brief a **“Fire Watch Guard”** who will be stationed in each room affected until the detectors are re-enabled.
5. It is the hirer or event organiser’s responsibility to ensure the appropriate ratio of Watch guards report to the **EFSM**.
6. In line with the insurers recommendation a **Fire Watch Guard will have no other** responsibilities during the period where detectors are isolated (e.g. they may not be the sound engineer or the bar man). **Note** that a Fire Watch Guard will be required for each room where detectors have been isolated and where there is no direct line of site from one room to the other. So, for example if detectors were isolated in the bar and the Assembly hall this would require one Fire Watch Guard in each room until the detectors are re-enabled.
7. **Siting and use of any smoke device** to be safe and to the manufacturer’s guidance, including with regards to COSHH, fire risk to surrounding materials/areas.
8. **The discharge of smoke into fire exit routes must be avoided**, and the use of the haze machine must stopped if the EFSM, and or the Watch guards consider it is impeding visibility of the evacuation routes.
9. **At the end of the event the EFSM will re-enable the detectors**, ensure correct functioning of the system **and then the Fire Watch Guards may be stood** down from the room(s) in question – it will be the EFSM’s responsibility to ensure that at no time will a room with detector isolated be left unattended.

I(print name) of.....(organisation if applicable) acknowledge and accept full responsibility in respect of the points 1-9 stated above.

Signed.....Date.....