

Periodic fire safety checklist taken from Health and Safety Legislation and Village Halls.				
Size of hall, capacity, number of exits. Fire extinguishers how many – which? Exit from kitchen if fire? Fire blankets? Evacuation Plan and put up in Hall? Fire drills when people in situ with log?				
	Date checked	Comments	Date Checked	Comments
Has the Structural fire resistance been impaired by alterations and repairs?	April 2021	No	May 2023	
Have any alterations or repairs been planned or carried out which might effect the fire resistance?	April 2021	No		
Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?	April 2021	No		
Have any furniture, curtains or drapes been brought in or going to be delivered that need consideration of their flammability properties?	April 2021	No		
Are curtains clear of the ground?	April 2021	Yes		
Are the self-closing mechanisms of fire doors operating and closing the doors properly?	April 2021	Yes		
Are emergency exits push-bar devices functioning properly?	April 2021	Yes		
Are fire exits and escape routes clearly marked and illuminated?	April 2021	Yes		
Are the lighting, and emergency lighting systems functioning correctly?	April 2021	Yes		
Is an approved seating plan on display?	April 2021	N/A		
Is the means of ensuring the maximum permitted number of people	April 2021	As far as can be reasonably checked		
Are the gangway limits being adhered to?	April 2021	N/A		
Are the floor coverings and stairs nosings in good condition?	April 2021	Yes		
Has the electrical equipment and supply been professionally checked?	April 2021	Yes checked annually		
Has the chimney been swept?	April 2021	N/A		
Has the firefighting equipment been serviced?	April 2021	Yes checked annually		
Has the detection system and battery been checked?	April 2021	Yes		How often and is there a log?
Has the sprinkler system been checked?	April 2021	N/A		
Are the smoking rules being adhered to?	April 2021	As far as can be reasonably checked		
Is stage scenery being checked for flammability?	April 2021	N/A		
Are the areas open to the public, free of combustible stores?	April 2021	Yes		

Is rubbish being kept safely and removed frequently?	April 2021	Yes		
Are the security measures functioning?	April 2021	Yes		
Do all committee members know how to use the firefighting equipment?	April 2021	Revise		How often, is there a log of who/when
Are any hazards anticipated or overlooked?	April 2021	No		