



# LETHAM VILLAGE HALL

Auldbar Road  
Letham  
Angus  
DD8 2PD

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## EQUIPMENT AND SYSTEMS PROVIDED FOR HEALTH AND SAFETY

In compliance with current legal requirements and our duty of care, the [Hall Committee](#) provides the following equipment and procedures to assist in the safe use of the hall. All persons hiring and using the hall must comply with these procedures to ensure their safety.

### **Assessments, Procedures, Systems and Equipment provided for Health & Safety**

- **Manual Fire Alarm Call Points.** These are situated next to all building exits, including normal access doors and those designated as Emergency Escape doors. These are serviced every 6 months and are tested on a weekly basis at either the control panel or the call points in rotation.
- **Automatic Smoke & Heat Detection.** The system includes detection and alarm sensors situated in the appropriate sensitive areas; this includes the roof space. The alarm will sound on detection of heat or smoke. These are serviced and tested every 6 months.
- **Fire Action Instructions.** These signs are located near the Manual Fire Alarm Call Points. Copies of the “Hall Safety Equipment Layout Plan”, are strategically posted throughout the building. Should the Fire Alarm sound, **ALL PERSONS MUST EVACUATE VACATE THE PREMISES.** Only investigate if it is safe to do so. **DO NOT** waste time attempting to silence the alarm or collect belongings.
- **Fire Warden High Visibility (Hi-Vis) vests.** These are provided for use by persons acting as ‘[Fire Wardens](#)’ during the Hall use, especially where there is a significant number of persons present. The vests are designed to identify the Fire Warden to attendees and to emergency services personnel. Responsible persons nominated as a Fire Warden **MUST** read the [separate instructions](#) for their responsible role and be able to execute the required actions in the event of an emergency. There are 4 situated on coat-hooks in the Crosston Room and 2 in the Burnside Room primarily for access by Group Leaders, hirers and responsible persons.
- **Fire extinguishers/Fire blankets.** These are located at the most convenient place for access. They are RED in colour and they are clearly marked with the type and contents of the appliance and what they should be used for. The type of extinguisher at a particular location is based on the most likely risk in that area. All appliances are checked on a 6 monthly basis.



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- **Emergency Lighting.** Emergency lighting with automatic battery back-up, is positioned at strategic locations throughout the premises, including exit doors, passageways and places where there is no natural light, such as toilets and vestibules. These lights are identified by either a green or red indicator which shows when the lights are powered. These are tested monthly to ensure they operate on loss of power. More stringent testing is conducted every 6 months to test the duration of operation for an outage of 1 hour and 3 hours respectively.
- **Emergency Equipment Test & Event Log.** The folder containing the record sheets is located in the Committee Room with the Hi-Vis Vests. Any test, exercise or incident **MUST** be recorded by the Hall Committee. The log is retained at year end for audit and legal purposes.

**All persons, particularly facility hirers are reminded that it is an offence under the Health & Safety At Work Act 1974, to deliberately tamper with, damage or misuse any item of equipment provided for the maintenance of health and safety.**