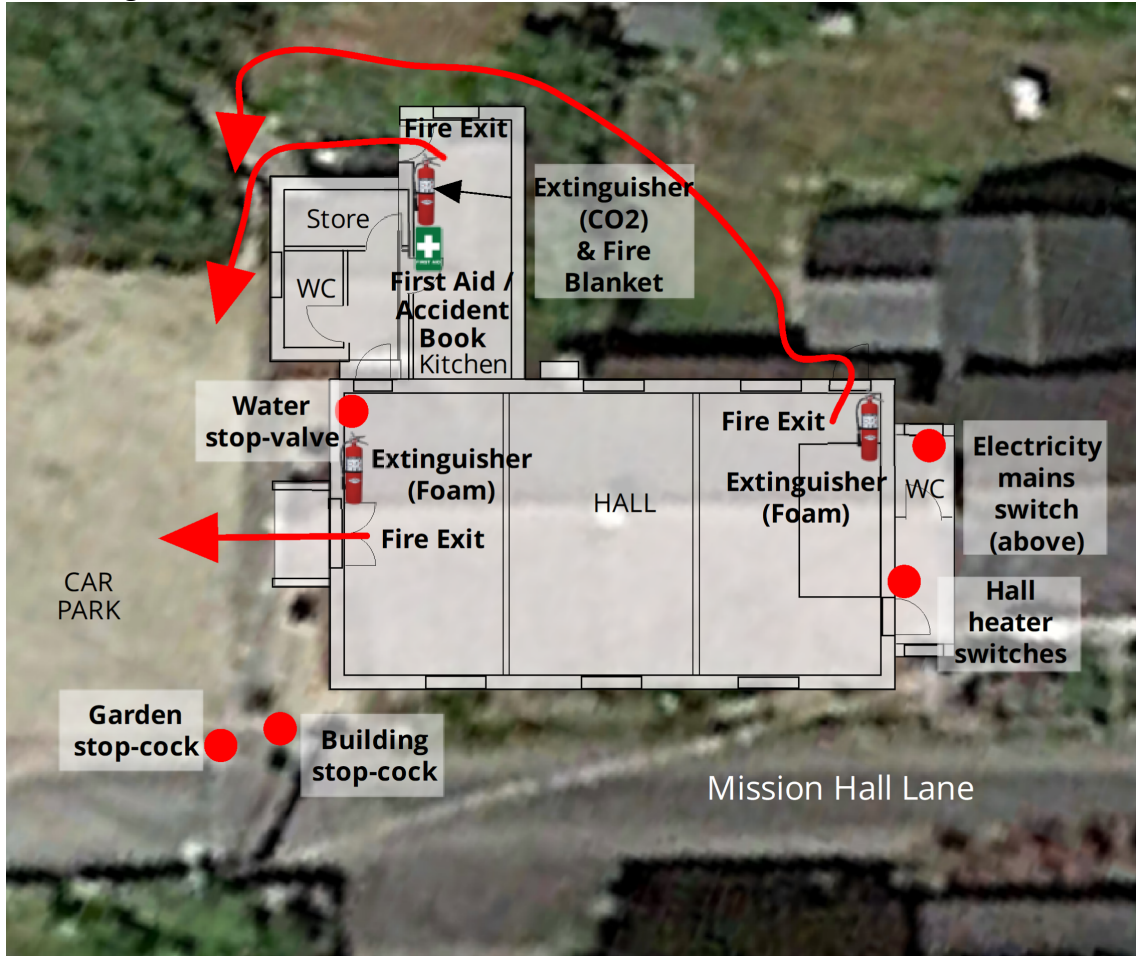
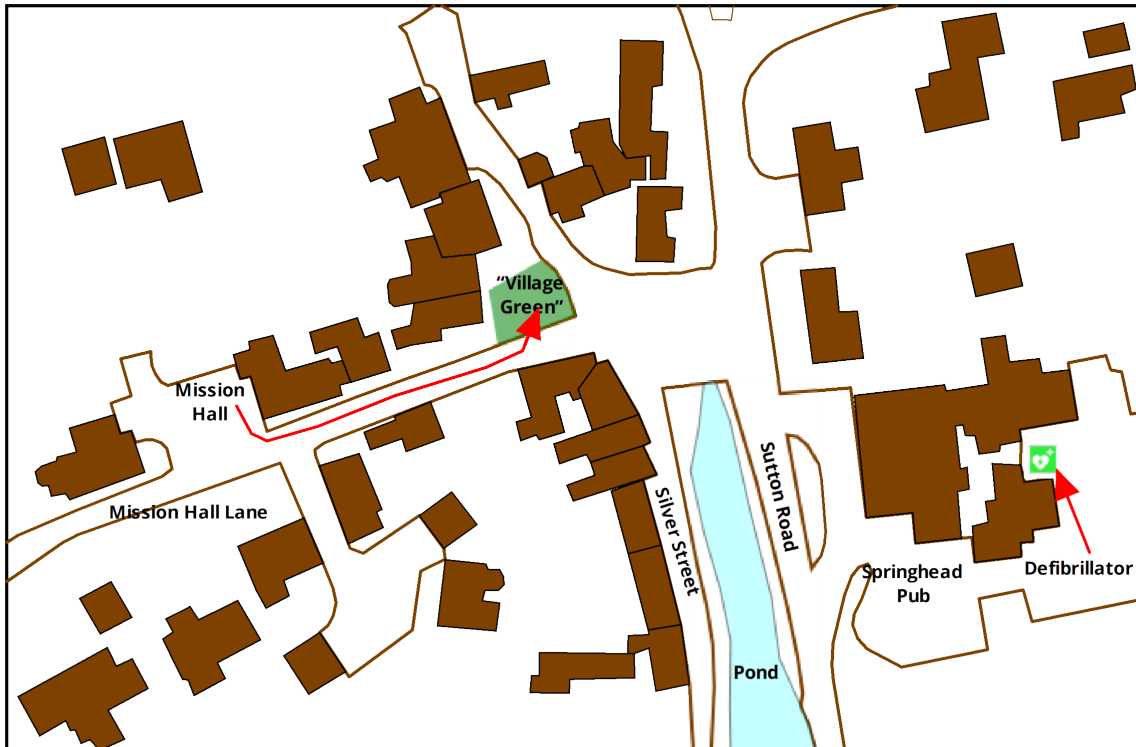


SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION PACK

Plan of building



Fire evacuation route, and location of defibrillator



Turn left along Mission Hall Lane, then 40 metres on to grass area on left ("Village Green").

SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION PACK

Location of services (see building plan on previous page)

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.

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:

- **Hall heating:** 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;
- **Wall heaters:** 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. There is also a wall heater in the lobby at the far end of the hall, with a timer plugged into the electrical socket.
- **Kitchen heating:** The overhead heater in the kitchen has a switch next to the outside door at the far end of the kitchen;
- **Kitchen appliances:**
 - 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.
 - The dishwasher has a switch below the sink.
 - The hot-water geyser above the fridge has a switch on the wall next to it.
 - The hot water supply for the sink and the WC basin also has a switch below the kitchen 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		

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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.

A copy of the latest Risk Assessment is included here. The Risk Assessment will be reviewed annually.

SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY INFORMATION PACK

Fire Risk Assessment

A Fire Risk Assessment was conducted by Bill Egerton, Maureen Morris, and Colin Marsh on 8 August 2025, in accordance with the guidance in the Government document "Fire Safety Risk Assessment - small and medium places of assembly". It was 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 is included here. The Fire Risk Assessment will be reviewed annually.

Fire Exit procedure

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

1. Instruct people to leave the building. Ensure everyone has left. If time, take the Health & Safety pack by main door.
2. Direct people to the Fire Assembly Point - the Village Green grass area. Turn left from the Hall 40 metres towards the pond & the grass area is on the left. Move further away along the lane if necessary.
3. Call the Fire Brigade on 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.
///newsreel.masks.beam
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 - see the map earlier in this document. 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 $\frac{3}{4}$ 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 PACK

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.

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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.