

Questions you should ask		Yes	Further action needed	N/A
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	✓		
	Has an evacuation plan been implemented and tested?		✓	
	Is the fire alarm tested regularly?			✓
	Are fire drills carried out at least once a year?		✓	
	Are regular checks made to ensure escape routes and fire exit doors are: ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	✓ ✓		
	Are combustible substances or waste stored safely?			✓
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	✓ ✓	✓	
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)			✓
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?			N/A
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			N/A
Responsibility	Do users have all the information about the hall they need to operate safely?	✓		

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

Additional issues		Yes	Further action needed	N/A
FOOD HYGIENE NOTICE UPDATED			NO	
BLIND CORDS - SAFETY INSTRUCTIONS IN HALL INFORMATION			NO	

Further action needed

Hazards noted:	Action taken and when:
TRIP HAZARD IN HALL AT CHANGE OF LEVEL STEPS - KITCHEN & STOREROOM HOT WATER IN KITCHEN CAR PARK SURFACE AND LIGHTING TO BE CONSIDERED AT REPAIRMENT OUTSIDE ELECTRICITY CABLES	SIGN ON FLOOR SIGNS AT STEPS SIGN ON HEATER TO BE MOVED AT REPAIRMENT
Name (and position): Keeley Harding Councilor	Signature: <i>Keeley Harding</i> Date: 10.4.21