

West Moors Memorial Hall – Fire Action Plan arising from Fire Risk Assessment on 05/12/2023

Related Clause	Action Required	Priority	Action Taken	Date
7.2	It is recommended that the drama club is approached to confirm that the lighting units are subject to regular testing.	B	Social Club 53 items tested. 1 item failed and was rewired. Hall equipment test completed Drama Group Stage Lighting Pat Tested - OK	15/12/2023 23/1/2024 05/04/2024
10.2	Stage draperies require treating every 3 to 5 years to maintain their flame-retardant properties.	A	Apple Cleaning Services fireproofed all Stage curtaining in situ	8/3/24
16.2	Repairs to maintain the fire resistance of the fire doors are required. <ul style="list-style-type: none"> • The frame on the social club connecting door should be repaired. • The loose door handles for the kitchen door and main hall side door should be repairs/replaced. • The hinge edge on the meeting room required adjusting so that it does not exceed 3mm. 	B	Completed	6/3/2024
18.1	Recommendation for the emergency lighting to be extended to include the disabled toilet.	B	Completed	25/1/2024
19.1	Install the following signage: <ul style="list-style-type: none"> • Fire Exit Keep Clear on external side of the social club staff entrance door. • Re-fix foam extinguisher sign in social club. • Install fire action notices next to all break glass call points with the relevant information added. • All doors operated by push bars should be signed appropriately to indicate the mode of operation. 	B	Completed	22/12/2023

20.1	Due to the large amount of electrical equipment situated on the stage area in the main hall, it is recommended that the fire alarm system is extended to include a smoke detector within that area.	A	Installation of heat resistant smoke detector linked to existing fire alarm on ceiling above backstage area	6/2/2024
New WMMH Assessment 25/1/2024	Fire Training in Fire Marshal Duties, Fire Equipment Handling and Fire Evacuation: <ul style="list-style-type: none"> • Regular User Group Representatives • Social Club Staff • WMMH Trustees (Office Holders) 		10 attendees at course on 11/04/2024	11/4/2024