



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

### Checks necessary before the public are admitted

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

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.

Print Name:

Signed:

Date:

Position In

Organisation :

Organisation

Caretaker

Caretaker  
Signature

Date