

# Victory Hall, Dalston.

Victory Hall Management Committee (Registered Charity No:1171079)

## CHECK LIST FOR DUTY MANAGERS FOR EVENTS COMING UNDER OF THE HALL PREMISES LICENCE AND FOR ANY LARGE EVENTS

Organisation Hiring the Hall	
Date	
Name of Duty Manager	

Please note that hirers are responsible for identifying a **Duty Manager** for each event or performance. The Duty Manager must read the terms of the Licence and comply with these terms on behalf of the Licensee (The Hall Management Committee).

*This Check List is provided to:*

- Assist the Duty Manager in his /her responsibilities
- Record compliance with requirements to ensure the safety of everyone at the hall
- For audit purposes.

*Please work through the list below:*

- Tick when items are satisfactory
- Rectify anything that is not right where it is easy to do so.
- If any deficiency cannot be easily rectified please inform the Hall Hon Secretary as soon as possible (or another person from the contact list displayed at the hall if (s)he is not available).

Check Item:	YES	NO	Comments
Duty manager has read and understood the Fire Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting is working	<input type="checkbox"/>	<input type="checkbox"/>	
Corridors are free of obstructions to allow unhindered exit	<input type="checkbox"/>	<input type="checkbox"/>	
Chairs are set out so as to allow clear routes to exit doors	<input type="checkbox"/>	<input type="checkbox"/>	
Main gangways between banks of chairs are a minimum width of 1.05m (3ft 6 ins)	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exit doors are clear and their signs not obscured	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exit doors release and open correctly	<input type="checkbox"/>	<input type="checkbox"/>	
Organising staff and assistants are shown emergency exit locations	<input type="checkbox"/>	<input type="checkbox"/>	
No buildup of inflammable or similar materials visible	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are in the positions shown on Hall plan	<input type="checkbox"/>	<input type="checkbox"/>	
Organising staff and assistants are informed of the fire extinguisher locations	<input type="checkbox"/>	<input type="checkbox"/>	
Public are informed of emergency exit locations	<input type="checkbox"/>	<input type="checkbox"/>	
Was alcohol sold or served at the event?	<input type="checkbox"/>	<input type="checkbox"/>	
Were there any alcohol related issues?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Signature of Duty Manager for to indicate all is in compliance.</b>			

Please take a photo of the completed form and send it by email to: [sec.victoryhall@outlook.com](mailto:sec.victoryhall@outlook.com)

Alternatively, it can be left in the post box in the foyer at the hall

Secretary: Jane Clark

Tel: 01228 711183