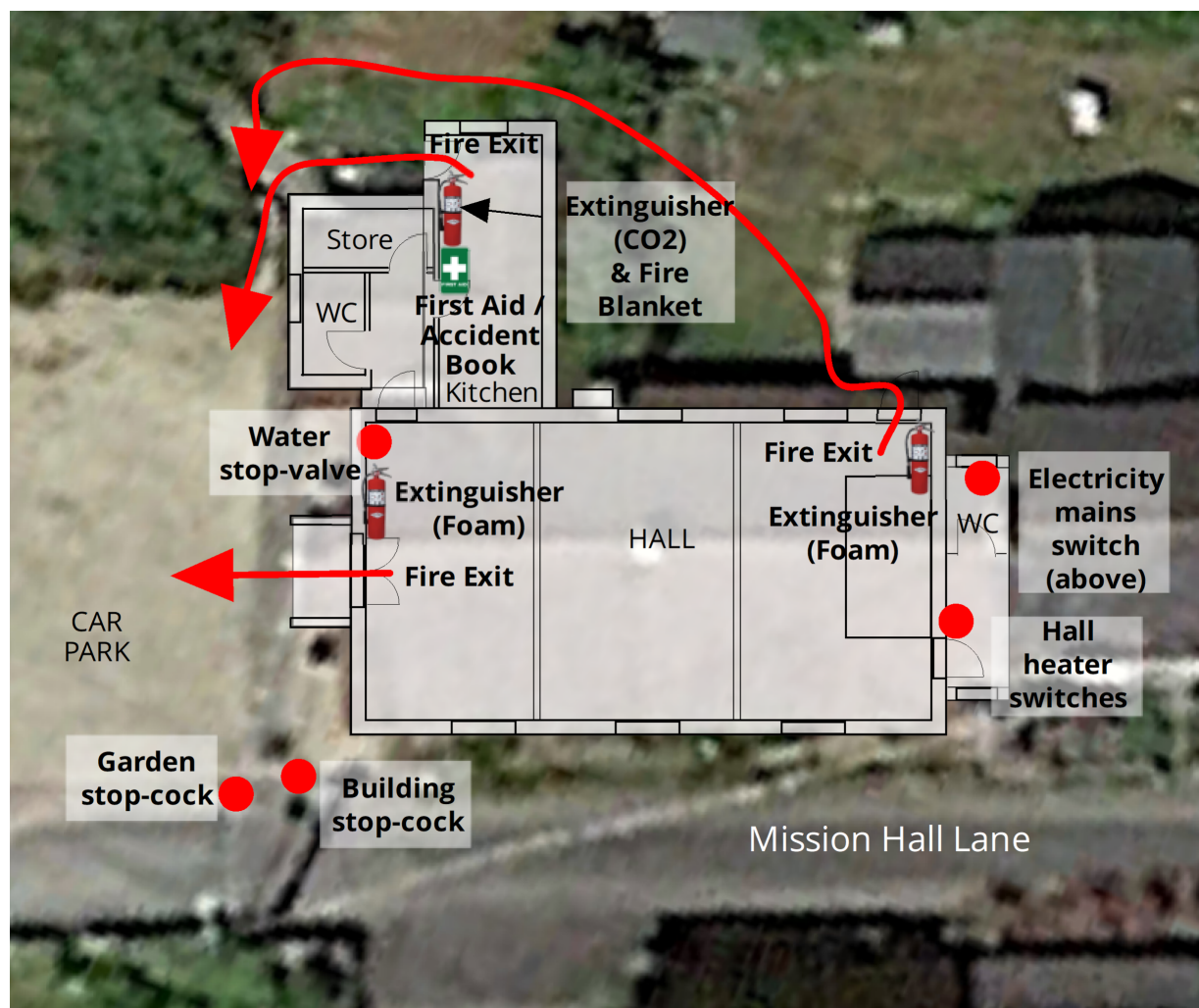


Plan of building



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. Possible for wheelchair users, with help. 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.

First Aid Kit and Accident Book:

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

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Services:

- Water: two stopcocks under covers near the road; one for the building supply, one for the garden tap. Stop-valve at north-west corner of main Hall.
- Electricity: Distribution Board is in the loft above the WC at the eastern end of the Main Hall.
- Electrical equipment:
 - The switches for the overhead heaters in the main Hall are just to the left as you enter the lobby at the far end of the Hall;
 - There are wall heaters in the passage to the kitchen, and in the WC opposite the kitchen; these have switched supply points on the wall next to them;
 - The overhead heater in the kitchen has a switch next to the outside door at the far end of the kitchen;
 - In the kitchen, the cooker has a switch on the wall above the worktop just to the right of the cooker; the fridge has a switched power supply behind the fridge; above the fridge is a hot-water geyser with a switch on the wall; below the sink, you will find the switch for the dishwasher and also a switch for a water heater supplying the sink.

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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		

Risk Assessment

A Risk Assessment was conducted by Bill Egerton, Maureen Morris, and Colin Marsh on 28 February 2025, just before the reopening of the Hall after building works. The Risk Assessment will be reviewed annually. A copy of the latest Risk Assessment is included here.

Fire Risk Assessment

A fresh Fire Risk Assessment is needed, and will be conducted shortly in accordance with the guidance in the Government document "Fire Safety Risk Assessment - small and medium places of assembly". It has been concluded from information in this Guide that the safety exits are more than sufficient for the numbers allowed in the Hall.

A copy of the Fire Risk Assessment will be included here when completed; this will be reviewed annually.

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.

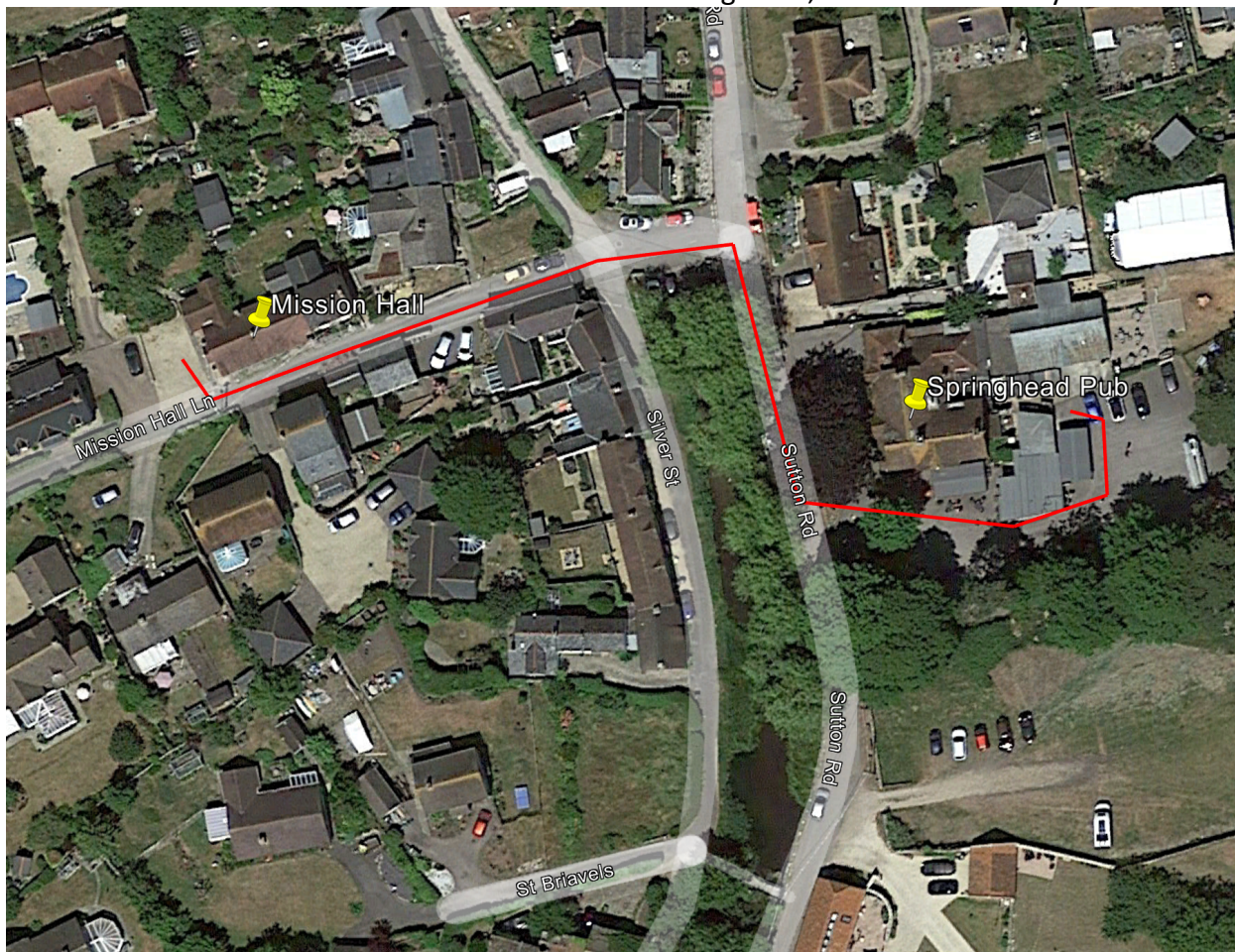
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Local Health Service details

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.

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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 PACK

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.

Test records for electrical equipment

Electrical Equipment Tests (EET) have been conducted recently by Turrells, Electrical Contractors, of 14 Albany Road, Weymouth. These tests are carried out every 2 years, with a Visual Inspection carried out in other years. Copies of the most recent EET and Visual Inspection reports are enclosed here.

Electrical Installation Test (EIT) have also been provided most recently by Turrells, but the most recent was conducted by TWR Lighting & Electrical Ltd, of 12 Barnes Wallis Close, Weymouth, following new installation work done in January 2025. A copy of this report is included here. These tests are to be carried out every 5 years.