

CHARNEY HALL & FIELD TRUST
(Charity No294765)
OVERVIEW SUMMARY SHEET OF FIRE SAFETY & HEALTH & SAFETY
POLICY - Amended April 2023 (The structure of this information sheet has
been taken from Annex 1 of the Fire Safety and Health & Safety Policy).

The Management Committee is committed to providing a safe environment for all those who visit or use the Village Hall and will: -

Ensure a Fire Safety and Health & Safety Assessment is undertaken on an annual basis by one or more appointed members of the Management Committee and reported to the Committee.

Ensure procedures are in place to ensure all in house and contracted checks are undertaken on time in accordance with Annex 1 below

Record checks undertaken and ensured outcomes are reported to the Management Committee for decision and action as appropriate

Include a standard agenda item on each management meeting to identify any actions necessary to keep relevant policies and procedures up to date.

Provide and keep up to date a CHAFT specific notice board in the main hall for all relevant safety notices.

Ensure the documentation for hiring the hall places appropriate emphasis on the hirer's responsibilities and includes a request for users to report any problems.

ANNEX 1

Every five years Electrical Installation Condition Report -
2018 - Electrical Installation Condition Report no. IPN4/0232403 - dated 08/10/18.
2023 – Electrical Installation Condition Report

Annually

Fire Safety Risk Assessment and Health & Safety Risk Assessment - Servicing of fire extinguishers, Servicing of fire alarm and PAT testing of electrical equipment.
2020 completed. 2021 completed. 2022 completed. 2023

Inspect and Clean Hall external guttering in September / October each year.
Checked October 2022 DBJ.

Monthly

Check notice board includes FS & H&S Policy, Fire Procedures, Safeguarding Policy, Insurance Documentation and Conditions of Hire.
Check through Hall and record sheets held in entrance area of hall to ensure checks have been made -
2023 -
Jan Checked DBJ - Feb Checked DBJ - Mar Checked DBJ -

Weekly.

In-house tests of fire alarm and emergency lighting, examine accident book and check First Aid Kit, scrutinise entrance hall notice board. Check hygiene in kitchen, toilets, and check waste bins. General walk through of Hall for any safety issues.

2023 -

Jan Checked DBJ - Feb Checked DBJ - Mar Checked DBJ

Document updated 1st April 2023.