



# Victoria Diamond Jubilee Hall Health & Safety Checklist

**Due Every 6 months**

Victoria Diamond Jubilee Hall and Evanton Community Trust recognises and accepts its responsibility for providing a safe and healthy environment for staff and public, as far as reasonably practicable. As part of this responsibility and approach to good practice Victoria Diamond Jubilee Hall will help to ensure that user groups are knowledgeable about the facilities and how to use them correctly. In particular DJ Hall will help to ensure groups are fully aware of fire safety precautions and fire safety procedures. To ensure this happens the hall caretaker will use the under noted checklist to carry out an induction with each user group. Also this will be an ongoing process with a refresher induction carried out every 6 months. However, if the person responsible for the group should change during this period a fresh induction will be carried out. Please make the caretaker aware of changes to the person responsible for the group.

**TICK BOX**

- Awareness of fire procedures
- Fire and emergency procedures - including the location of the assembly point.   
Opposite main door on pavement next to swordale sign on lampost.
- Operation of means for raising the alarm – including action to take when the alarm is sounded
- Keeping escape routes clear and fire doors shut.
- Location and method of operation of the fire exit doors
- Location and type of firefighting equipment

**Checks necessary before the public are admitted**

- Exits clear and unlocked
- Exit signs illuminated
- No obvious fire hazards
- Any license required
- Maximum numbers permitted (where relevant)
- Special fire safety measures that are provided or required.
- Location of first aid equipment - in Kitchen top left cupboard above dishwasher
- Location of Emergency Evacuation Grab Pack and what to do in the event if required.   
in Kitchen top left cupboard above dishwasher

I hereby certify that I am aware of and understand the fire safety and emergency procedures for the hall on behalf of our organisation. I confirm our organisation will follow these procedures listed above.

<b>Print Name:</b>	<b>Signed:</b>
<b>Date:</b>	<b>Position In</b>
<b>Organisation</b>	<b>Organisation :</b>
<b>Caretaker</b>	<b>Date</b>
<b>Caretaker Signature</b>	