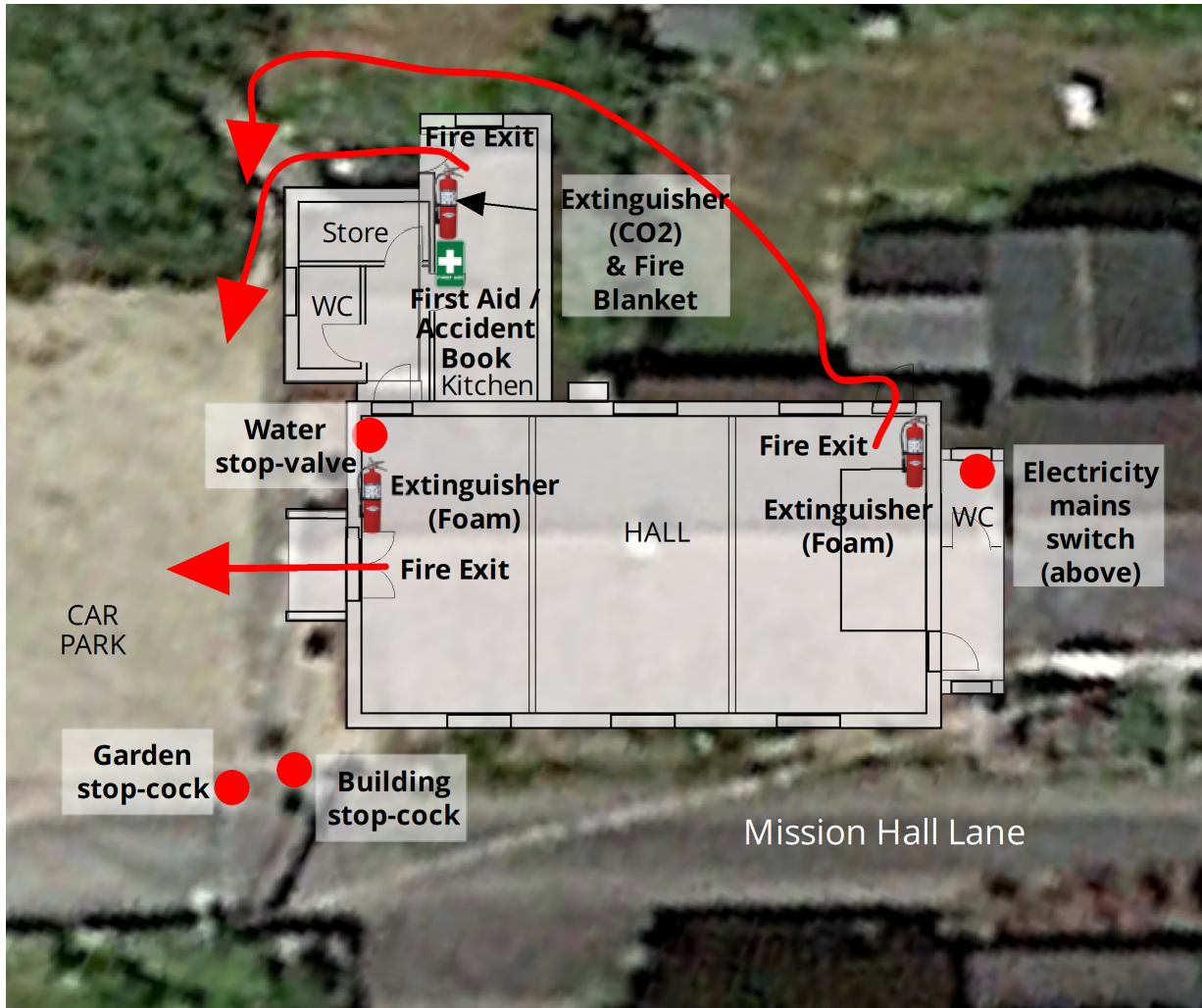


## SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION

### Plan of building



#### Fire Extinguishers:

- Two foam extinguishers in Main Hall, one on left of main entrance, the other at the far left corner (as you come in to the Hall)
- One CO2 extinguisher in the kitchen, plus one Fire Blanket, to the left of the exit door

#### Fire Exits:

- At western end of Main Hall (double doors, suitable for wheelchair users). Exit to Car Park.
- At north-east (i.e. far left) corner of Main Hall. Not suitable for wheelchair users. Turn left outside door, up garden steps, across garden to left-hand corner, and thus to the Car Park.
- At far end of kitchen. Not suitable for wheelchair users. Along passage at back of building and round corner to Car Park.

#### Services:

- Water: two stopcocks under covers near the road; one for building supply, one for garden tap. Stop-valve at north-west corner of building.
- Electricity: Distribution Board is in loft above the WC at the eastern end of the Main Hall.

#### First Aid Kit and Accident Book:

- A First Aid Kit can be found in the kitchen, with an Accident Book and Hazard Report Book.

## SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION

### Committee members and delegations

Bill Egerton	Chairman/Treasurer	07734 040883
Sue Cottam	Secretary	07714 506168
Maureen Morris	Bookings Secretary	01305 835533
Anthea Heathershaw	Cleaning and First Aid Materials	01305 834375
Sue Wintle		
Sue Davis		
Shirley Davies		
Maureen Cribb		

## **SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION**

### **Risk Assessment**

At the time of writing, the most recent Risk Assessment is out of date, and overdue for re-examination. The building is about to be handed over to builders for a programme of improvements and repairs. A completely fresh Risk Assessment will be conducted before the building reopens. A copy of the latest Risk Assessment will be included here.

## SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION

### Fire Exit procedure

If there is a fire, the person in charge must:-

1. Instruct people to leave the building.
2. Direct people to the Fire Assembly Point - gravel area outside the Hall or further away along the lane if safer.
3. Call the Fire Brigade - 999
4. Give the address:- The Mission Hall, Mission Hall Lane, Sutton Poyntz, Dorset DT3 6LY  
Grid reference: 370 580 metres East and 083 880 metres North
5. Ensure that once the Hall is evacuated, no member of the public re-enters the building.
6. On arrival of the Fire Brigade, tell them the persons who are safe and accounted for and if there are any casualties or people unaccounted for.
7. Only use the Hall fire extinguishers if it is safe to do so.

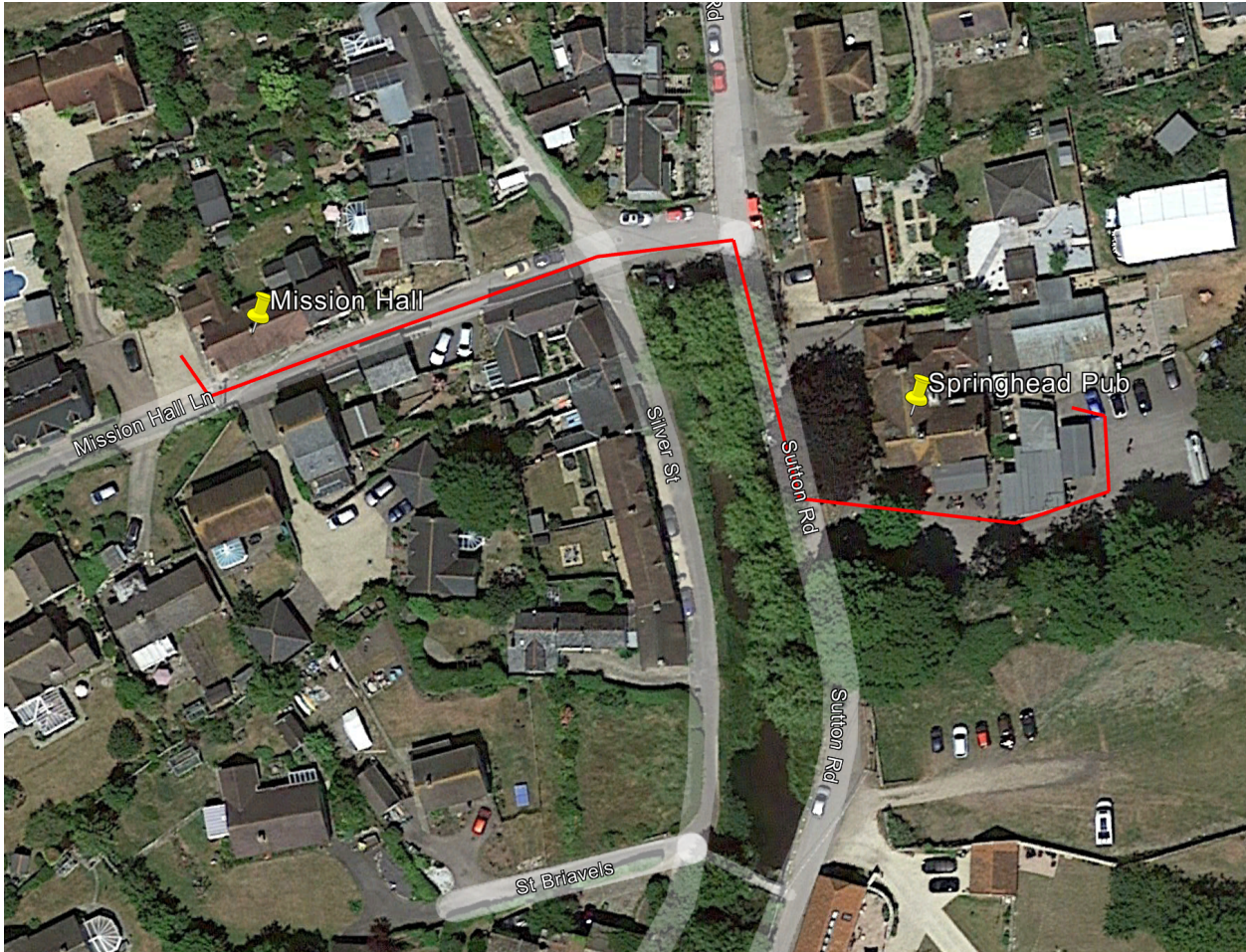
## SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION

### Local Health Service details

#### Defibrillators:

The nearest is at the back of the Springhead Pub, just under 200 yards walk - go out of the Mission Hall and turn left into Mission Hall Lane, at the end turn right and then left into the Springhead's car park. You will find the Defibrillator round the back, behind the pizza bar.

There is another defibrillator at the Preston Village Hall, about ¾ mile away.



#### Chemists:

The nearest Chemist is Rowlands Pharmacy, at Chalbury Corner, just over 1 mile away; there is a second Rowlands at Littlemoor Shopping Centre, a further mile or so away.

#### Doctors:

There are doctors' surgeries on the Preston Road just south of Chalbury Corner, and at Littlemoor Shopping Centre.

#### Hospitals:

The main local Hospital in the area is Dorset County Hospital, Dorchester, with full A&E facilities. Weymouth Community Hospital also has an Urgent Treatment Centre.

## **SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION**

### **Hall insurers**

The Mission Hall's insurance, including Employer and Public Liability insurance is provided by Ecclesiastical Insurance Office plc - Policy number P-0000348706/01. A copy of the Employers' Liability Certificate is on display in the Hall.

## **SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION**

### **Maintenance records for fire safety equipment**

The Fire Safety equipment is currently maintained by DFP (Dorset Fire Protection) of 1-4 Mitchell Road, Fernside Park, Ferndown. A copy of their most recent test report is enclosed here.

## **SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION**

### **Test records for electrical equipment**

Electrical Equipment Tests (EET) and Electrical Installation Tests (EIT) have recently been conducted by Turrells, Electrical Contractors, of 14 Albany Road, Weymouth. Copies of the most recent test reports are enclosed here.