West Moors Memorial Hall
231 Station Road, West Moors BH22 0HZ

Fire Risk Assessment, 13th December 2025

This Fire Risk Assessment uses the report format used in the Fire Risk Assessment carried out by Dorset Fire Protection in December 2023 at which time it was advised that an annual assessment be carried out by the Trustees "in-house" and a professional Risk Assessment repeat at three years (December 2026). This is compliant with the ACRE Guidelines on "Fire Safety in village halls" but ensures that we are kept up to date with any legislative changes every 3 years.

"In-house" assessment carried out on 13/12/25 by:

- Ian Linehan Trustee and designated Fire Officer
- Andrew Risby Trustee
- Roger Male Previous Trustee and previous designated Fire Officer

For clarity this report uses the same item numbering as the 2023 Fire Risk Assessment by Dorset Fire Protection in 2023.

The text from the 2023 report is given in black if there have been no changes and the updates from this assessment from this assessment given in blue replacing or updating the 2023 text.

The comments section highlighted in Green or Red are either from the original report or, if updated, from this assessment.

The building comprises two parts:
The West Moors Memorial Hall – owned and operated by the West Moors Memorial Hall registered charity number 1212375 who are the landlords.

The West Moors Social Club – who operate the club and are tenants of the West Moors Memorial Hall.

OVERRAL RISK RATING = LOW

Report prepared by Ian Linehan – Trustee & designated Fire Officer, December 2025

Reviewed by Management Sub-Committee 16/12/2025 and updated 13/01/2026

For Review by Hall Council 02/02/2026

1.0	THE BUILDING	
1.1	Number of floors in assessment area:	Ground floor only
1.2	Approximate floor area of assessment	550M^2
1.3	Brief details of construction:	The premises consist of a single storey brick elevation with a pitched tiled roof built in 1929. One side of the building is used as a social club. The adjacent side is used for rental purposes. The front (eastern aspect) of the building below the window had cedar cladding installed in December 2025 in accordance with planning permission.
1.4	Specialist EWS1 survey required?	Not applicable to this location
1.5	Occupancy/Purpose Group:	Assembly & Recreational: Purpose Group 5 One side of the building is used as a social club with a bar. The adjacent side is rented out for functions and group activities.

2.0	THE OCCUPANTS	
2.1	Approximate maximum number:	Formal review in 2024 set the capacity to: Main Hall at 135 persons with up to 20 seated or 100 if more than 20 seated. Small Hall at 37 people either standing or seated
2.2	Approximate maximum number of employees at any one time:	See 2.1
2.3	Maximum number of members of public:	See 2.1

3.0	OCCUPANTS AT SPECIAL RISK	
3.1	Sleeping occupants:	No sleeping occupants.
3.2	Disabled occupants:	Persons with limited mobility could occupy the premises. The Main Hall has three fire exits – one with flat access to the outside and one with fixed ramp access. These two are highlighted for disabled emergency exits in the Emergency Evacuation Plan given to all hirers. The Small Hall fire doors have a portable wheelchair ramp stored in the hall adjacent to the fire doors with suitable labelling.
3.3	Occupants in remote areas:	Not applicable
3.4	Others:	Not applicable.

4.0	FIRE LOSS EXPERIENCE
	None reported or evidence viewed

5.0	OTHER RELEVANT INFORMATION
	The Fire Risk Assessment is in respect of all areas within the complex as a whole. However, the roof space was not accessible.

6.0	RELEVANT FIRE SAFETY LEGISLATION
6.1	The requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006 and The Fire Safety (Scotland) Regulations 2006, adopt a self assessment approach to fire safety in the workplace. The legislation places certain duties on the 'responsible person' for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out; when there are more than five staff this assessment should be recorded. The assessment set out in this document is intended to satisfy this requirement. On 1 October 2023, the Building Safety Acy 2022 came into force and applies to all nondomestic premises, such as where people work, visit or stay, including workplaces, and the non-domestic parts of multi-occupied residential buildings (e.g. communal corridors, stairways, plant rooms). The requirements do not apply within individual domestic premises. This fire risk assessment should be reviewed periodically and in the event of: • Changes to the work activities or the way they are organised, including the introduction of new equipment. • Alterations to the building(s), including the internal layout. • The introduction, change of use or increase in the storage of hazardous substances. • The failure of fire precautions, e.g. fire detection and alarm systems or sprinkler systems. • Significant changes to the type and quantity and/or method of storage of combustible materials. • Significant changes in the occupancy levels. • A significant change in the mobility level or other factors influencing the response of visitors or staff in an emergency. • Changes to the management of the organisation.
	The following have been referred to as the appropriate documents to determine the benchmark standards for these premises: Building Regulations 2010 Approved Document B Volume 2 – Buildings other than dwellings, ISBN 978 1 85946 916 3. Department for Communities and Local Government – Small and medium places of assembly, ISBN: 978 1 85112 820 4 Fire Safety (England) Regulations 2022. The Building Safety Act 2023.
	Comments:
	No comment required

7.0	**ELECTRICAL SOURCES OF IGNITION**	
7.1	Reasonable measures taken to prevent fires of electrical origin?	YES
7.2	**More specifically:**	
	PAT/EET Testing is carried out in the Hall annually on all items over 12 months old for all items owned by the Hall. This service is provided by Dorset PAT Testing. This is also offered as a free service to Regular User groups who bring their own mains powered equipment in or store such items at the hall. The requirement for PAT/Testing is included in: • the Terms & Conditions of Hire for private hirers and Regular User Groups • our website • reminders in our emails to private hirers The last annual session was on 5/1/2026 with good attendance by Regular User Groups PAT/EET Testing for their equipment is arranged by the Social Club. The last testing session was on 31/10/2025 The stage lighting has been taken out of use. The front of house lights have been removed. The backstage lights are in situ but have been disconnected and the Controller/Power system removed from the building.	
	Fixed installation periodically inspected and tested? Electrical installation condition report was carried out on the 06/03/2024 for Hall and Social Club and is next scheduled for 2027.	YES
	Suitable policy regarding the use of personal electrical appliances? The requirement for PAT/Testing is included in: • the Terms & Conditions of Hire for private hirers and Regular User Groups • our website • reminders in our emails to private hirers	YES
	Backup electrical generation? Not applicable	NO
	Suitable limitation of trailing leads and adapters? No issues noted.	YES

	Solar panels installed? No solar panels installed.	N/A
Comments:		
No comment required		

8.0	**SMOKING**	
8.1	Reasonable measures taken to prevent fires as a result of smoking? There is a nominated area to the side of the building with an appropriate metal bin provided. 	YES
8.2	**More specifically:**	
	Smoking prohibited in the building? This is a building, which complies with the current non-smoking legislation with a total ban on smoking throughout the premises. 'No Smoking' signage is provided in accordance with the duties imposed by virtue of section 6(1) of the Health Act 2006. 	YES
Comments:		
No comment required		

9.0	**ARSON**	
9.1	Does basic security against arson by outsiders appear reasonable?	YES
9.2	Is there an absence of unnecessary fire load in close proximity to the building, or available for ignition by outsiders? All buildings/properties could be subject to wilful fire raising but the position and external features of this property makes the risk less likely. The Hall is covered by CCTV externally and in all internal areas except for toilets. This can be viewed on site or on an app – it is not routinely monitored. The Social Club have an intruder detection installed.	YES

	The Social Club has a CCTV System which records internal and external views.	
Comments:		
No comment required		

10.0	**PORTABLE HEATERS AND HEATING INSTALLATIONS**	
10.1	Is the use of portable heaters avoided as far as practicable? If needed the hall has electrical convection heaters which are PAT/EET tested	YES
10.2	**If portable heaters are used:**	
	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? None used	YES
	Are suitable measures taken to minimize the hazard of ignition of combustible materials? The curtains on the stage area were treated with fire retardant on 08/03/2024 and this should be repeated every 3 – 5 years. This is scheduled for 2027	YES
10.3	Are fixed heating installations subject to regular maintenance? The two gas boilers (The Hall and the Social Club) are serviced annually by H20T Heating. The last service was on 13/10/2025.	YES
Comments:		
No comment required		

11.0	**COOKING**	
11.1	Are reasonable measures taken to prevent fires as a result of cooking? Catering facilities consist of beverage and food warming facilities only. Such items fall within the PAT/EET Testing arrangements. Gas hob removed in 2024	YES
11.2	**More specifically:**	
	Filters changed and ductwork cleaned regularly? Not applicable.	YES
	Suitable extinguishing appliances available? Suitable extinguishers are in close proximity.	YES
Comments:		

No comment required

12.0	**LIGHTNING**	
12.1	Does the building have a lightning protection system? Lightning protection is not normally installed on low-rise buildings.	NO
Comments:		
No comment required		

13.0	**OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION**
13.1	Ignition sources:
	None noted.
Comments:	
No comment required	

14.0	**HOUSEKEEPING**	
14.1	Is the standard of housekeeping adequate? Housekeeping was observed to be of a high standard with no issues to comment upon that would compromise the safety of staff or visitors.	YES
14.2	**More specifically:**	
	Combustible materials appear to be separated from ignition sources? Stage area: • Stage drapes fireproofed in 2024, due for review 2027 • Backstage area cleared of most of stored materials in 2024 • Disconnection and removal of the Lighting Controller/Power System has reduced the ignition risk.	YES
	Avoidance of unnecessary accumulation of combustible materials or waste? No issues noted in 2023. Further removal of stored materials from corridors in 2024	YES
	Are the general fire precautions adequate to address the hazards associated with the dangerous substances used or stored within the premises? No issues noted.	YES
	Avoidance of inappropriate storage of combustible materials? Acceptable levels being maintained.	YES

For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents. *Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.*
Comments:
No comment required

15.0	**HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**	
15.1	Is there satisfactory control over works carried out in the workplace including the issue of hot work permits? Initially, all work will be covered by building/installation warranties. Contractors thereafter are used from the list of approved contractors.	YES
Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.		
Comments:		
No comment required		

16.0	**MEANS OF ESCAPE FROM FIRE**	
16.1	Is it considered that the building is provided with reasonable means of escape in case of fire? There are 6 exits from the West Moors Memorial Hall; 5 are externally opening fire doors with suitable door furniture the 6th is the keyholder access door. There are 3 exits from the Social Club. It was reported that all doors are unlocked during occupancy. All designated fire exits have outward opening doors with suitable opening mechanisms internally	YES
16.2	**More specifically:**	
	Adequate provision of exits? The number, distribution and widths of emergency routes and exits have been assessed for the use of the building and likely number of occupants. It is considered that the number and width of emergency exits are suitable for the likely number of occupants.	YES
	Exits easily and immediately operable where necessary? There is free and unimpeded egress through fire exit doors that are fitted with appropriate furniture. The one fire door that was key operated and opened inwards (Kitchen door) has been replaced with an outwardly opening door with suitable door furniture (thumb turn lock).	YES
	Fire exits open in direction of escape where necessary? Doors open in direction of travel where required.	YES
	Avoidance of sliding or revolving doors as fire exits where necessary? No such type of doors installed.	YES
	Satisfactory means for securing exits? Due to the use to which the building is being put, adequate means of securing the exits has been provided with staff knowledgeable of the over-ride protocols.	YES

	Reasonable distances of travel:	
	Where there is a single direction of travel? Escape in more than one direction is provided from all areas and documented in the Emergency Evacuation Plan.	N/A
	Where there are alternative means of escape? Travel distances are within permitted limits for the use to which this building is being put.	N/A
	Suitable protection of escape routes?	YES

	Means of escape and circulation areas appear to be provided with wall coverings that accord to Class 'O' as defined within Building Regulations. Repairs carried out to designated fire doors and frames in 2024. All fire doors and door furniture in good working order.	
	Suitable fire precautions for all inner rooms? There are no inner rooms.	N/A
	Escape routes unobstructed? Internal protected escape routes and corridors enclosures are maintained clear of storage and obstructions. External routes are maintained clear and able to be used.	YES
16.3	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants? A copy of the Emergency Evacuation Plan (2025) for the Hall is issued to every hirer which shows designated fire exit routes, identifies the special provision in the Small Hall (detachable wheelchair ramp) and reminds hirers that "If people have mobility problems ensure they are helped by a capable person." A copy of the plan has been supplied to the Social Club (the Hall's tenants) as a template for them to develop their own Emergency Evacuation Plan in January 2026. Social Club to provide their Emergency Evacuation Plan for review. Provided with WMMH version to use as a template.	NO
See Action Plan		

17.0	**MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT**	
17.1	**It is considered that there is:**	
	compartmentation of a reasonable standard[2] From a limited inspection of accessible areas there were no obvious deficiencies identified and the compartmentation appears satisfactory.	YES
	Reasonable limitation of linings that may promote fire spread? Means of escape and circulation areas appear to be provided with wall coverings that accord to Class 'O' as defined within Building Regulations.	YES
Comments:		
No comment required		

18.0	ESCAPE LIGHTING	
18.1	Reasonable standard of escape lighting system provided[3]? Emergency lighting has been installed in the disabled toilet as per 2023 report. Extensive upgrade and modernisation of emergency of escape lighting system throughout the building in 2024.	YES
Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.		
Comments:		
No comment required		

19.0	FIRE SAFETY SIGNS AND NOTICES	
19.1	Reasonable standard of fire safety signs and notices? Appropriate signage is in place – upgraded in 2024 as per 2023 report. One notice in Social club noticed to be detached on inspection – replaced with new sign.	YES
No comment required		

20.0	MEANS OF GIVING WARNING IN CASE OF FIRE	
20.1	Reasonable manually operated electrical fire alarm system provided[4]? The fire alarm was extended to include smoke detection in the stage area in the main hall as per 2023 report. The fire panel is situated in the main hall lobby.	YES
20.2	Automatic fire detection only provided? This system provides a British Standard system consisting of break glass fire alarm call points only in the social club side and smoke, heat and carbon monoxide detection throughout the main hall side including the means of escape.	YES
20.3	Remote transmission of alarm signals? It was confirmed that there is no transmission of alarm to a 24hr call receiving centre.	NO
Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.		
Comments:		

No comment required

21.0	MANUAL FIRE EXTINGUISHING APPLIANCES	
21.1	Reasonable provision of portable fire extinguishers? The fire extinguishers provided are sufficient for the use to which the building is being put and are adequate in numbers and types. Provision of the items by foam extinguishers, CO2 extinguishers and a fire blanket.	YES
Relevant to life safety and this risk assessment (as opposed to property protection).		
Comments:		
No comment required		

22.0	RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS
22.1	**Type of system:**
	None installed or required to be installed.
Relevant to life safety and this risk assessment (as opposed to property protection).	
Comments:	
No comment required	

23.0	OTHER RELEVANT[‡] FIXED SYSTEMS
23.1	**Type of system:**
	No such systems installed.
Relevant to life safety and this risk assessment (as opposed to property protection).	
Comments:	
No comment required	

MANAGEMENT OF FIRE SAFETY

24.0	**PROCEDURES AND ARRANGEMENTS**	
24.1	**Person responsible for fire safety:**	
	Trustees of The West Moors Memorial Hall	
ł Relevant to life safety and this risk assessment (as opposed purely to property protection). *This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.*		
24.2	Competent person(s) available to assist in implementation of fire safety legislation. Louise Ritchie TIFireE MIFSM is deemed to be the competent person for the initial advice and formulation of this fire risk assessment. On-going advice can be made available.	YES
This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment. *Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.*		
Comments:		
No comment required		

24.3	Is there a documented evacuation procedure or emergency plan, that includes provision for ensuring everyone has been evacuated? A comprehensive fire procedural document is in place that appears to cover all aspects of the requirements of the business. Emergency Evacuation Plan for the Hall was prepared in 2025 and is now issued to all Hall hirers. The Fire Assembly Point is signed in the car park away from arriving fire vehicles. 	YES
Comme ıts:		
No comment required		
24.4	Is there a plan on the wall, in appropriate areas, indicating the evacuation procedure?	YES

	Fire action notices are present in the Main hall, Small Hall and kitchen. Notices throughout building upgraded in 2024 as per 2023 report. 	
Comments:		
No comment required		
24.5	People nominated to respond to fire. All regular User Groups have been advised to nominate a responsible person. Instructions to private hirers include this requirement and are provided with the Emergency Evacuation Plan. All persons within the premises will respond in the event of a fire alarm activation.	YES
Comments:		
No comment required		

24.6	People nominated to assist with evacuation. This is included in Emergency Evacuation Plan – see 24.5 All persons within the premises will respond in the event of a fire alarm activation. This is included in Emergency Evacuation Plan – see 24.5	YES
Comments:		
No comment required		
24.7	Appropriate liaison with fire brigade Not applicable as these premises will register as 'low' on the Local Authority Fire Service Risk Register.	N/A
Comments:		
No comment required		
24.8	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections) Documentation is kept for the monitoring of fire precautions.	YES
Comments:		

No comment required

25.0	TRAINING AND DRILLS	
25.1	Staff given instruction on induction. There are instructions given to all regular groups who rent the premises to conduct their own fire drills on a 6 monthly basis with a request for confirmation. This is then communicated to the trustee's and feedback emails are distributed.	YES
Comments:		
No comment required		
25.2	Are all staff given periodic "refresher training" at suitable intervals. YES Next refresher training for Trustees and Regular Hirers scheduled for 2026. Training to be offered to Social Club bar staff.	
Comments:		
No comment required		
25.3	Are staff members with special responsibilities (e.g. fire wardens) given additional training? Not applicable.	YES
Comments:		
No comment required		
25.4	Are fire drills carried out at appropriate intervals. See 25.1	YES
Comments:		
No comment required		

26.0	TESTING AND MAINTENANCE	
26.1	Adequate maintenance of workplace?	YES
Comments:		
No comment required		
26.2	Weekly testing and periodic servicing of fire detection and alarm system? 6 monthly servicing carried out by The Fire Point with the last recorded date being 5th of November 2025. Testing of the installed system was confirmed as being carried out weekly with records being maintained. Records kept for Main Hall & Social Club	YES YES YES

	Arrange for testing of Social Club fire trigger points – will need coordination with the Social Club and Hall Fire Officer so that Fire Alarm in the Hall can be reset.	To Be Arranged
Comments:		
See Action Plan		
26.3	Monthly, six-monthly and annual testing routines for emergency lighting? Annual servicing for whole building carried out by The Fire Point with the last recorded date being May 2025. Testing of the installed system was confirmed as being carried out monthly with records being maintained for both the Hall and the Social Club. The Social Club reported that the testing switches in the two toilets did not work. Tested by WMMH designated Fire Officer 13/1/2026 – switches appear to be defective.	YES YES for Main Hall Isolation switches to be replaced.
Comments:		
See Action Plan		
26.4	Annual maintenance of fire extinguishing appliances? Annual servicing for whole building carried out by The Fire Point with the last recorded date being May 2025.	YES
Comments:		
No comment required		
26.5	Six-monthly inspection and annual testing of rising mains? Not applicable to this location.	N/A
Comments:		
No comment required		
26.6	Weekly testing and periodic inspection of sprinkler installations? Not applicable to this location.	N/A
Comments:		
No comment required		

26.7	Routine checks of fire rated doors and/or security fastenings? Weekly Health and Safety inspections cover this.	YES
Comments:		
No comment required		
26.8	Routine checks of final exit doors and/or security fastenings? Weekly Health and Safety inspections cover this.	YES
Comments:		
No comment required		
26.9	Annual inspection and test of lightning protection system? No system installed.	N/A
Comments:		
No comment required		
26.10	Other relevant inspections or tests: No other relevant systems installed.	N/A
Comments:		
No comment required		

27.0	**RECORDS**	
27.1	**Appropriate records of:**	
	Fire drills?	YES
	Fire training? Two yearly training implemented for Trustees and offered to Regular User Group organisers. Next due 2026	YES
	Fire alarm tests?	YES
	Fire detection tests?	YES
	Escape lighting tests (including any torches)?	YES
	Checks of other fire protection systems and extinguishers?	YES
	Internal fire door checks?	YES
	Exit door checks?	YES
Comments:		
A Fire Logbook was available for viewing.		
No comment required		

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ► **Fire hazard ▼**	**Slight harm**	**Moderate harm**	**Extreme harm**
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	**Tolerable risk**	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW	MEDIUM	HIGH

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	MODERATE HARM	EXTREME HARM

In this context, a definition of the above terms is as follows:

Slight Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant

Moderate Harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants. Accordingly, it is considered that the risk to life from fire at this building is:

TRIVIAL	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	Minimal actions are required
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

TRIVIAL	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE

Definition of priorities (where applicable):

A	Immediate
B	Within 1 month
C	Within 3 months
D	Within 6 months
E	Annually

ACTION PLAN

	Action Required	Priority	Action Taken	Date
16.3	Check SC will develop their own Emergency Evacuation Plan or modified ours. They have been given ours to use as a template if they choose. Trustees to check completion of this and placement of notices.	**C**		
25.2	Book 2 fire training sessions in 2026 and offer places to Trustees, Caretaker, Booking Agent and Regular User Group Organisers. Offer places to the Social Club Bar staff and encourage them to attend.	**D**		
26.2	Arrange for testing of Social Club fire trigger points – will need coordination with the Social Club and Hall Fire Officer so that Fire Alarm in the Hall can be reset.	**C**		
26.3	Social Club – defective isolation switches for the Emergency Lights in the two toilets prevent testing. Switches to be replaced.	**B**		

Approved by Management Subcommittee 13/1/26. For circulation to the Hall Council.