



FIRE SAFETY CHECKLIST

Before admission of your guests / invitees, you must ensure:

- 1) All exit doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.
- 2) Any door on an escape route not opening in the direction of travel, and any sliding door, are locked in the open position.
- 3) Escape routes are free from obstruction and available for use.
- 4) Any fire doors are closed and not wedged or propped open.
- 5) Fire fighting equipment is in place and unobstructed.
- 6) There is no combustible storage in areas open to the public.
- 7) Exit signs are illuminated.
- 8) There is no obvious fire hazard in, or near, the building.

At the end of your event:

- 9) Search for smouldering fires or cigarettes left burning.
- 10) Check that heaters and cookers are turned off.
- 11) Check that all electrical appliances are turned off and unplugged.
- 12) Turn out all lights.
- 13) Close all internal doors.
- 14) Secure all outside doors and windows.

ST LAWRENCE VILLAGE HALL MANAGEMENT COMMITTEE
Registered Charity Number 201922

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