

**BIDDENHAM VILLAGE HALL – MONTHLY SAFETY INSPECTION (Post Kitchen Refit – 15/10/2015)**

DATE	COMPLETED BY	SIGNED
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**PLEASE REMEMBER TO TAKE WITH YOU** – A set of keys that include the main store room. **Also take a mobile, tablet or laptop to check the Wi-Fi.**

**GENERAL EYEBALL** – During the Inspection generally look out for anything amiss and report back.

**PASS COMPLETED & SIGNED FORM TO DAVID WATSON**

	CHECK	ACTION
<b>LIGHTING –all working ok, TOILET FANS, HAND DRYERS, DISABLED ALARM, HOT WATER</b>		
ENTRANCE HALL – 9 Downlights		
ENTRANCE HALL – 1 Emergency Light		
BAR – 3 Downlights		
TOILET CORRIDOR – 2 Downlights		
LADIES – 4 Lights and <b>check Fan</b> comes on, <b>CHECK HAND DRYER</b>		
GENTS – 3 Lights and <b>check Fan</b> comes on, <b>CHECK HAND DRYER</b>		
DISABLED TOILET – 1 Light and <b>check Fan</b> comes on, <b>CHECK HAND DRYER</b>		
<b>DISABLED ALARM</b> – Pull cord; check that light comes on and siren sounds. Reset buttons are on the wall in bar area to right of toilets door and behind the bar.		
<b>HOT WATER SUPPLY</b> – Run the hot water tap <b>behind the bar</b> for 20-30 seconds until the hot water flows.		
ENTRANCE PORCH – 2 Lights (1 inside and 1 out)		
OUTSIDE – 2 Floodlights		
KITCHEN – 4 Strip Lights		
MAIN HALL (switch on the side of the meter cupboard) – 18 Spots		
MAIN HALL – 8 Hanging Lights		
MAIN HALL – 5 Wall Lights & 2 Downlights		
MAIN HALL – 1 Emergency Light over double doors (over fire exit stays off)		
MAIN STORE – (Need to unlock) – 2 Strip Lights		
ANNEXE – 2 Lights		
BALCONY – 2 Lights		

<b>FIRE EXTINGUISHERS – WATER TYPE – Check that the pointer is not in the “red” and tag still in tact</b>		
BALCONY UPSTAIRS		
ANNEXE FIRE EXIT		
REAR FIRE EXIT		
ENTRANCE HALL		

<b>FIRE EXTINGUISHERS – CO2 TYPE – Check that it feels heavy and that the tag is still in tact</b>		
ENTRANCE HALL		
KITCHEN		

<b>FIRE BLANKET – Check that in place and does not appear tampered with</b>		
KITCHEN		

<b>KITCHEN FRIDGE – Check that the temperature is between 2° and 5°. Record the figure here.</b>		
If not, adjust the dial slightly (lowering will make the fridge warmer, increasing will make it colder).		

<b>GAS FIRES – Check that they all light OK and that they all go out fully. Visually check that fixings are OK</b>		
Turn on all 4 (they can take up to 25 seconds to light). Then turn off the main switch (below the fire on the right wall), check that all 4 are off. Turn on the main switch, checking that all 4 have remained off.		
HALL – 3 and ANNEXE – 1		

<b>Wi-Fi CHECK – Check that there is good Wi-Fi signal. If no signal report here AND ADVISE RICHARD HARRIS</b>		
The network is <b>PlusnetWirelessD16CDB</b> and password is <b>BVH;mmyy</b> (eg BVH;1015 during Oct 2015)		

**EMERGENCY LIGHTS – Check that they come on when the power goes off**

**ENTRANCE HALL** – Take a chair from the Hall to Toilet Corridor. Switch box is on the wall high-up on right just as you go through door. Stand on the chair to open the cover (from the top). You will now switch off the RCDs and check that all the emergency lights come on.

<b>LEFT HAND RCD</b> - Press the yellow button, the switch goes off. Check below		
TOILET CORRIDOR – Check On		
GENTS TOILET – Check On		
DISABLED TOILET – Check On		
ABOVE ENTRANCE DOORS – The light is on when the bar area lights are on AND should stay on when the RCD is off		
<b>RIGHT HAND RCD</b> - Press the yellow button, the switch goes off. Check below		
ABOVE ANNEXE FIRE EXIT – Check On		
ON STAIRWAY TO BALCONY – Check On		

Turn both switches back on close cover and return chair to Hall.

**HALL** – Key to the Meter Cupboard is hanging on the wall above. Unlock cupboard. Open RCD cover (can be a fiddle – need to wiggle & pull to open, push & drop down to close). Once open switch off the 5th lever (marked “Main Lights”).

ABOVE REAR FIRE EXIT – Check On		
ABOVE MAIN DOUBLE DOORS – Check On		

Turn “Main Lights” switch back on.

**RCD CUT-OUT CHECK – Check before closing up the RCD**

CHECK – Press the blue button , the black lever on the left should flip down		
RCD – Lift lever back up, close up the RCD.		

**KITCHEN/COOKER RCD CHECK**

Open RCD cover marked “KITCHEN RCD”, in the top left corner of the cupboard, press the yellow button, the blue lever should flip down

Lift lever back up and close the cover

**READ METERS – Read before locking up the cupboard.**

	Reading
SELECT (top right) will change the display. 1st screen displays the TIME, 2 <sup>nd</sup> the DATE, 3 <sup>rd</sup> READING 1 and 4 <sup>th</sup> READING 2	ELECTRICITY – READING 1
	ELECTRICITY – READING 2
	GAS

Lock the cupboard and replace the key on the hook.

**FIRE ALARMS – Check that the Alarm goes off and that the Kitchen Door closes**

ENTRANCE HALL – Open Kitchen Door and fix down the bolt to keep the door open (can be a bit temperamental).

**IMPORTANT** - BEFORE GOING ANY FURTHER MAKE SURE YOU ARE ALL PREPARED FOR TURNING THE ALARM OFF. Locate the black key and the hole that you will insert the key into.

ACTIVATE ALARM – Push the Button. (Be prepared to stick fingers in ears!!!)		
CHECK DOOR CLOSER – Wait c40 seconds for the Kitchen Door to close.		
TURN ALARM OFF - Take the black key, place in the hole and PUSH UP FIRMLY - you should hear a click.		

**DEFIBRILLATOR CHECK – Open cabinet door – enter code C159X turning the stiff knob anticlockwise.**

CHECK –that the fluorescent light (on the left) has come on.		
CHECK – that the defibrillator indicator (in the top right) is green.		
CHECK –that no water has got into the cabinet.		

**Close the door turning the stiff knob clockwise all the way, checking that the door is properly shut.**