

Imperial College London

FIRE SERVICES
ROOM 174, SHERFIELD BUILDING

Code of Practice

Revision No: 2
Date: 6th May 2008

Attendants at Conferences and Other Occasions

There should be competent attendants on duty during the whole time that attendees are on the premises. Attendants should have received instruction as to their duties in the event of fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons.

Attendants should be readily identifiable to the attendees by means of some conspicuous clothing or marking system, which is visible under all lighting conditions. They should carry an effective hand torch in premises where part or all of the areas may be darkened when attendees are present.

The number of attendants on duty on the premises to assist persons entering or leaving should be:

A minimum of two attendants.

Two attendants for up to 100 persons.

Three attendants for 100 to 250 persons.

Three attendants plus one attendant per 250 persons over 250 persons.

Where most of the attendants are under the age of 16, the number of attendants on duty should be not less than one for every 100 or part of 100 attendees and one attendant per 50 or part of 50 attendees above the lowest floor.

The main duty of attendants is to ensure that safe conditions are maintained in the premises and to achieve this they should;

Ensure that no overcrowding occurs in any part of the premises;

Keep all gangways and exits clear at all times;

Prevent standing on seats or furniture;

Be aware of any special requirements needed to ensure the safe evacuation of the attendees.

Chief Fire Officer