

COLN VALLEY VILLAGE HALL

HEALTH & SAFETY POLICY

Part 1: General Statement of Policy

1.1. This document is the Health and Safety Policy of The Coln Valley Village Hall and is available to download at www.coln-valley-village-hall.co.uk

1.2. The Hall does not have any full time employees and although a Health & Safety Policy is not legally required it is provided as a matter of good practice.

1.3. Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for all our volunteer committee members and hirers.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary to volunteers and users.

1.4. It is the intention of the Coln Valley Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

1.5. The Management Committee considers the promotion of the health and safety of its volunteers and those who use its premises, including contractors who may work there, to be of great importance.

1.6. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage all users to engage in the establishment and observance of safe working practices.

1.7. Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they reasonably can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee):

Name:

Date: July 2020

Part 2: Organisation of Health and Safety

2.1. The Management Committee has overall responsibility for health and safety at the Village Hall. The Secretary will ensure that it is a standard item on the agenda of all management committee meetings.

2.2. All members of the Management Committee will share delegated day to day responsibility for the implementation of this policy on a rotating quarterly basis. The rota for each year will be posted on the Hall notice board at the beginning of each year.

2.3. It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.

2.4. Should anyone using the Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform a Management Committee Member as soon as possible so that the problem can be dealt with. If the fault poses an immediate risk and cannot be isolated the hirer should cease use of the hall immediately. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the large store to await repair.

2.5. Plans of the Hall showing the location of electricity meters and boxes, fire exits, fire-fighting equipment and loft access are held in the H&S folder in the store room.

Part 3: Arrangements and Procedures

3.1. The Hall has a Premises Licence. The table below shows the activities for which the Hall is licensed.

Activity	The hall is licensed for	Times for which the activity is licensed
Supply by retail of alcohol (ON premises only)	Yes	0800 – 2330 Every Day
Performances of dance	Yes	0800 – 0000 Every Day
Films	Yes	0800 – 0000 Every Day
Similar live recorded music and dance	Yes	0800 – 2330 Every Day
Indoor sporting events	Yes	0800 – 0000 Every Day
Live music	Yes	0800 – 2330 Every Day
Recorded music	Yes	0800 – 2330 Every Day
Plays	Yes	0800 – 0000 Every Day
Opening hours generally		0800 – 0000 Every Day

3.2. Fire Safety Plan and Procedures

3.2.1. The aim is to minimise the risks to all users and volunteers which may arise from fire. This will be achieved by ensuring precautions are taken to minimise the risk of fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and for evacuating the premises are in place.

3.2.2. The main duties of the Committee Member responsible for Fire Safety are:

- To minimise risk from fire through thorough risk assessments
- To produce an emergency plan and put up fire notices
- To ensure users/hirers are fully apprised of the emergency plan
- To check adequacy of fire-fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Safety & Emergency Lighting Log Book is kept up to date and accessible

Fire Procedures

3.2.3. Notices displaying the fire procedures are displayed on the notice board in the main lobby.

3.2.4. As outlined in the hire agreement the hirer will ensure that there is a 'user' nominated responsible person present for the duration of the hire period.

3.2.5. In the event of a fire and it being signalled, it is clearly understood by all users/hirers/volunteers that the immediate responsibility is to safeguard lives and to evacuate the building. To this end, the procedure below should be followed:

- The signal for a fire will be
 EITHER the continuous ringing of the alarm
 OR a person raising the attention of others to a fire
- The signal will be given by the person who discovers the fire.
- The person who discovers the fire will activate the alarm by using the closest manual alarm call point.
- The responsible person will be responsible for summoning the Fire or other necessary services.
- On hearing the signal for fire, everybody in the Hall will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- The responsible person will direct and assist others as necessary to evacuate the Hall and will provide assistance to any person with a disability.
- The responsible person will ensure that the Hall is empty and will take responsibility for taking a means of communicating (mobile phone).
- Everyone will move to the assembly point, unless the source of the fire makes this impossible.
- The responsible person will immediately check that everyone is accounted for.
- Permission to re-enter the building will be given by the fire or emergency services.

Fire Safety Training

3.2.6. All 'user' nominated responsible persons will be asked to confirm annually (if a regular user) or at each booking that they:

- Understand the emergency plan/fire procedure
- Understand the importance of fire doors
- Have read the Fire Risk Assessment
- Are fully aware of all escape routes and assembly areas
- If using the cooker be conversant with the use of the fire blanket
- Will operate good housekeeping in terms of fire safety matters (eg ensuring highly flammable materials are not brought onto the site and keeping combustibles away from possible ignition sources)
- Will appraise their groups/users/visitors of the fire procedures and will assist them and any disabled persons from the building

3.2.7. The signed Hire Agreements will act as the record of confirmation for users and hirers.

Fire Risk Assessment Appraisal

3.2.8. All issues that present a fire risk are to be actioned. Where this is not possible a mitigating statement should be written into the assessment and the issue will be regularly monitored.

Fire Doors and Exits

3.2.9. All doors should be closed after the last person has exited and fire doors with automatic closing mechanisms are not to be wedged open. This will help stop the spread of fire and minimise damage.

3.2.10. All fire exit routes are signed clearly with illuminated emergency exit signs above the doors.

Maintenance of fire doors, fire exit doors, fire equipment and systems

3.2.11. The Management Committee Member will carry out tests as follows:

System	Frequency	Method of test (see Log for more details)
Smoke and heat alarms *	Weekly	Visual check
	Monthly	Operation of test switch
Emergency lighting *	Monthly	Turn off power
Disabled alarm *	Monthly	See Log
Fire extinguishers and fire blanket *	Monthly	Visual check
Emergency lighting – discharge test *	Annually	Operation of test switch for at least 3 hours.
PAT test all permanent portable electrical equipment *	Annually	PAT testing will be done by a qualified person.

**Records and instructions for these tests are kept in the Fire Safety & Emergency Lighting Log Book.*

3.2.12. The 'user' nominated responsible person will ensure the following checks and precautions are carried out at each hire period. In addition the members of the Management Committee on rota will also make these checks on their regular visits.

Issue	Frequency	Method
Wall heaters are kept clear of combustible material	Before each event	Visual check that material is not stored on or against heaters.
Portable electrical equipment brought in by the users must be PAT tested	Before each event	Users/hirers to confirm through hire agreement
All areas to be kept tidy with no build up of rubbish	Before and after each event	Users required to keep areas tidy and take away their rubbish to prevent build up.
All external and internal doors and escape routes.	Before each event	Ensure that doors open, that they aren't obstructed and that all escape routes and passages are clear and safe.
Fire extinguishers & fire blankets	Monthly	Check that seals are intact, equipment has not been removed or tampered with.

Fire Evacuation Procedure

A copy of the Fire Evacuation Procedure forms Appendix 1

3.3. Users/Hirers Fire Safety Check List

The following checks should be made prior to using the Hall and any issues reported back to the Duty Committee Member.

Checks to be made prior to use	Comments
Means of escape	
Can all fire exits be opened immediately in case of fire?	
Are all fire doors clear of obstructions?	
Do all self-closing fire doors work?	
Are escape routes clear?	
Fire Warning systems	
Are fire call points clear of obstructions and do they appear to be on?	
Escape lighting	
Are luminaires and signs undamaged?	
Do luminaires appear to be working?	
Fire-fighting equipment	
Are all fire extinguishers in place?	
Are extinguishers clearly visible?	
Do all extinguishers have safety pin and securing tab in place?	
Good house keeping	
Are wall heaters clear of combustible material?	
Are all areas tidy and free from a build-up of rubbish?	

3.4. Fire Risk Assessment

A copy of the Fire Risk Assessment forms Appendix 3

3.5. Procedures in case of accidents

- The nearest Minor Injuries and Illness Unit (MIIU) is:
Cirencester Hospital, Tetbury Road, Cirencester GL7 1UY Tel:01285 655711
- The nearest doctor's surgery is:
The Westwood Surgery, Bassett Road, Northleach GL54 3QJ Tel:01451 860247
- The accident book and two first aid boxes are located in the store room. The accident book must be completed whenever an accident occurs and all accidents must be reported to the Duty Committee Member.

3.6. General Safety Rules

3.6.1. All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Duty Committee Member about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and H&S folder.

3.6.2. Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they reasonably can to prevent injury to themselves or others.

3.6.3. The Management Committee has carried out risk assessments.

The following practices must be followed in order to minimise risks:

- The Hall has a capacity of 100 people standing and 50 people seated. These limits on numbers must not be exceeded.
- No smoking in the Hall. Smoking limited to the designated area by the external noticeboard by the gate.
- No gas to be brought into the Hall or onto the veranda.
- No barbecues without Management Committee permission and then only in the designated area.
- No bonfires or fireworks on the site.
- No naked flames in the Hall or on the veranda such as candles.
- All material brought into the Hall or used on the veranda e.g. party decorations, must be certified as flame-proof.
- Make sure that all emergency exit doors are clear and unlocked as soon as the Hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical appliances operating while unattended
- Do not bring onto the property any cooking equipment or any other portable electrical appliances which have not been PAT tested.

- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) by yourself.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Do not allow running.
- No deep pan frying in the kitchen.
- Wear suitable protective clothing when handling cleaning materials
- Do not go into the area of the site behind the building.
- Report any evidence of damage or faults to equipment or the building's facilities to the Duty Committee Member.
- Report every accident in the accident book to the Duty Committee Member
- Be aware and seek to avoid the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in escape routes or in the corridor or kitchen
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards
 - creating tripping hazards in the grounds of the Hall (especially during the hours of darkness) and/or when the grounds are being used as part of an event, e.g. when there are outside caterers present, or a marquee

3.7. Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Management Committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the H&S folder and are aware of any hazards which might arise (e.g. electricity cables or pipes)
- contractors do not work alone on ladders at height
- contractors have their own health and safety policy for their staff
- the contractor knows which member of the Committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

3.8. Insurance

The Hall has an insurance policy covering public liability, employer's liability and damage to the hall. A copy of the schedule is in the H&S folder in the store room.

3.9. Disposal of Foul Water and other Waste

3.9.1 Foul Water Waste

The Hall is at a very sensitive site being close to and not very much above the river Coln from which drinking water is extracted. It is therefore essential that effluent discharge is of a high quality. To meet this requirement the Hall has installed a foul water system consisting of a septic tank from which the discharge is pumped to modules containing peat to filter the effluent and then pass it on to a drainage system contained in the mound along the northern boundary of the site. A feature of the system is that there is an alarm system which will be triggered if the septic tank is full and the pump has broken down. The whole system is governed by a licence from the Environment Agency under which we must report any untreated discharge. (For details of the reporting requirements see the licence in the Operating manual).

The system has been chosen because it requires minimum management. The management system will consist of the following elements:

Regular inspection in particular before any large event to ensure the pump/system is working.

- There is a level indicator in the septic tank connected to a flashing alarm on the box on the mound opposite the disabled entrance to the Hall. Were the pump to fail, this alarm would be triggered. The light on top of the box will flash and a siren sound. There is a notice board outside the hall prominently visible to walkers on the road which will have the telephone number to ring if the alarm is triggered.
- The septic tank will be emptied at least once a year by a registered contractor.
- The filter on the exit to the septic tank should be lifted and inspected and cleaned if necessary once a year or more often if usage is much greater than two events a week.
- Samples of the discharge will be taken once a year at the sample point just below the peat modules and be tested to ensure they meet required purity standards.
- Because the peat modules will be damaged by excessive grease or oil deep frying of food will only be allowed if conducted by a professional cook and no children are present (for safety) and any un-used oil is removed from site after use. Normal cooking surplus fat or oils must be disposed of in the container provided for this purpose.
- If the level alarm is triggered during an event then the person in charge of the event must immediately follow the instructions on the Notice on the Hall's internal noticeboard. A copy of this Notice is also in the H&S folder in the store room.

3.9.2. Food waste

In order to meet health requirements and to avoid infestation by rodents it is the policy of the village hall that no foodstuffs will be kept on site except just before an event.

The hall has no refuse collection facilities. The hirer is responsible for ensuring all food waste is deposited in the bin provided in the kitchen and any spillage or food dropped on the floor is cleaned up promptly. After the event all food waste must be taken off site and disposed of by the Hirer.

3.9.3. General Waste

The Management Committee will arrange for the Hall to be swept and cleaned on a regular basis so that it is clean and tidy at the start of an event.

It is the responsibility of the hirer to ensure that the hall is cleaned after the event to the same standard and to remove all waste from the site.

Hirers and other users will be made aware of the requirements of this policy both directly, as part of the Standard Conditions of Hire and through an abbreviated notice on the notice board.

COLN VALLEY VILLAGE HALL **FIRE EVACUATION** **PROCEDURE**

In the event of a fire the person in charge of the hall or function must first instruct all persons to leave the building using the nearest available exits

The Fire Assembly Point is within the Hall grounds, by the Hall Notice Board next to the gateway.

CALL THE FIRE BRIGADE on 999 using a mobile phone
There is some signal when standing outside, and wi-fi calling using Gigaclear internet (password is “password”)

Address:
Coln Valley Village Hall
Coln Rogers GL54 3LA

Once the hall has been evacuated members of the public should not re-enter the building until they are told that it is safe to do so

When the Fire Brigade arrives the person in charge should report to the Fire Officer in Charge about the safety of the people who were in the building

Do not attempt to extinguish an outbreak of fire using the appliances provided unless you are familiar or qualified on how to operate them and it is safe to do so

Appendix 2

General Risk Assessment

COLN VALLEY VILLAGE HALL GENERAL RISK ASSESSMENT

Undertaken by: Members of the Management Committee
Original Date undertaken: October 2014
Review date: First review November 2014 and then annually

Coln Valley Village Hall - General Risk Assessment

General

The Coln Valley Village Hall is a single storey modern building of timber construction that was completed on 9th October 2014 with final building control sign off given on 19th March 2015. There are no employees and the Hall is run by a number of volunteers (the Management Committee).

External contractors/self-employed workers are contracted to undertake repair and maintenance as and when necessary. They are responsible for their own health and safety and business affairs. Where and when necessary they will be asked to submit and agree method statements prior to any work being undertaken.

The Hall is used by:

- the Management Committee who arrange events for the community
- a range of community organisations who hire the hall on a regular basis for social, well-being and village activities
- one-off hirers

Guidance has been taken from the Action with Communities in Rural England (ACRE) publication "Health and Safety Legislation in Village Halls" Revised December 2011

This risk assessment has been undertaken based on the above guidance and for the hall before it officially opens. It will be reviewed and updated after it opens and as the Hall is new discussions will be held with representatives of all regular users within 6 months of opening to obtain their views on health and safety following their use of the new hall. The risk assessment will be reviewed following this.

Users will also be asked to contact the Duty Management Committee Member immediately during or after their use if they believe immediate action is necessary on any health and safety issue. This will be drawn to their attention when booking the Hall.

The risk assessment will be:

- Presented to and agreed by the Management Committee
- Given to all users of the Hall
- Reviewed annually

and a copy will be kept in the Hall for all users to refer to.

Risk	Who's at risk	How is it managed	Action required	Action by	Date
Slips, trips & falls	Hall users	External lights at all exits to the hall and at entrance to the site.	Lighting to be installed and tested regularly before events.	Management Committee	Before events which take place after dark.
		Any obstructions or loose obstacles on the ground such as large stones, planks or garden tools to be removed to a safe place.	Regular site inspection	Management Committee	Before events.
		Users required to: Clear spillages immediately Remove rubbish Store items only in store room(s).	Ensure user requirements are listed in Standard Conditions of Hire.	Duty Committee Member	On-going
		Door mats provided to entrances.			
		Ensure that no objects which could trip are left in corridors or in open spaces before or during events.	Inspection by users before and during events. Ensure requirement is included in the Standard Conditions of Hire.	Duty Committee Member	On-going
	Fabric of the building and in particular the steps and veranda regularly checked for safety and state of repair.	Regular inspection.	Management Committee	On-going	
Working at height	Hall users	Because the building is single storied working at height should only be required for maintenance work. Only members of the Management Committee, or contracted workman should be working at height. When using a step ladder there should be two people present.	Hall to own good quality step ladder which is kept in the locked store cupboard.	Management Committee	Done

Risk	Who's at risk	How is it managed	Action required	Action by	Date
Hazardous substances (cleaning products only)	Cleaner and users. Children.	Appropriate cleaning equipment provided including protective gloves.	Cleaner to be reminded to use protective gloves when required and to check if any product is causing irritation. Relevant leaflet to be posted inside cleaner's cupboard.	Management Committee	On-going
		Cleaning products store in lockable cupboard. Only mildest versions of cleaning products used.	Management Committee to provide lockable space and keys of lockable space to be made available only to cleaner and a nominated user who is taking responsibility for cleaning up spills and after the event.	Management Committee then Duty Committee Member	On-going
Electricity	All users	New build to current regulations.	To be evidenced by Building Control sign off and certification.	Building Committee	Done
		Qualified electricians will be used for repairs.	Contractors required to evidence qualifications.	Management Committee	On-going
		Users and hirers will check portable equipment for damage before use. H & S Policy requires that no cooking equipment is brought onto site without Management Committee permission. Any other portable equipment brought onto the site must have been tested and inspected regularly.	To include requirement in Standard Conditions of Hire.	Duty Committee Member initially and then users	On-going

Risk	Who's at risk	How is it managed	Action required	Action by	Date
Stored equipment	N/A	The hall does not expect to have equipment on site other than the kitchen equipment and audio visual equipment.			
Manual handling	All users	Guidance to be given on avoiding lifting and moving heavy loads alone.	Part of briefing for user representatives before an event.	Duty Committee Member	On-going
Asbestos	N/A	New build 2014			
Fire	All users	Fire risk assessment done and all statutory requirements in place. (see below)	To check that issues arising from the fire risk assessment are complete.	Management Committee	Done
Over-crowding	Users	The capacity of the hall is 100 people standing or 50 seated. These limits must be observed by hirers and users.	Include the capacity limits in the Standard Conditions of Hire. Ensure users are interviewed before they book to establish that their requirements can be met by the hall.	Duty Committee Member	On-going

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Location: Coln Valley Village Hall

Date: October 2014

Appointed Responsible person:

Management Committee

General statement: The hall is newly built to the highest standards and fully compliant with the Cotswold District fire officer and building control requirements. There are no exposed electrical wires except at the switch board in the store room to which access will be limited to nominated persons. The fire risks arising from the design and construction of the hall are considered minor. The risks assessment therefore concentrates on operating procedures and long term maintenance of the building.

Stage 1: Identifying the Fire Hazards

	Yes/No/ N/A	Comments & Action Taken
1. Are all combustible materials and flammable liquids and gases stored safely?	N/A	Combustible materials and flammable liquids will not be stored on site except for limited amounts of paint required for maintenance work. The paints will be stored in the store room where they are cool and cannot be easily accessed. No gasses will be allowed in the building.
2. Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	Fan convector heaters fixed on walls away from combustible materials. Do not get hot to the touch.
3. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	All equipment is either new or has been PAT tested. All equipment will be PAT tested annually from October 2015. H & S Policy requires that no cooking equipment is brought on site without Management Committee approval and that anyone bringing portable electrical equipment on to the premises to ensure they have had the equipment tested and inspected regularly.
4. Is the wiring of the electrical installation inspected periodically by a competent person?	Yes	New premises. 10 year fixed wiring test to be arranged for Dec 2024.
5. Is the use of extension leads and multi-point adapters kept to a minimum?	Yes	Adequate number of socket outlets provided should avoid use of adaptors and leads for most of the time.

	Yes/No/ N/A	Comments & Action Taken
6. Are flexes run in safe places where they will not be damaged?	Yes	Currently no equipment with flexes.
7. Is the upholstery of furniture in good condition?	Yes	All upholstered furniture new in Q4 2014.
8. Is the workplace/ hall free of rubbish and combustible waste materials?	Yes	Users are required to take away rubbish. Hall checked on a regular basis by the cleaner and Management Committee.
9. Have suitable measures been taken to protect against arson?	No	The hall is in an isolated position and preventing access is not possible. The construction of the building from tanalised wood inhibits ignition. Its isolated position means it will present no danger to other buildings.
10. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	It is a small building but is new and built to modern standards with required fire proofing and fire doors.
11. Have measures been taken to avoid naked flames?	Yes	The hall is a no smoking area throughout. There is a designated smoking area away from the building, by the external notice board. There are no gas appliances and these will not be allowed in or near the hall. No naked flames such as candles will be allowed in the hall or on the veranda. Barbeques will require management committee approval, must be located in the designated area and overseen by a competent person. Bonfires or fireworks will not be allowed on the site except for burning prunings from the hedges under a member of the Management Committee's supervision on the designated place behind the hall.
12. Have measures been taken to control use of flammable materials?	Yes	Users who wish to decorate the hall will be required to use materials which are certified to be of low flammability and to ensure such decorations are not hung close to the lights or heaters. There is to be no deep-pan frying in the kitchen and oils/fats are to be disposed of to a designated bin.

Stage 2: The People Who Could Be At Risk

	Yes/No/ N/A	Comments & Action Taken
13. Is there a sufficient number of exits of suitable width for the people present?	Yes	There are three fire exits two 1.5m and one 1.0m wide.
14. Do the exits lead to a place of safety?	Yes	All lead directly out onto the open site and thence to the public highway.
15. Are gangways and escape routes free from obstruction?	Yes	Escape routes inspected before each use.
16. Are the escape routes free from tripping and slipping hazards?	Yes	One exit leads out on to the veranda and thence via a ramp to the open site – this is the exit for disabled persons. One exit leads onto the veranda and via the main steps down to the open site. The third exit is to a stone paving patio and thence by a small step onto the open site. All these exit routes will be inspected to ensure that there is no obstacle and that the ground is even and free from trip hazards before an event. Users of the hall are reminded that they should ensure a responsible person is appointed to assist any persons with a disability to evacuate safely.
17. Are steps and stairs in a good state of repair?	Yes	Steps are newly built and checked regularly.
18. Are final exits always unlocked when the premises are in use?	No	Final exits doors on fire exit routes operated by thumb turn unlocking knobs and easy to operate door handles. Users will be instructed on how to use operate the thumb turn knob.
19. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes	See above
20. Are internal fire doors labelled as such and normally kept closed?	Yes	
21. Are the self-closers on fire doors operating correctly?	Yes	New and will be checked regularly.
22. Do the doors on escape routes open in the direction of travel?	Yes	

	Yes/No/ N/A	Comments & Action Taken
23. Are escape routes clearly and correctly signed?	Yes	
24. Are escape routes adequately lit?	Yes	Emergency lighting installed with battery back up on the veranda and at the exit to the site.
25. Have plans been made regarding assisting visitors and disabled persons to evacuate the premises?	Yes	The Standard Conditions of Hire outlines the requirements and procedures that the hirers must take in ensuring they are familiar with evacuation procedures.

Stage 3: The Existing Fire Safety Provisions are Adequate or Need Improvement

	Yes/No/ N/A	Comments
26. Where escape lighting is installed, is it in working order, maintained regularly and records kept?	Yes	New build. Testing procedures established.
27. Are there alternative sources of lighting should the power fail?	Yes	Emergency lighting has battery back-up.
28. Are adequate arrangements made for detecting and giving warning of fire?	Yes	6 Smoke and 1 heat detector mains wired with battery back-up and break glass warning points installed.
28. Is the fire alarm system in working order?	Yes	
29. Is the fire alarm tested regularly?	Yes	Tested on routine regular inspection visits.
30. Are the fire alarm call points clearly visible and unobstructed?	Yes	Checked on routine regular inspection visits.
31. Are an adequate number of suitable fire extinguishers provided?	Yes	By the final fire exits in the hall and in the lobby and in kitchen. Fire blanket in the kitchen.
32. Are fire extinguishers and fire blankets located suitably and ready for use?	Yes	See above.
33. Are there notices indicating the location of fire-fighting equipment where the location is not obvious?	N/A	
34. Is the fire-fighting equipment serviced annually by a competent person or company and records kept?	Yes	Records kept in the H&S folder in the store room.

	Yes/No/ N/A	Comments
35. Have users/ volunteers been trained in how to operate fire-fighting equipment and are arrangements in place for training of new users/ volunteers and regular retraining for all users/ volunteers?	No	The hall has a variety of different users. The Fire Procedure is to raise the alarm and evacuate.
36. Have users/ volunteers been trained in the action to take when the fire alarm operates and are fire drills carried out regularly (full evacuations)?	Yes	Hirers are required to confirm they have read the Fire Policy and procedures and asked to confirm they are fully understood. Fire drills are not carried out.
37. Is any fixed fire-fighting installation or automatic fire detection system in working order?	N/A	
38. Is there a log book to record maintenance, training, etc available, has it been kept up to date?	Yes	Log kept in H&S folder.

Stage 4: Further Action Is Necessary To Control The Risk?

Ref. No.	Additional Controls/Action Required	Person Responsible for Remedial Action	Timescale	Date Complete
3	File note in H&S folder for reminder to organise PAT testing prior to October 2015.	Secretary, Management Committee	Dec 2014	Mar. 2015
4	Ditto for Fixed Electrical testing due Dec 2024	Ditto	Dec 2014	Mar. 2015
20 23 32	Check on building handover that: <ul style="list-style-type: none"> • fire doors are labelled • escape routes correctly signed • fire-fighting equip provided correctly 	Ditto	Nov 2014	Mar. 2015
All	Draw up hiring agreement to include user requirements/duties	Management Committee	Dec 2014	Mar. 2015
38	Organise log book for recording all maintenance and testing etc.	Ditto	Dec 2014	Mar. 2015