



<div><div><b>Emergency Lighting Policy Version 1</b></div><div></div></div>	
<b>Date approved by the Trustee Board</b>	<b>26/6/2025</b>
<b>Review Date</b>	<b>01/07/2025</b>

There are 3 sets of Emergency Lighting at the Scout Hut which need to be tested either monthly or annually. Their locations are:

- 2 emergency lights in the hall, one above the main entrance door and 1 above the Fire Exit which are always on.
- 3 emergency lights in the bathroom: 1 in the boy's urinal, 1 in the disabled / accessible toilet and 1 in the unisex bathroom. These lights only come on when activated from either a power outage or by using the test key located above the door to the toilet block.
- 1 spotlight emergency light is located under the covered outside area, the spotlights only come on when activated from either a power outage or the test key located above the door to Pete's room stores which are accessible from Pete's room.

### **Monthly testing**

Each month the emergency lighting will be tested to ensure that in the event of a power outage there is sufficient light for people to be able to make their way to a safe location while the main lighting issues are being resolved.

Once a month a member of the Trustee Board or nominated person, will test the lights by doing a monthly emergency lighting test, also known as a 'flick test', on the toilets and covered area using the secure device key, also known as 'fish key', to verify they come on and will visually check that the hall emergency lights are illuminated. This test is logged, with any issues reported back to the Trustee Board to be rectified.

### **Annual Testing**

Once a year a competent member of the Trustee Board will carry out a review of the emergency lights by checking the physical condition of each light, making sure they are clean and performing the three hour test of the emergency lights. This test is then logged, with any issues reported back to the Trustee Board to be rectified. Once every 3 years the Trustee Board instructs a company to do the annual test to ensure that the lighting meets current standards and to determine if the lights are bright enough to be considered emergency lighting.

## Emergency Lighting Monthly Testing

[illegible]

## Emergency Lighting Annual Testing

[illegible]