

Document Control

Adopted date: July 2026

Next review date: July 2027

Arminghall Village Hall Safety & Management Checklist

Before Each Hire

General Safety

- ☐ Fire exits unlocked and clear
- ☐ Escape routes free from obstruction
- ☐ Fire doors close properly
- ☐ Emergency lighting visible and unobstructed
- ☐ First aid kit present and stocked
- ☐ Accident book available
- ☐ Heating and lighting functioning safely
- ☐ Floors clean and free from trip hazards
- ☐ No obvious damage to furniture or equipment

Electrical Safety

- ☐ Visual check of plugs and cables
- ☐ Extension leads not overloaded
- ☐ No damaged electrical items in use

Security

- ☐ Doors/windows secure after use
 - ☐ Keys accounted for
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Weekly Checks

- ☐ Test fire alarm call point/system
 - ☐ Check emergency lighting indicators
 - ☐ Inspect fire extinguishers for damage/accessibility
 - ☐ Check external lighting
 - ☐ Check cleaning supplies
 - ☐ Review booking diary and hirer issues
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Monthly Checks

- ☐ Inspect chairs/tables for damage
 - ☐ Review accident/incident book
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Quarterly Checks

- ☐ Deep clean storage areas
 - ☐ Inspect roof, gutters, drains externally
 - ☐ Check accessibility equipment and signage
 - ☐ Inspect pathways
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Annual Checks

Fire & Safety

- ☐ Fire risk assessment review
- ☐ Fire extinguisher service
- ☐ Emergency lighting annual test
- ☐ Fire alarm inspection/service

Electrical

- ☐ PAT testing of portable appliances
- ☐ Fixed wiring inspection review date checked (EICR typically every 5 years)

Building & Compliance

- ☐ Insurance review and renewal
 - ☐ Health & Safety policy review
 - ☐ Risk assessment review
 - ☐ Hirer agreement review
 - ☐ Data protection/GDPR review
 - ☐ Review safeguarding arrangements for hirers, Safeguarding policy
 - ☐ Tree inspection (if applicable)
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Every 5 Years (Typical)

- ☐ Electrical Installation Condition Report (EICR)
 - ☐ Accessibility review
 - ☐ Building condition survey
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Records to Keep

- ☐ PAT records
 - ☐ Fire alarm tests log
 - ☐ Emergency lighting log
 - ☐ Accident book
 - ☐ Insurance documents
 - ☐ Hirer agreements
 - ☐ Risk assessments
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Recommended Policies

- ☐ Health & Safety Policy
- ☐ Fire Safety Procedure
- ☐ Safeguarding Policy
- ☐ Equality & Accessibility Policy
- ☐ Data Protection Policy
- ☐ Lone Working Policy
- ☐ Hiring Terms & Conditions