

SHOREHAM VILLAGE HALL

a charitable trust est. 1924, registered charity no 302840

HEALTH AND SAFETY POLICY

Issued: 10 December 2025

Review date: 15 December 2028

General Policy Statement

All aspects of Health and Safety relating to Shoreham Village Hall are the responsibility of the Shoreham Village Hall Committee of Management (hereafter referred to as 'The Committee'). The Committee comprises the Trustees of the Hall and is also advised by volunteers for specific aspects.

It is the intention of the Committee to comply with the Health and Safety at Work etc. Act 1974 and with all other statutory obligations relating to the Hall to safeguard the health and wellbeing of its hirers plus any contractors and staff working in the Hall and its grounds.

Health and Safety: Documentation

All documentation relating to Health and Safety is filed in one folder referred to as The Red Book. The Red Book is available for inspection by authorised agencies by appointment.

Risk Assessments

Risk assessments are carried out periodically covering all aspects of Health and Safety at the Hall. Any issues are reported to the Committee and remedial action taken. Completed Risk Assessments are filed in The Red Book.

Statutory Tests

A programme is in place to ensure that all statutory tests are carried out at their proscribed times. Only recognised and suitably qualified contractors are used. Copies of any reports are filed in The Red Book. The statutory tests undertaken are:

- Fixed Electrical Testing
- Portable Appliance Testing
- Oil Boiler Service / Oil tank + pipework inspection
- Gas Bottles / Pipework etc.
- Emergency Lighting
- Fire Risk Assessment
- Fire Extinguishers
- Water / Legionella testing
- Asbestos surveys / management

*Postal address: 76A High Street
Shoreham nr Sevenoaks, Kent TN14 7TE*

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Fire Risk

There is a separate Fire Safety Policy and Fire Emergency Plan. These are available on the Hall's website and form part of the Booking Terms and Conditions. **Fire Action Notices are displayed at all Hall exits with instructions on action in the event of a fire.**

Contractors

Only recognised and suitably qualified contractors are used. Generally the Committee employs local, trusted individuals or companies that are familiar with the workings of the Hall and its equipment. All work is monitored by the Maintenance Officer.

Accidents / Medical Emergencies

All accidents must be recorded in the Accident Book **which** is located in the kitchen along with the First Aid Kit. **For a medical emergency call an Ambulance on 999. The address is High Street, Shoreham, Kent TN14 7TB.** There is also a defibrillator available **just outside** the Hall **entrance**. It is the responsibility of the Maintenance Officer to monitor the Accident Book and report any issues to the Committee.

Booking Terms and Conditions

The Booking Terms and Conditions contain many clauses relating to Health and Safety. All hirers are required to comply with these. The payment of their hire fee is recognition that they have read and agreed them. A copy is available on the Hall's website.

Signed on behalf of the Committee of Management:

Peter Kasch, Chair

10 December 2025