



Charity Registered No: 301972

VICTORY HALL ACTION PLAN

1st October 2017

REF NO	IDENTIFIED HAZARD	At Risk Code	RECOMMENDED REMEDIAL ACTION	Priority	COMMENTS	Complete Y/N	DATE	Name
1	IGNITION SOURCES	E/O/P	Confirm the gas boiler is serviced in accordance with current standards.		To be Completed	N	04/10/2017	JMA
2	FIRE DETECTION AND ALARM SYSTEMS	E/O/P	Provide 2 fire detectors linked to the main fire alarm system in the following locations: 1. Rear corridor by the Newbury room 2. Lobby area outside the main toilets to the front of the building.		These items together with an additional detector in the store room and an indicator in the Newbury Room corridor will be fitted by our accredited fire systems contractor	N	01/11/2017	JMA
3	FIRE WARNING ARRANGEMENTS	E/O/P	Provide a sounder/beacon in the main hall area.		This item will be fitted by our accredited fire systems contractor	N	01/11/2017	JMA

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4	FIRE FIGHTING PROVISION	E/O/P	Portable firefighting equipment is located throughout the premises at various locations, revising their locations would providing a better provision of extinguishers within the building. See main report for suggested locations.		These items will be reviewed at the next annual review of our fire fighting equipment due on 4th December 2017	N	04/12/2017	JMA
5	ACCESS AND FACILITIES FOR THE FIRE SERVICE	E/O/P	The provision of a simple floor plan with basic site information; such as gas and electric isolations, held by the fire alarm panel is recommended to further improve facilities for the fire service.		Completed	Y	29/09/2017	JMA
6	ASSET PROTECTION	P	If necessary, consideration should be given to providing fire proof cabinets for the storage of important documents	Advisory	Noted	N/A		
7	ASSET PROTECTION	P	It should be confirmed that a 'Business Continuity Plan' is in place in case of a significant fire in these premises.	Advisory	Noted	N/A		

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8	ASSET PROTECTION	P	Consideration should be given to installing fire detection for asset protection purposes and connecting the system to an alarm receiving station, for out of hours asset protection.	Advisory	Noted	N/A		
9	ASSET PROTECTION	P	The access hatch in the boiler room should be replaced.		This item will be addressed within the next 4 weeks	N	01/11/2017	JMA
10	ADEQUACY/AVAILABILITY OF EMERGENCY LIGHTING	E/O/P	To further assist the manager a functional test during the hours of darkness will assist in confirming the emergency lighting is adequate.		Completed	Y	28/09/2017	JMA
11	ADEQUACY/AVAILABILITY OF EMERGENCY LIGHTING	E/O/P	Externally no emergency lighting has been provided. Lighting should be provided externally above all fire exit doors due to limited available borrowed lighting.		Provision for external emergency lighting is planned within this financial year	N	01/04/2018	JMA

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12	PROTECTION AND AVAILABILITY OF ESCAPE ROUTES	E/O/P	Add a 'thumb turn' lock and fire exit signage above to the inside of the store room door leading to the rear fire exit.		To be completed	N	01/11/2017	JMA
13	PROTECTION AND AVAILABILITY OF ESCAPE ROUTES	E/O/P	A programme of upgrades for fire doors should be established and in the short term, fire doors should be maintained to be self-closing and well fitting into their frames. See main report for full details.		All Fire Doors have had newly fitted automatic closing devices where originally fitted in the last 3 months. A programme to determine which doors are actual fire doors and which of these doors, if any require upgrading is to be carried out	N	01/11/2018	JMA
14	FIRE SAFETY SIGNAGE	E/O/P	All manual call points should be provided with fire action notices.		To be carried out	N	15/10/2017	JMA
15	FIRE SAFETY SIGNAGE	E/O/P	The fire escape route from the kitchen to the rear of the building should be signed to lead to the final exit by the Newbury room and not through the main hall.		To be completed	N	01/11/2017	JMA

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16	INFORMATION AND TRAINING	R/O	Fire safety training should be provided to Mr Appleby commensurate with his role. This training is recommended to include basic fire safety management training.		To be completed	N	15/11/2017	JMA
17	INFORMATION AND TRAINING	R/O	Complete the fire safety policy, evacuation plan and 'fire pack' see main report for full details.		To be completed	Y	15/10/2017	JMA
18	INFORMATION AND TRAINING	R/O	A fire drill is required to confirm the effectiveness of the plan. The records of fire drills should contain sufficient detail as to how the drill was conducted, if it was successful and if any further action is required as a result.		To be completed	N	01/11/2017	JMA
19	MANAGEMENT AND RECORD KEEPING	E/O/P	It is recommended to ensure all records relating to fire safety are maintained onsite and updated to ensure future compliance. Cross reference with main report for full details of records required.		Noted & Ongoing	Y	N/A	JMA

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21	LEGISLATIVE CONTROLS/ COMPLIANCE	R	All 'Control Measures' to be monitored for effectiveness. Any changes/alterations to be implemented as deemed necessary following further review.		Noted & to be included in the fire policy & planning document	N	N/A	JMA
22	LEGISLATIVE CONTROLS/ COMPLIANCE	E/O	Procedure to be implemented to ensure the risk assessment is reviewed whenever it is considered no longer valid, i.e. following any fire related incident, or 'Near Miss', significant changes to layout and or working practices and in any case at intervals not exceeding 12 months.		To be completed and included in our Fire Policy document	Y	15/10/2017	JMA