

**WALTON (BERKSWICH) VILLAGE HALL**  
**Fire Safety Check List**

The following are questions which are designed to help you reduce the risk of injury, loss of life, or damage to the Hall. It is your responsibility to ensure that these checks are carried out.

**Prior to Session**

1. Has any necessary permit, certificate, licence been obtained?
- 2. Is there a charged mobile phone available during the period of hire?**
3. Are all the exit doors from the Hall clear from obstruction?
4. Do all officials/staff members know the fire routine and how to use the fire extinguishers?
5. Do you know how to evacuate the building (diagram showing layout of building attached)?

**During the Session**

6. On their entry, are you keeping a Register of all persons attending? This is a legal requirement
7. Are all exit doors, escape routes, and fire fighting equipment clear of all obstructions?
8. Are smoking restrictions being maintained? (A NO SMOKING policy applies to the Hall)
9. Are all heaters clear of obstruction? (NO portable heaters may be used in the Hall)
10. Is all cooking being supervised by a competent person?
10. Are the number of persons present within the capacity of the Hall?  
Main Hall: 120 persons, Bromage Room: 30 persons; Kitchen: 5 persons  
Gangway of 1050mm between blocks of chairs, 1250mm opposite Fire Exits.  
(Diagram of seating plan at bottom of page. Chairs only to be in shaded areas.)

**End of Session**

11. Have the premises been checked for smouldering fires, sources of ignition etc?
12. Have all heaters, cookers and electrical appliances been turned off and unplugged as appropriate?
13. Have all lights been turned off?
14. Are all the internal doors closed?
15. Are all outside doors and windows closed and locked?

**EMERGENCY EVACUATION PROCEDURE**

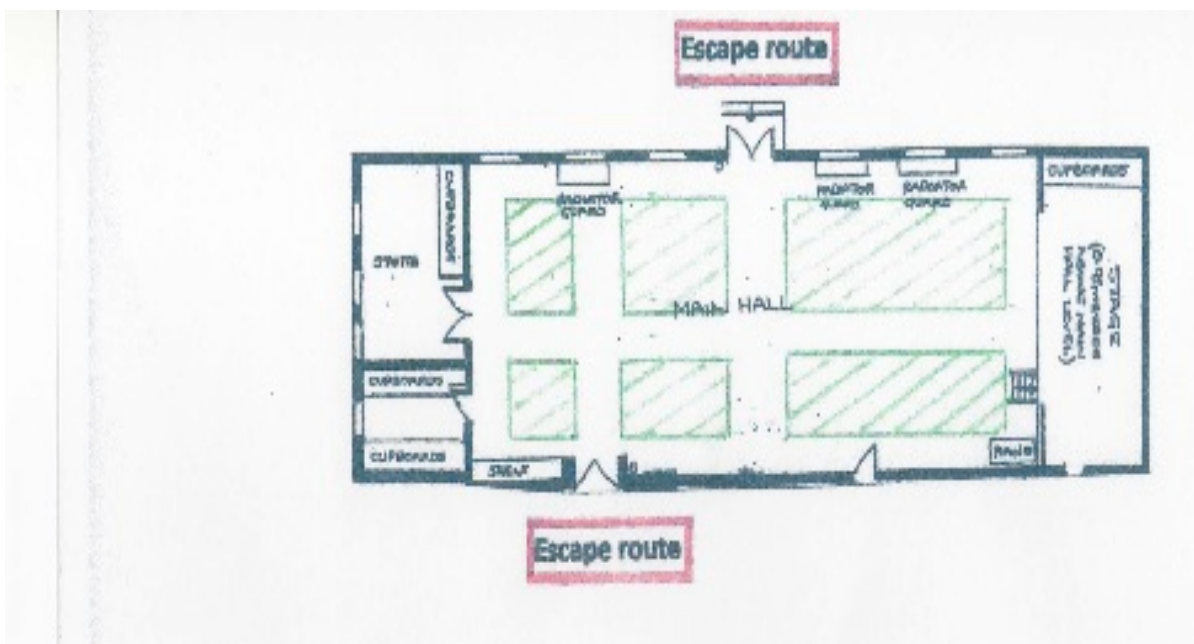
1. If the Fire Alarm sounds, ALL personnel should exit the building immediately by the nearest available exit and make their way to the Assembly Point (decommissioned red telephone box on the Main Road).
2. Try to close doors as you leave the building.
3. Ensure that all people present have been accounted for, so this information can be passed to the Fire Service.
4. DO NOT re-enter the building until told it is safe to do so by the Fire Officer or most senior person present

**Actions if you discover a fire**

1. Ensure the fire alarm is activated so all occupants can evacuate safely.
2. Phone the Fire Brigade. Use mobile phone from Milford Road if no signal in the building.
3. If it is safe to do so, and only if you have been suitably trained, attempt to extinguish the fire.

**Always ensure you have an escape route available for use.**

**Diagram of Seating Plan (not to scale)**



**WALTON VILLAGE HALL HEALTH & SAFETY**  
**CHECKS BY GROUP LEADERS. STAFF, ATTENDEES AND VISITORS**

ARE YOU AWARE OF	LOCATION
First Aid Box	One box in kitchen alongside the hatch to the corridor. One box in the reception corridor (Two in all)
Accident Book - all accidents/damage/faults must be reported	Report Book in reception corridor. All accidents/damage/faults must also be reported to the Booking Secretary.
Avoid tripping hazards in all areas.	Keep reception area clear from clutter i.e. umbrellas and other hazardous items to prevent accidental tripping.
All spillages must be cleared up immediately using the appropriate colour equipment. All mops are kept in the cupboard in the Disabled Toilet.	In all areas of the building to prevent accidents. Red mop – toilets; green mop – kitchen; blue mop – hall & corridor
Standing on chairs is not permitted for any reason	A white 2 step stepladder is available in the store room
Chairs should be stacked according to colour and no more than 5 high	In the Main Hall there should be 3 stacks x 5 maroon chairs in the corner at the clock end, 4 stacks x 5 maroon chairs on left hand side of fire doors, 4 stacks x 5 maroon chairs on right hand side of fire doors and 3 stacks of maroon chairs in the corner by the stage. In the Bromage Room 5 x 6 stacks maroon chairs and 3 x 6 stacks orange chairs are stacked at the back of the room. All other chairs go into the storeroom at the back of the Main Hall.
Use the trolley provided to move stacks of chairs	In the store room at the back of the hall
When erecting and dismantling the skittle alley a minimum of 4 people is required.	The upper sections -should be lifted using the handles at each of the 4 corners. The lower sections are on wheels and are best controlled by a person at each corner.
<b>PROHIBITED</b>	
Smoking anywhere in the building	It is against the law to smoke in the building.
Zones which are out of bounds as play area for children. Getting on/off stage must only be by use of the stairs provided.	Kitchen, Stage and Piano
No unsupervised children	Anywhere in the building.
Alcohol not permitted. For exceptions, consult Bookings Manager	Hall not licensed for the sale of alcohol.
Gaming Restricted	The premises have no Gaming licence. For exceptions consult Booking Secretary.
<b>AT THE END OF THE SESSION THE VILLAGE HALL MUST BE LEFT CLEAN AND TIDY.</b>	Turn off appliances, remove plugs from sockets with the exception of fridge and Lincat water heater
	Turn off all lights and water taps.
	Close all internal doors, secure all windows and external doors.
Ensure that heating is switched off. Heating controls	Main Hall 2 radiators - Bromage 1 radiator. 3 control switches on/off in corridor
The use of portable heaters or cooking appliances   anywhere inside the building	
Sitting on fireguards or drying of painting, clothing or material of any kind	
Candles or other naked flames or other combustible heat source or liquid	
Leaving the kitchen unattended whilst the cooker hob is in use	

**WALTON VILLAGE HALL FIRE SAFETY CHECKLIST.**  
**FOR GROUP LEADERS, STAFF, ATTENDEES AND VISITORS**

<b>ESCAPE ROUTES</b>	<b>LOCATION</b>
Are you aware of fire escape doors?	Main Hall - Fire escape doors on NW side into car park
Can all fire exits be opened immediately and easily	Kitchen - Door alongside window to ramp leading to carpark
Are fire doors clear of obstruction	Bromage Room - door to ramp leading to car park
Are escape routes clear?	
Are you aware of position of the fire blanket?	<b>Kitchen</b>
<b>Are fire extinguishers in place and clearly visible?</b>	<b>Bromage Room, Main hall, Kitchen</b>
<b>Are you aware of 4 Break Glass Activators?</b>	<b>Positioned by exit doors</b>
<b>Are you aware of pull cord for help</b>	<b>In disabled toilet, Reception</b>
<b>Have you a mobile phone?</b>	Reception may be improved by walking up to the main road
	<b>Red telephone box on Milford Road</b>
Have you a register of all those attending the event?	<b>To ensure everyone is accounted for</b>
Are you aware if persons attending exceeds 100? Maximum capacity Main Hall 120, Bromage Room 30, plus maximum of 5 in Kitchen	<b>To ensure both front entrances are unlocked</b>