

# DIAL POST VILLAGE HALL ASSOCIATION



Registered Charity Number: 228655

**Dial Post Village Hall  
Worthing Road  
Dial Post  
West Sussex  
RH13 8NS**

**Margaret Childs**  
Treasurer  
0845 157 0051

**Alan Childs**  
Chairman  
01403 710388

**Peter Whale**  
Secretary  
01403 710670

[www.dialpostvillagehall.co.uk](http://www.dialpostvillagehall.co.uk)

## Fire Risk Appraisal – Carried out 17-1-2011

1. Has a fire risk assessment been carried out?	Yes 17-1-2011
2. Has the maximum occupancy of the premises been determined?	200 people
3. Are all escape routes properly maintained and free from obstructions, goods or any materials that constitute a hazard to the route?	Yes
4. Are all steps, corridors and lobbies kept free from combustible storage and furniture etc. at all times?	Yes
5. Are all ramps and steps, comprising part of the means of escape maintained in a safe condition with even and non-slippery surfaces, with all floor coverings secured in position?	Yes
6. Are all exit doors, through which a person may have to pass, unlocked and free to open for persons leaving the premises?	Yes
7. Are arrangements in place so that persons with mobility difficulties are able to leave the premises safely in the event of fire?	Yes
8. Are all floors, walls and ceilings kept in a satisfactory state of repair?	Yes
9. Are all surface finishing's on walls, partitions and ceilings of such a standard to minimize fire spread?	Yes
10. Is the Fire Alarm System, Extinguishers and Fire Blanket and readily available for use?	Yes
11. Is the fire alarm tested and maintained in efficient working order according to the appropriate standard?	Yes Weekly
12. Smoke detectors checked regularly	Yes
13. Is the escape lighting tested and maintained in efficient working order according to the appropriate standard?	Yes
14. Are all persons employed in the premises given instruction and training in the action to be taken in case of fire?	N/A
15. Are records of all electrical tests maintained?	Yes – In file in Tank Cupboard
16. Are all notices, signs and fire exit signs legible and unobstructed?	Yes
17. Is the electrical installation in a good state of repair?	Yes – Tested 1-1-2010
18. If special effects such as lasers, pyrotechnics, smoke machines, foam machines etc, are to be used, what additional fire safety measures have been provided?	Yes - Responsibility of hirer/performer
19. Are adequate gangway widths (1.06m) and seat way widths (305 mm) provided?	Yes - Responsibility of hirer