

BODDINGTON VILLAGE HALL

Boddington Village Hall Fire Checklist for Hirers

Before admission of the public

1. All exit doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.
2. Any door on an escape route not opening in the direction of travel and any sliding door, are locked in the open position.
3. Escape routes are free from obstruction and available for use.
4. Any fire doors are closed and not wedged or propped open.
5. Fire-fighting equipment is in place and unobstructed.
6. Guards are fixed in front of open fires.
7. Any freestanding stoves or heaters are fixed in position.
8. There is no combustible storage in areas open to the public.
9. Manual fire alarm is operable or power is on to electrical alarm.
10. Exit signs are illuminated.
11. There is no obvious fire hazard in, or near, the building.

End of function

12. Search for smouldering fires or cigarettes left burning.
13. Check that heaters and cookers are turned off.
14. Check that all electrical appliances are turned off and unplugged.
15. Turn out all lights.
16. Close all internal doors.
17. Secure all outside doors and windows.

Approved 4th February



Signed Caroline Sheers

Chairman Boddington Village Hall Committee