



PELHAM HALL COMMUNITY SUPPORT CENTRE CHECKLIST

Opening and operating Pelham Hall safely during an incident.

OPERATIONAL

VERSION 1.0 FINAL

15 SEPTEMBER 2026

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Do not open automatically. Confirm authorisation, safe access, building safety and enough suitable volunteers before directing anyone to Pelham Hall.

1

Known facilities

Pelham Hall - Moorcroft Road, Penallt, NP25 4AH

Location

Moorcroft Road, Penallt, NP25 4AH
Grid reference SO 5169 0906

Building

Electric heating
Two kitchens
Ladies, men's and accessible toilets
Two showers

Parking

Approximately 25 vehicles, subject to operational conditions.

Power

Solar / battery storage; grid dependent.

2

Who is managing the Hall?

Confirm management responsibility before using the checklist.

Partner-managed

If MCC, National Grid or another organisation is managing the Hall, provide access and any agreed local help, but follow that organisation's arrangements. Do not assume responsibility for running the Hall.

Community-managed

If Penallt is managing the Hall, continue with the opening sequence below.

Handover

If responsibility changes, make a clear handover and record who took responsibility and when.

3

Community-managed opening sequence

Use only when Penallt is managing the Hall.

DONE

1	Coordinator confirms the need and intended function.	
2	Keyholder confirms availability and permission.	
3	Confirm a safe route.	
4	Confirm that Penallt will manage the Hall.	
5	Appoint Hall Lead and log keeper if available.	
6	Start or continue the Incident Log.	
7	Retrieve the Emergency Box and restricted annex.	
8	Confirm battery readiness.	
9	Inspect building/access safety and utilities.	
10	Establish command, staffing, layout, registration and information arrangements.	

4

Operating limits

Set a safe operating limit for the incident; do not assume normal hall capacity or services.

Capacity

The stated building capacity is not the emergency operating capacity. Set a safe limit based on incident type, staffing, access, facilities, safeguarding and available space.

Services

Do not promise meals, showers, overnight accommodation, power, charging or other services unless they have been explicitly confirmed for that incident.

Record the decision

Record the Hall management arrangement, opening authority, responsible lead and any handover in the Community Emergency Incident Log.