



# Cheshire

## Fire & Rescue Service

### CHESHIRE FIRE AND RESCUE SERVICE FIRE SAFETY GUIDANCE NOTE SLEEPOVERS

#### 1. Introduction

This guidance note aims to assist those organising sleepovers in non-domestic premises to meet their fire safety responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (FSO).

Premises such as village halls, schools and museums which were not designed as sleeping accommodation are increasingly being used to hold sleepovers.

During the day people using these premises will be awake and aware of their surroundings. When people are asleep they are not aware of their surroundings and so are at more risk from fire. If you are planning a sleepover it is your responsibility to ensure that suitable fire safety measures are in place so that people who may be asleep are alerted to a fire and can escape safely.

You may also wish to consider notifying your insurance company of the event.

If your fire alarm is monitored by an Alarm Receiving Centre (ARC). Please contact them to inform them of this sleepover event.

It may be the case that the building in which the sleepover is proposed cannot practically be made safe enough and therefore that the sleepover should not take place.

#### 2. Fire Risk Assessment

If you are organising the sleepover and will be in control of the premises you will be the responsible person and must comply with the FSO. The responsible person must carry out a fire risk assessment to identify the fire hazards and risks within the premises and take appropriate steps to reduce these.

The five steps to carrying out a risk assessment are:

- Identify fire hazards (sources of ignition, fuel and oxygen)
- Identify people at risk
- Evaluate, remove and protect from risk
- Record, plan, inform, instruct and train
- Review

The fire risk assessment should take into consideration the whole premises not just the group sleeping area. When carrying out the fire risk assessment the responsible person must:

- Identify people who may be at risk including children and people with disabilities who may need help to evacuate in the event of a fire.

- Ensure that there is an adequate means of detecting and alerting people if a fire occurs on the premises. This may require an adult to stay awake during the night on 'fire watch' or the fitting of a temporary automatic detection and alarm system.
- If there is no emergency lighting on the premises ensure that hand held torches are provided as a minimum to illuminate escape routes in a fire.
- Check that the escape routes and exit doors are sufficient for the number of people attending the sleepover. Ensure that escape routes are free from obstruction at all times, that exit doors can be easily opened, and that fire doors are kept closed.
- Ensure that there are enough fire extinguishers on the premises and that staff are aware of their location and operation. One water extinguisher would normally be considered adequate for a small hall.
- Prepare an evacuation plan to include the actions to be taken in the event of a fire, including calling the fire and rescue service and taking a roll call at a designated assembly point.
- Train staff or volunteers in fire safety procedures for the premises prior to the sleepover taking place.

Consideration should also be given to staff sleeping arrangements during the sleepover as previously mentioned, it may be necessary to ask staff to remain awake all night.

### **3. Notifying the Fire & Rescue Service**

If you are organising a sleepover you should contact Cheshire Fire and Rescue Service Protection Department at least two weeks prior to the event to notify them that there will be people sleeping on the premises. Failure to notify in accordance with this timescale may result in there being insufficient time for the fire service to adequately consider the sleepover.

Cheshire Fire and Rescue Service Protection Department  
Tel: 01606 868700  
Email: [fireadviceshq@cheshirefire.gov.uk](mailto:fireadviceshq@cheshirefire.gov.uk)

You will need to provide the following information:

- Address of premises and room where sleepover is taking place
- Contact name and telephone number for responsible person
- Number of people attending the sleepover
- Dates the event is taking place, including start and finish time

A 'Notification of sleepover ' form can be found on our website.

### **4. Useful Information**

The Government publish a series of fire safety guides which provide further advice and information on fire safety and how to carry out a fire safety assessment.

- A short guide to making your premises safe from fire
- Small and medium places of assembly
- Sleeping accommodation

The guides are available on the Cheshire Fire & Rescue Service website  
<https://www.cheshirefire.gov.uk/business-safety/your-responsibilities>