

Temple Sowerby Victory Hall Fire Safety Check

Audit details	
Status and date	Approved October 2018 meeting
Next review date	By 01/10/2020
Version	Final 1.1

Overall Approach

This document lays out the weekly fire safety checks and forms part of the overall schedule of checks to ensure the safety of the hall.

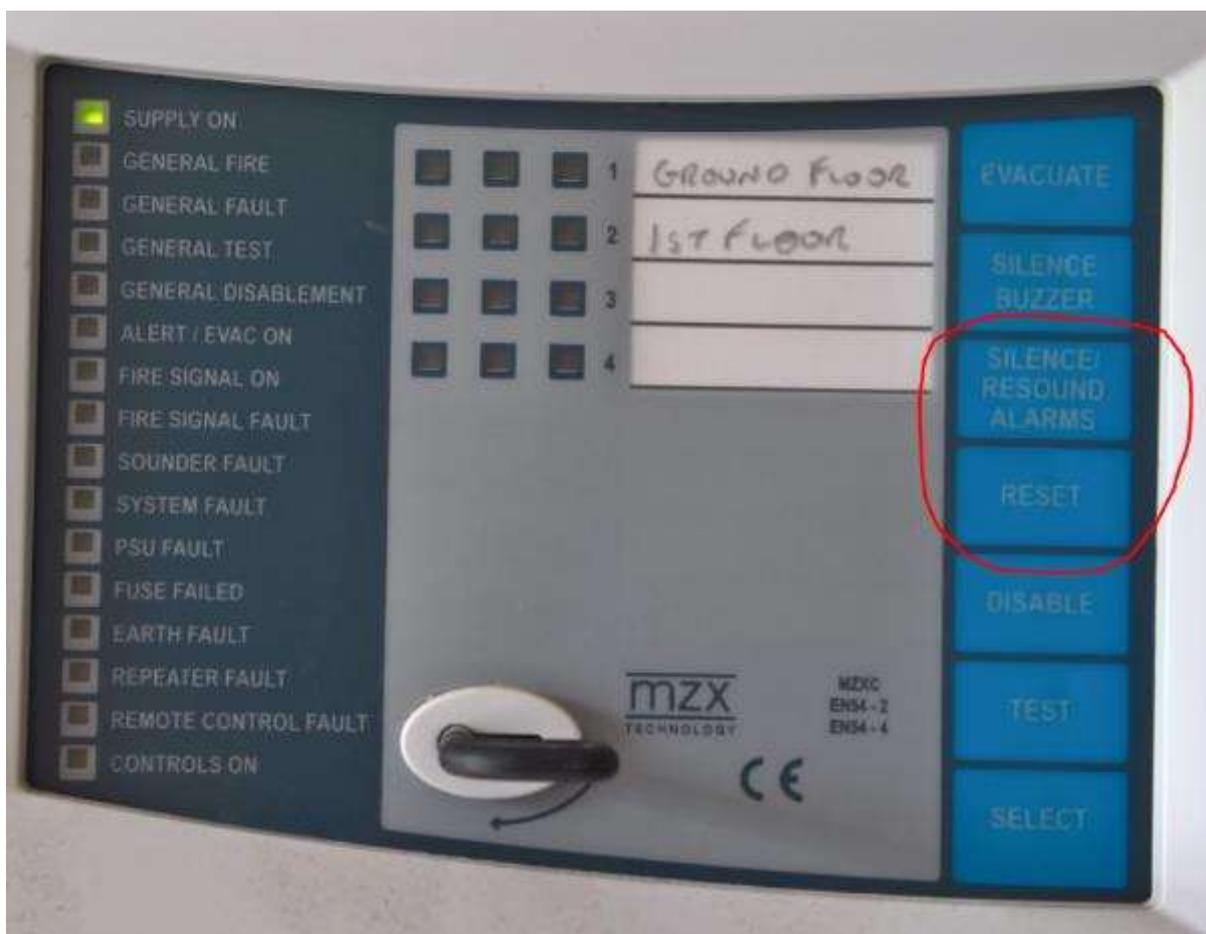
Process

Confirm test with Kings Arms

1. Go round to the Kings Arms and confirm that the landlord is happy for the check on the fire door that opens onto their yard to be opened, as this affects their privacy.

Alarm

1. Retrieve the two keys, notice for the door and safety check record book from the Accident Logbook drawer in the kitchen.
2. Put notice on the door so that people are aware that this is a test.
3. Check that key is in the fire alarm, move it to point down in the direction of the arrow, and the Control On light should come on.



4. Set the key back to normal operational mode, just one green light should be illuminated as in picture above.

5. Use the black plastic key provided to pull the red surround down of the fire alarm panel next to the front door, a red light will come on and this will trigger the fire alarm. Use two hands to push the surround back up and the light will go off, the alarm will continue to sound.
6. Walk through the 2 ground floor rooms and check that the alarm and flashing lights are working in both.
7. Check that the alarm and flashing lights work in both the disabled and ladies toilets.
8. Go upstairs and check that the alarm and lights work in the main hall.
9. Use the key in the alarm to set to control mode and press the 3 buttons to Silence Buzzer, Silence Resound Alarm, and then Reset. Then move the key back to normal operational mode, just the one green light should be illuminated.



Fire Safety Lights and doors

10. Use the small metal key to test the ground floor fire safety lights, there are four inside and a further two outside which should come on when tested.
11. Check that the fire escape door downstairs can be easily opened and is not obstructed.
12. Use the small metal key upstairs by the rear fire escape to test the inside and 2 outside lights and check that the door onto the fire escape works (see note about Kings Arms above).
13. Use the larger metal key to test the 3 fire safety lights, over the kitchen door, the double doors and the stairwell. The test point is inside the electrical cabinet.

Fire Extinguisher Check

14. Confirm that all fire extinguishers are in the correct location, on their brackets and have the legally required notice next to them visible. Report any concerns or issues over their condition.

Fire Safety Record

15. Update the Fire Safety Record book with details of the checks made and the date. Sign and replace with other items in kitchen drawer.

IMPORTANT

Any issues should be reported IMMEDIATELY to the committee as a matter of fire safety. There is a strict liability involved and there should be no delay in reporting.

Once it has been reported then follow up to ensure that a plan has been put in place for any fault to be rectified, if there is an event planned at the hall and the fire safety system is compromised in any way then the default action should be that the event is cancelled.