

## Document Control

Adopted date: March 2026

Next review date: March 2027

# Caistor St Edmund and Bixley Parish Council

## Arminghall Village Hall Inspection Checklist

(Parish Council Use)

**Premises:** Arminghall Village Hall

**Inspection type:**  Monthly  Pre-hire  Post-incident

**Inspected by:**

**Date:**

### 1. Fire Safety

- Fire exits unlocked, clearly marked, and unobstructed
- Fire doors close properly
- Fire action notices displayed
- Fire extinguishers in place and not damaged
- Emergency lighting operational
- Occupancy limit (60 persons) displayed

**Issues noted:**

### 2. Slips, Trips & General Safety

- Floors in good condition (no loose flooring, trailing cables)
- Spillages cleaned promptly
- Entrance mats secure
- Internal lighting adequate
- External paths free from hazards

**Issues noted:**

### 3. Electrical Safety

- No visible damage to sockets, switches, or cables
- Portable electrical equipment appears safe
- No overloading of sockets or extension leads

**Issues noted:**

### 4. First Aid & Welfare

- First aid kit present and stocked
- Emergency contact numbers displayed
- Accident book; in place, easily accessible, entries are completed correctly, data protection considered.

**Issues noted:**

### 5. Security & Access

- Doors and windows secure
- Keys controlled and accounted for
- No evidence of unauthorised access

**Issues noted:**

### 6. External Areas

- Paths safe
- Lighting operational
- Grit/salt available in cold weather from grit bin located near hall in Church Close

**Issues noted:**

## 7. Prohibited Activities (Insurance Controls)

- No alcohol present
- No inflatables or bouncy castles
- No live or amplified music

## 8. Actions Required

Any damage(s) to be reported to Parish Council.

**Issue Action Needed Responsible Target Date**

**Inspector signature:**

**Next inspection due:**

### **Insurance Note (important)**

Keep **completed checklists for at least 3 years**. Insurance provider may request these following an incident or claim to evidence **ongoing risk management**.