Feb 2025.

Assessments, Inspections and Testing

Page 4

Teynham Community Hall Equipment Inventory

Date 7th Feb 2025

Undertaken by Clive Brodigan / Patricia Dunne

Sign [redacted]

11 ~~8~~

Teynham Community Hall Fire Risk Assessment

Date 7/2/25

Undertaken by CFB / PD

Signature: [redacted]

16 ~~13~~

Health and safety checklist for Teynham Community Hall

Date 7/2/25

Undertaken by CFB / PD

Signature [redacted]

18 ~~15~~

External Defibrillator Registration Form for the Teynham Community Hall Defibrillator

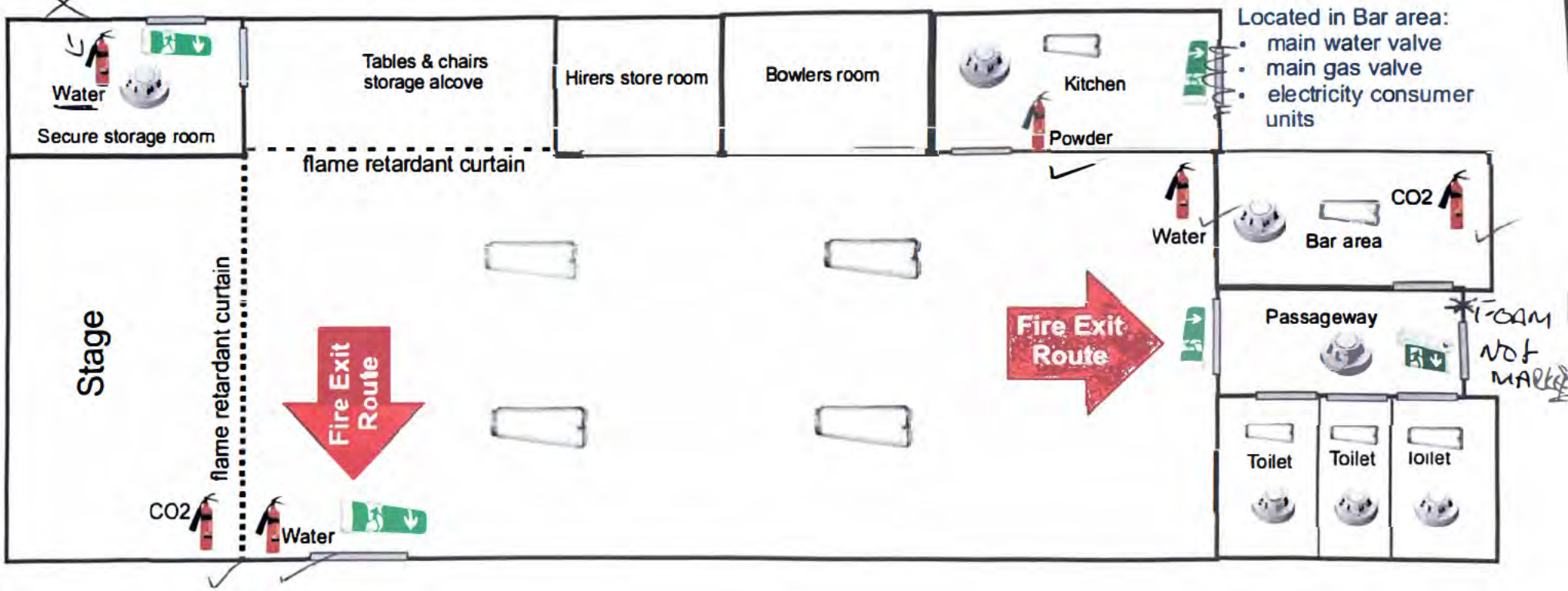
Date 7/2/25

Undertaken by CFB

Signature: [redacted] Pads new Battery Pads !!

Battery (RED)

Safety Plan of Teynham Community Hall - not to scale



The following was determined from a short discussion with a Fireman from Lenham Fire Station who was carrying out a fire protection audit in Teynham for domestic properties where the resident(s) were registered as vulnerable persons. He was also on his local village hall committee. Several halls were fitting fire detection and alarm systems, but these were in conjunction with rewiring of the hall and not a requirement. Most halls are standing not being used for much of the time. When they are in use, fire detection and an alarm system is required for rooms with a high risk and which are manned, i.e. a kitchen in use. The purpose of the fire detection and alarm is to give warning for occupants to safely vacate the hall. It is not the intention to save the hall from fire. The arrangements in the Community Hall satisfy these criteria. They could however be improved as below.

Fire Detectors

At present domestic standalone battery powered smoke detectors are fitted in the kitchen, bar area, toilets and secure storage room. These require replacement batteries at least annually; the alarms are not that loud. A major improvement would be to replace these with Optical Smoke Alarms fitted with a lithium battery having a 10-year life.

The alarms being fitted and recommended by the Fire Brigade were 'aico' type Ei650i Optical Smoke Alarms, https://www.aico.co.uk/product/ei650i-battery-optical-alarm/ .
These devices ae available through several retailers at around £25.00 including VAT with P&P extra.
It is interesting to note that most safety check lists do not include checking of fire detection systems, but they do include checking the fire alarm. The alarm is then defined as somebody shouting, "FIRE", a mechanical bell or an electrical device.
To meet this requirement, consideration could be given to fitting of a battery powered bell. This would need to be sited sympathetically as with the dimensions of 280mm(H) x 165mm(W) x 76mm(D), it could look oppressive in the Community Hall environment. It could be even more so if fitted to the back board at 425mm (W) x 310mm (H) x 5mm (D).

The push button alarm mounted on a back board could be gotten for around £38.00, excluding VAT, with the alarm alone at around £32.00.
To purchase and fit seven Optical Smoke Alarms and the above Push Button Alarm mounted on a back board would cost of the order of £150.00.

Community Hall Occupancy Calculations

The following information has been extracted from the CLG guide for Fire Safety Risk Assessment in Small and Medium Places of Assembly under the Regulatory Reform (Fire Safety) Order 2005 www.communities.gov.uk/firesafety and) Building Regulations approved document B (ADB)

The occupancy figure for the Hall is based on the lesser of the two following calculations.

- the number of persons who can safely reside in the premises
- and the width and capacity of the exit routes to allow them to escape safely.

Floor space factors

The maximum number of persons who may safely reside in the premises are based on the following table.

	Type of accommodation	M^2 per person
A	Standing areas, Bars without seating	0.3
B	Assembly Halls, Dance floors, Concert events	0.5
C	Dining rooms, Seated Lounge/Bar, Restaurants	1.0

The area of the main floor space of the Hall is 17.5 metres multiplied by the width 4,5 metres. These equals 131.2 square metres. B gives the occupancy $131m^2 \div 0.5 = 262$ persons.

Where temporary seating is provided, along with tables, the available Hall area may be reduced by a third giving an occupancy of 17.5m x 5m = 87.5 m2 ÷ 0.5 = 172 persons. Allowing for (say) 25 persons occupying the seating gives a maximum number of 197 persons'

Widths of escape routes and exits

The Hall has two main escape routes, a wide distance apart. nominally 0.9 metres width. The Hall's risk level obtained from the fire risk assessment is LOW.

Minimum width on escape route or exit	Premises Fire Risk level & Persons
750mm – 1050mm	Low risk = 120 persons Medium risk = 100 persons High risk = 80 persons
1050mm	Low risk = 240 persons Medium risk = 200 persons High risk = 160 persons
Over 1050mm every 75mm	= +15 persons regardless or risk level

In calculating the exit capacity one of the exits is discounted as it may not be available due to the fire. The above table gives 120 persons as the number of who can safely use the remaining available exit.

Occupancy Figure

From the above the Occupancy Figure is 120 persons.

Teynham Community Hall Safety Checks

89 Station Road, Teynham Sittingbourne, Kent, ME9 9DU.

Introduction

The Hall, built about 1956 is a single-story concrete frame building infilled with brick built cavity walls and has a corrugated cement sheeting roof. There is a brick-built cavity wall side extension with a thermally insulated flat roof protected by pitched roofing felt.

Whilst divided into separate rooms the building is not divided into separate fire sub-divisions. There is however fire rated internal doors with self-closing arrangements serving the kitchen, bar area and, what was a Committee Room and is now, a Secure Storage Area.

Cavity wall insulation was installed in the external walls and loft insulation above the Bar area, Entrance Passageway and Toilets during 2015.

The internal walls are a mix of plastered brick and stud wall with plaster board.

The building comprises:

- The Main Hall with a stage area and alcove
- The Kitchen accessed from the Main Hall and from an external door
- The Bar area accessed from the Entrance Passageway
- The Secure Storage Room (ex-Committee Room) accessed from the main hall and from an external door.
- The General Storage Room accessed from the main hall
- The Bowler's Store accessed from the main hall
- Three toilets, which include one for the disabled, accessed from the Entrance Passageway.
- The Entrance Passageway

The stage is of a wood construction.

The floor of the Main Hall and adjoining alcove, replaced in 2024, is of a sprung beech sports floor construction over a concrete sub-floor. The Secure Storage Room (ex -Committee Room) has carpet tiles laid over vinyl flooring; the Entrance Passageway barrier matting over a concrete sub-floor to protect the Main Hall floor from dirt and water, and the remaining rooms and spaces have vinyl flooring laid over a concrete sub-floor.

There are three sets of fire exit doors:

- The main entrance door of the building which leads to the front of the building and the road
- A set of doors on the south side of the building, fitted with a crash bar, which leads onto a pathway to the side of the hall, fitted with automatic emergency lights, which in turn leads to the front of the building and the road.
- A door on the front of the building from the kitchen, fitted with a crash bar, which leads to the road

The main hall has a suspended ceiling, replaced in 2010, of fire-retardant tiles covered by loft insulation. The remaining rooms have plastered skimmed plasterboard ceilings.

The windows, replaced in 2013, are of an uPVC double glazed construction along with two of the external doors with the main entrance portal and side fire doors being of aluminium double-glazed construction.

The electrical installation meets the IEE/IET Wiring regulations and/or BS 7671 at the time of installation. The electrical cables have inherently flame-retardant sheathing and are protected against over currents by circuit breakers complying with the relevant British Standard. All cable/equipment connections are made in flame retardant enclosures minimising fire risk.

The electrical supply cable comes into the Hall overhead for an adjacent pole. There is a safety notice warning drivers of vehicles of the presence of the electric cable. The supply company's fuse/safety cut out is rated at 100amps. Electricity is supplied throughout the building via several metal clad consumer units fitted with distribution 30mA RCBO circuit breakers,' fitted in 2023

Most of the circuits are of a radial type, i.e. supplying a single or several specific low power consumers meeting the requirement of IEC 60364: Low-voltage electrical installations - Electrical installations of buildings.

The hall is lit throughout by LED lighting having flame retardant enclosures. The lighting in the General Storeroom and toilets is operated by PIRs. For safety reasons there are only a limited number of power sockets throughout the hall protected by 30mA RCBO circuit breakers,' fitted in 2023.

There is automatic battery-operated LED emergency escape route lights, replaced in 2022, meeting the relevant requirements of BS 5266-1:2016: Code of Practice for the Emergency Lighting of Premises and signage throughout the building normally accessed by hirers with lit exit signs over the fire exit doors. In addition to switchable normal lighting there are automatic battery-operated LED escape route emergency lights, again replaced in 2022, along the north and south external walkways. Facilities are fitted to test the emergency lighting systems which were carried out in 2022 in accordance with the IET Electrician's Guide to Emergency Lighting, 3rd Edition and recorded.

The external front of the Hall, including car park, is lit with three LED automatic PIR floodlights. The garden at the rear of the Hall may be lit with two automatic PIR floodlights. To see the main door key holes, there is an automatic PIR LED floodlight over the doors pointing down. There is an automatic heart defibrillator installed in a secure cabinet on the right-hand column of the porch.

There are individual smoke detectors and alarms fitted in the spaces having a higher fire risk, e.g. the kitchen and bar area. As, the building is not sub divided into separate fire sub-divisions, a central fire detection and alarm system is not fitted.

There is a limited natural gas installation which now only supplies a 40kW warm air heater located in the roof space above the entrance passageway. The gas meter, replaced in 2024 is in a ventilated cupboard in the Bar Area. The gas is distributed in screw threaded black iron piping. The warm air heater, replaced in 2010, is subject to a maintenance contract and is regularly serviced and safety checks carried out. All the necessary safety monitoring devices and interlocks are fitted to minimise the risk of fire and explosion. The roof space is well ventilated.

Teynham Community Hall Equipment Inventory

Main Hall.

Three fire exit routes

1. Via the entrance passageway to the main entrance door of the building which leads to the front of the building and the road
2. Through a set of doors on the south side of the building, fitted with a crash bar, which leads onto a pathway to the side of the hall, thence to the front of the building to the road.
3. Via the kitchen door, fitted with a crash bar, on the front of the building which leads to the road

* Needs escape route sign!!

Equipment inventory

- 120 adult upholstered seat and back, polypropylene stacking chairs
- 30 junior polypropylene stacking chairs
- 20 large rectangular folding tables with lightweight aluminium frames and composite tops
- 6 large rectangular folding trestle tables with steel frames and composite tops
- 5 small rectangular folding tables with lightweight aluminium frames and composite tops
- 2 square folding tables with steel frame and polypropylene tops
- Wood cased; metal framed upright piano.
- 4 pairs of flame-retardant window curtains.
- Blind for fire doors windows – fire retardant material
- Two manually operated metallic shutter accessing kitchen and bar.
- Wall mounted cork faced wood framed notice boards
- Pair of front stage curtains with pelmet – fire retardant
- Rear stage curtain – fire retardant
- Curtains around storage alcove – fire retardant
- Public address system in cupboard comprising:
  Mixer amplifier, Wireless microphones receiver and amplifier,
  Acoustic loop amplifier, Pair of loudspeakers
  Miscellaneous electronic/electrical parts

- Judo mats stored on the stage
- LED rope lights either side along length of hall – flame retardant
- 2 water filled fire extinguishers
- CO_2 filled fire extinguisher
- Emergency lighting and signage

Kitchen

Two fire exit routes

1. Through the kitchen door, fitted with a crash bar, on the front of the building which leads to the road.
2. Through the internal entrance door into the main hall with two further fire exit routes

Equipment inventory

- Fitted electric cooker
- Worktop mounted cooker hob → Hobs not working

- Wall mounted cooker hob ventilator → not working
- Wall mounted electric water heater → now access in bar area sink
- Wall mounted electric space heater
- Wall mounted paper hand towels and soap dispensers
- Under counter refrigerator
- Under counter freezer
- Microwave oven
- Toaster
- 2 electric hot water urns
- 3 electric kettles → only Two
- Electric filter coffee maker.
- Composite laminated wood kitchen base and wall units containing a selection of kitchen utensils, glasses and crockery. One containing a stainless-steel double sink
- Various cleaning and drying cloths
- Plastic waste bin
- Blind for window – fire retardant material
- Manually operated 'bar 'metallic shutter
- Powder filled fire extinguisher
- Fire extinguishing blanket
- Individual smoke detector and alarm ✓ checked
- Emergency lighting and signage

Bar area

Fire exit route

1. Into the main entrance passageway and though the main entrance doors

Equipment inventory

- Under counter mounted electric water heater
- Wall mounted electric space heater
- Wall mounted room deodoriser. — no
- Wall mounted paper hand towel and soap dispensers
- Gas meter in ventilated cupboard which also contains water based decorating materials.
- Wall mounted electrical switch and control gear within enclosures.
- Composite laminated wood kitchen base and wall units containing a selection of kitchen utensils, glasses and crockery. One containing a stainless-steel sink
- Locked wood cupboard containing cleaning equipment and (non-flammable) materials.
- Blind for window – fire retardant material
- Manually operated 'bar 'metallic shutter
- Children's metal safety gate. (alternative storage) → no gate supplied
- CO2 filled fire extinguisher ✓
- individual smoke detector and alarms ✓ checked

Secure storage room (ex-committee room) – restricted access.

Fire exit route

1. Through the internal entrance door into the main hall which has three fire exit routes

Equipment inventory

- Steel framed storage racking with wood shelves
- 2 wall mounted electric space heaters → one of which is panel heater
- Large wood desk
- 4 wooden framed, upholstered seat and backs, armchairs → stored with other chairs
- Flip chart/White board
- Projector stand
- Portable projector stands
- Portable microphone stands.
- Metal waste bin
- Water filled fire extinguisher

* Not been checked plus is this correct extinguisher ie Powder

Hirers storage room.

Fire exit route

1. Through the door into the main hall with three fire exit routes

Equipment inventory

- 8 locked cupboards containing hirers non-flammable goods
- On top of cupboards - wooden notice boards and children's toys
- Set of wooden steps
- Set of metal steps
- Vacuum cleaner
- Children's metal safety gate.(alternative storage) X
- Metal ladder
- Brushes and sweepers
- Children's metal safety gate. (alternative location) X

* Bowler's storage room – restricted access.

Fire exit route Bowler's responsability

1. Through the door into the main hall with three fire exit routes

Equipment inventory

- Electric double mat roller with mats
- 2 Vacuum cleaners
- Shelving containing bowling mats, underlay and other ancillary bowling equipment.
- Free standing bowling score boards

Toilets

Fire exit route

1. Into the main entrance passageway and though the main entrance doors

Equipment inventory (each toilet)

- Wall mounted electric water heater (except for Ladies toilet)
- Wall mounted electric space heater in each
- Wall mounted dispensers for toilet paper, hand towels and hand cleaner.
- Wall mounted room deodoriser. not working
- Wall mounted glass mirror
- Three wall mounted urinals (Gents toilet only)
- Floor standing toilet bowl and cistern
- Toilet brush and holder
- Plastic waste bin.
- Wall mounted support rail, grab rails and a baby nappy changing unit (Toilet for the disabled only)
- Disabled Toilet Alarm, Light and Buzzer (Toilet for the disabled only) Checked 7/2/25

Entrance passageway

Fire exit route

1. Though the main entrance doors

Equipment inventory

- Wall mounted notices. → Insurance out of Date
- Children's metal safety gate → use Door Bell

Teynham Community Hall Fire Risk Assessment

Main Hall	Use: Community space

Step 1 – Identify fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen

Potential sources of ignition are electrical equipment and smoking. Sources of fuel are window curtains, stage curtains, window blinds, alcove curtains, chairs, tables, piano and projector screen. Source of oxygen is the atmosphere.

Step 2 – People at risk

Hirers, employees and councillors

Step 3 – Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring	The risk of fire occurring is LOW
(3.2) Evaluate the risk to people from a fire starting in the premises	The risk to people from a fire starting in the premises is LOW
(3.3) Remove and reduce the hazards that may cause a fire	The hazards are greatly reduced by ensuring that the materials for the sources of fuel are fire/flame retardant to relevant British Standard. Electrical circuits are protected by earth leakage circuit breakers. Smoking in the Hall is not permitted.
(3.4) Remove and reduce the risks to people from a fire	Emergency lighting, signage and three fire exit doors are provided to reduce the risks to people from a fire. Written procedures in the event of a fire are provided to hirers in the form of a booklet and notices within the hall.

Assessment review

Review outcome (where substantial changes have occurred a new record sheet should be used)

Kitchen	Use: Community space

Step 1 – Identify fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen

Potential sources of ignition are electrical equipment and smoking. Sources of fuel are window blinds, chairs, Sources of oxygen is the atmosphere.

Step 2 – People at risk

Hirers, employees and councillors

Step 3 – Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring	The risk of fire occurring is LOW
(3.2) Evaluate the risk to people from a fire starting in the premises	The risk to people from a fire starting in the premises is LOW
(3.3) Remove and reduce the hazards that may cause a fire	The hazards are reduced by ensuring that electrical equipment is manufactured and the materials for the sources of fuel are fire/flame retardant to relevant British Standard. Electrical circuits are protected by earth leakage circuit breakers. Smoking in the Hall is not permitted by law. Instructions are provided for the safe use of the cooking equipment.
(3.4) Remove and reduce the risks to people from a fire	Emergency lighting, signage and a fire exit door is provided to reduce the risks to people from a fire. Written procedures in the event of a fire are provided to hirers in the form of a booklet and notices within the hall.

Assessment review

Review outcome (where substantial changes have occurred a new record sheet should be used)

Bar Area	Use: Community space

tep 1 – Identify fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Potential sources of ignition are electrical equipment and smoking. Sources of fuels are window blinds chairs, cleaning materials and bar equipment supplied by Designated Premises Supervisor. Sources of oxygen are the atmosphere.		

Step 2 – People at risk

Hirers, employees and councillors

Step 3 – Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring	The risk of fire occurring is LOW
(3.2) Evaluate the risk to people from a fire starting in the premises	The risk to people from a fire starting in the premises is LOW
(3.3) Remove and reduce the hazards that may cause a fire	The hazards are reduced by ensuring that electrical equipment is manufactured and the materials for the sources of fuel are fire/flame retardant to relevant British Standard. Electrical circuits are protected by earth leakage circuit breakers. Smoking in the Hall is not permitted by law. The room heater is not directed towards sources of fuel and is thermostatically controlled.
(3.4) Remove and reduce the risks to people from a fire	Emergency lighting is provided to reduce the risks to people from a fire. Written procedures in the event of a fire are provided to hirers in the form of a booklet and notices within the hall.

Assessment review

Review outcome (where substantial changes have occurred a new record sheet should be used)

Secure Storage Room	Use: Locked Storage Room
Step 1 – Identify fire hazards	
Sources of ignition	**Sources of fuel** **Sources of oxygen**
Potential sources of ignition are lighting and smoking. Sources of fuels are the tables, spare curtains, visual aid equipment and cleaning machines. Source of oxygen is the atmosphere.	
Step 2 – People at risk	
Employees and councillors	
Step 3 – Evaluate, remove, reduce and protect from risk	
(3.1) Evaluate the risk of the fire occurring	The risk of fire occurring is LOW
(3.2) Evaluate the risk to people from a fire starting in the premises	The risk to people from a fire starting in the room is LOW and access is restricted,
(3.3) Remove and reduce the hazards that may cause a fire	The hazards are reduced by ensuring that electrical lighting is manufactured to relevant British Standard, i.e. contained within a fire retardant housing. Electrical circuits are protected by earth leakage circuit breakers. Smoking in the Hall is not permitted by law. Cleaning machines are in storage
(3.4) Remove and reduce the risks to people from a fire	Emergency signage is provided to reduce the risks to people from a fire. Written procedures in the event of a fire are provided to hirers in the form of a booklet and notices within the hall.
Assessment review	
Review outcome (where substantial changes have occurred a new record sheet should be used)	

Passageway		Use: Community space
Step 1 – Identify fire hazards		
Sources of ignition	**Sources of fuel**	**Sources of oxygen**
Potential sources of ignition are lighting and smoking. Sources of fuels are the floor mats. Source of oxygen is the atmosphere.		
Step 2 – People at risk		
Hirers, employees and councillors		
Step 3 – Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of the fire occurring	The risk of fire occurring is LOW	
(3.2) Evaluate the risk to people from a fire starting in the premises	The risk to people from a fire starting in the premises is LOW	
(3.3) Remove and reduce the hazards that may cause a fire	The hazards are reduced by ensuring that electrical lighting is manufactured to relevant British Standard, i.e. contained within a fire retardant housing. Electrical circuits are protected by earth leakage circuit breakers. Smoking in the Hall is not permitted by law.	
(3.4) Remove and reduce the risks to people from a fire	Emergency lighting is provided to reduce the risks to people from a fire. Written procedures in the event of a fire are provided to hirers in the form of a booklet and notices within the hall.	
Assessment review		
Review outcome (where substantial changes have occurred a new record sheet should be used)		

Health and safety checklist for Teynham Community Hall

		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?	✓		
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	✓		
	Is the car park adequately lit to allow safe movement?	✓		
	Can emergency vehicles gain access?	✓		
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	✓		
	Is main and emergency lighting suitable and sufficient to allow safe access and exit under normal and emergency conditions?	✓	Look at Emg light Log book	
	Is there adequate normal lighting in all the rooms and passageways?	✓		
	Is matting provided to minimize rainwater etc. being carried into the building?	✓		
	Is the building and site clear of clutter?	✓		
	Are there any trailing electrical leads/cables?	No		
	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage etc.?	✓		
	Is the internal flooring in good condition and carpets fixed?	✓		
	Where any doors contain glass, is this made from a safety material?	✓		
*	Are all stairs fitted with handrails? But Loose	✓		???
Electrical equipment and services	Fixed electrical installations: ■ Are they correctly installed and, where modified or repaired, inspected and tested by a suitably qualified person before being putting back into use? ■ Are they routinely inspected and tested occasionally to ensure that they are safe to use.	No	Evidence !	
	Moveable or fixed electrical equipment (e.g. a cooker or vacuum cleaner etc.): ■ Are they routinely inspected and tested occasionally to ensure that they are safe to use. ■ Has damaged electrical equipment been taken out of service or replaced?	No	Evidence !	
Gas equipment and services	Are arrangements in place for any fixed gas appliance to be periodically examined and serviced and where necessary, any remedial action carried out by a Gas Safe Registered Engineer.	NO	Evidence !	

		Yes	Further action needed	N/A
Asbestos	Is an Asbestos Register maintained and where is it held?			
	Is this information provided to anyone who carries out maintenance work on the building?			
	Are there fixed warning signs to ensure the asbestos is not disturbed and regular checks made to ensure it remains undisturbed and in good condition?			
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed?			
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?			
	Has an evacuation plan been implemented and tested?			
	Is the fire alarm tested regularly?			
	Are fire drills carried out at least once a year?			
	Are regular checks made to ensure escape routes and fire exit doors are: ■ unobstructed; and ■ adequate and effective for the number of people using the hall, including those who are disabled or vulnerable?			
	Are combustible substances or waste stored safely?			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?			
Responsibility	Are users provided with all the information about the Hall needed to operate it safely?			

External Defibrillator Registration Form for the Teynham Community Hall Defibrillator

☐ **Check that this registration information is correct**

1. **if necessary update and email to pad@secamb.nhs.uk, Voluntary Services, South East Coast Ambulance Service, Nexus House, 4 Gatwick Road, Crawley, RH10 9BG**

Site Details:

Site Name	Teynham Parish Council Community Hall
Site Address	89 Station Road, Teynham, ME9 9DU
Precise Location of AED (e.g on outside wall by front door)	On outside wall by front door
Telephone No.	No phone at Hall - Parish Clerk's Office - 01795 487063
Hours of Availability (e.g. 24/7 or 0900 – 1700 Mon – Sat)	24/7
Cabinet keypad code	C159X
Contact Name & Position, Email, Mobile	Parish Clerk, clerk@teynhamparishcouncil.org 01795 487063 / 07985 662179

In the event of a call

Can the AED be collected from this site	YES
Are you willing to take the AED to the patient?	NO

Maintenance

Name & email address of person responsible for checking AED	Parish Clerk, clerk@teynhamparishcouncil.org 01795 487063 / 07985 662179

AED Details

Manufacturer	Cardiac Science		
Model	Powerheart GS		
Serial Number	D00000049723		
Electrode pads expiry date	2019 08 28	Battery manufacture date	2016 09 15

Availability

Is this AED available for use by the public?	YES /

Other Information

Is there any other information you need to share with us?
~~Paediatric electrode pads expiry date~~ – 2020 01 25 Expiry date → 2025-11-28 Need new before next year

Hayley's Baby
NEW PAD REQ'D NOV. 25

`Periodic Maintenance Check Sheet for the Community Hall Defibrillator

Periodically, 6 monthly, perform the following tests

Date of Inspection	7/2/25	Inspector	C.F. Brodigan

☑ **Check the colour of the Rescue Ready indicator.**

If the colour is.....	**Do this.....**
Green	No action needed. The AED is ready for a rescue.
Red	There may be an issue with the A.ED. Contact Technical Support.

☐ **Check that the battery has adequate charge to perform a rescue and is not past its expiry date:**

1. Open the AED lid.
2. If the battery indicator is red, replace the battery.
3. Close the lid.

☐ **Check that the voice prompts work and the display is readable:**

1. Open the AED lid.
2. Listen for the voice prompts.
3. Additionally, the display shows text prompts that correspond to the audio.
4. Close the lid. The voice prompts should stop.
5. Verify that the Rescue Ready indicator returns to green.

If no prompts are heard or they continue after the lid is closed, the display is not readable, or the Rescue Ready indicator remains red, there may be an issue with the A.ED. Contact Technical Support.

☐ **Check that the defibrillation pads are ready for use and that the service beep sounds:**

1. Open the AED lid.
2. Disconnect the pads connector and remove the pads package.
3. Close the lid.

☐ **Check that the AED and cabinet are not damaged**

1. Check AED is free from, foreign substances, or other signs of damage.
2. Check cabinet gasket is sound and there is no evidence of water ingress
3. Check cabinet light and heater are working
4. Check that sign is clearly visible

☐ **Check that any additional components are sealed, unused and not expired**

1. Check there are Pediatric electrode pads
2. Check there is a suitable face shield/mask
3. Check the cable to cut clothing if necessary
4. Check there are medical type large size gloves
5. Check there is a disposable razor,
6. Check there are alcohol wipes