



Charity Registered No: 1171803

# VICTORY HALL FIRE ACTION PLAN

## 1st July 2024

| REF NO | IDENTIFIED HAZARD | At Risk Code | RECOMMENDED REMEDIAL ACTION   | Priority | COMMENTS | Completed Y/N | DATE | Name |
|--------|-------------------|--------------|---|----------|----------|---------------|------|------|
| 1      | ASSET PROTECTION  | P            | If necessary, consideration should be given to providing fire proof cabinets for the storage of important documents   | Advisory | Noted    | N/A           |      |      |
| 2      | 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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| 3      | ASSET PROTECTION                             | P            | Consideration should be given to connecting the fire alarm system to an alarm receiving station, for out of hours asset protection.  | Advisory | Noted  | N/A           |            |      |
| 4      | 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. |          | Following advice from Fire Brigade audit on 23 August 2021 the Main Hall and Hook Room double doors are accepted as Smoke Doors and do not therefore need to be changed to Fire Doors. | Y             |            | KS   |
| 5      | INFORMATION AND TRAINING                     | E/P/O        | Fire safety training should be provided to Ms Segrott commensurate with her role. This training is recommended to include basic fire safety management training.           |          | July 2024 - Refresher course being organised   | Y             | 28/06/2024 | KS   |

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| 6      | INFORMATION AND TRAINING         | P/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.<br><br>To be discussed with users.       | N             |      | KS   |
| 7      | 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  | KS   |
| 8      | LEGISLATIVE CONTROLS/ COMPLIANCE | P            | All 'Control Measures' to be monitored for effectiveness. Any changes/alterations to be implemented as deemed necessary following further review.   |          | Noted and included in the fire policy & planning document | Y             | N/A  | KS   |

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| 9      | 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. |          | Completed and included in the Fire Policy document | Y             | N/A  | KS   |

NB: **Priority Rating Guide** – (**RED** – (High Priority) – Commence Immediately); (**AMBER** – (Medium Priority) – Commence as soon as reasonably practical AFTER all red items have been initiated); (**GREEN** – (Low Priority) – Commence as soon as reasonably practicable AFTER all red and amber items have been initiated).

NB: **At Risk Code:** (**E** = Employee) (**O** = Others) (**P** = Property/Assets) – Items indicated **E** or **O** must be completed within a reasonable timescale to satisfy legislation. Items only marked as **P** are advisory and should be completed in order to reduce the risk to property.