



FIRE SAFETY AUDIT – Carried out TUESDAY 18TH JANUARY 2011 by AMY WARING (Fire Officer)

Hereford & Worcester Fire Service 01562-512618/512612

The following requirements were made known to the RGVH Trustees:

1. Fire alarm check each week from a different call point.

<u>Call Point 1</u> Entrance Hall	<u>Call Point 2</u> Meeting Room Corridor
<u>Call Point 3</u> Rear Corridor	<u>Call Point 4</u> Bar/Social Room
<u>Call Point 5</u> Main Hall Emergency Exit	

LOG

2. Half Yearly fire alarm check by approved body
 Contact needed with qualified electrician. LOG

3. a) Copy of emergency exit plan. See website
<http://www.rowneygreenvillagehall.org/RGVH/DownloadFormsanddocs>

b) Booking form needs signed acknowledgment of emergency exit plan.
 See website
<http://www.rowneygreenvillagehall.org/RGVH/DownloadFormsanddocs>

c) Assembly point notice in Front Car Park.

4. a) Monthly emergency lights check by RGVH team. LOG
 b) Yearly emergency lights check by approved body, including 3-hour drain-down test.
 c) Qualified electrician to carry out Portable Appliance Tests (PAT) in accordance with PAT Testing Schedule. See web site
http://www.rowneygreenvillagehall.org/RGVH/Download_Internal_Forms_& Docs LOG

5. Weekly check of all emergency fire exit doors and lights. LOG

6. a) Weekly visual check of all fire fighting appliances to see if they and safety pins are in the correct place. LOG
 b) Arrange annual check by approved body LOG

7. Review FIRE SAFETY RISK ASSESSMENT annually LOG