



THE VILLAGE *hall* Rowney Green

1. Be familiar with the “Fire Safety Procedure” document (download from website docs page). Ensure the procedures are being followed.
2. Be familiar with “Fire Instructions” document (download from website docs page).
3. Be familiar with location of emergency lights, as described in “Emergency Lighting Maintenance Log Template” (download from website docs page).
4. Be familiar with “Fire Alarm – Weekly Record of Tests and Inspections”. (Download from website docs page). Ensure that the associated records are correct and up-to-date. Ensure that periodic inspections are made by an “approved body” as required.
5. Be familiar with “Emergency Lighting – Monthly Test Record” (Download from website docs page). Ensure that the associated records are correct and up-to-date. Ensure that periodic inspections are made by an “approved body” as required.
6. Be familiar with “Fire Appliances Monthly Inspections” (Download from website docs page). Ensure that the associated records are correct and up-to-date. Ensure that periodic inspections are made by an “approved body” as required.
7. Be familiar with “Register of Portable Electrical Appliances” (Download from website docs page). Ensure that register is reviewed annually and a qualified electrician carries out necessary tests. Ensure that the register is updated accordingly.
8. Be familiar with the building and its outdoor areas. Complete a quarterly survey and associated “H&S Quarterly Site Inspection Report” (Download from website docs page). Ensure any necessary corrective action is taken.
9. Arrange for an annual Gas Safety Certificate to be obtained from a “Gas Safe” engineer. Display it on the noticeboard of the main hall lobby.
10. Arrange for the “Public Liability Certificate of Insurance” to be displayed on the noticeboard of the main hall lobby.
11. Ensure the Accident Record Book is in good order and available with other user-documents in the main kitchen.