

STEDHAM MEMORIAL HALL

CONDITIONS OF HIRE: HEALTH AND SAFETY

Date of issue: 1st February 2026

Date of review: 30th January 2027



Responsibilities of the Stedham Memorial Hall Trustees

The Stedham Memorial Hall (the Hall) Trustees (the Trust) are responsible for the safety of the hall building, its fixtures and fittings and any other facilities made available to the Hirer, but belonging to the Hall. These include, amongst other items, tables, chairs, step ladders and electrical equipment.

The full version of the Trust Health and Safety Policy can be viewed at www.stedhamvillagehall.com

Responsibilities of the Hirer

Under current legislation a person or an organisation hiring Stedham Memorial Hall ('the hirer') is responsible for the Health and Safety of all those present for the period of hire and supplementary periods of preparation or clearing up.

The Hirer is responsible for: -

- Ensuring their event is compliant with current Health and Safety regulations.
- The safety of everything bought into the Hall, or anything that other people bring into the Hall for the period of hire including periods of preparation and cleaning up after an event.
- The safety of people using the Hirer's equipment and using equipment or facilities provided by the Hall for the purpose of the event specified in the booking form, and the safe execution undertaken whilst in the hall.

The Hirer must: -

- Ensure that nothing undertaken at the Hall is illegal or has potential to injure anyone or to cause damage to the Hall and its surroundings.
- Ensure that children and vulnerable people are safeguarded whilst attending the event managed by the Hirer. The Trust Safeguarding Policy can be viewed at our website www.stedhamvillagehall.com

- Notify the Booking Secretary of any health and safety incidents that occur during the hire period (including during setting up or clearing away periods). The Booking Secretary email is bookings@stedhamvillagehall.com
- Familiarise themselves with the fire escape plan, the location of fire extinguishers, and fire alarm points. The Fire Escape Plan is in the Hall lobby inside the main door.
- Ensure all attendees of the Hirer's event are made aware of the fire exits and that all such exits are always kept clear. Further details of the Hall Fire Procedures can be found at www.stedhamvillagehall.com

Special Clause

CHILDREN UNDER THE AGE OF 12 ARE NOT ALLOWED IN THE KITCHEN OR THE STORAGE ROOM AT THE REAR OF THE HALL AT ANY TIME.

This document is approved by the Trustees of Stedham Memorial Hall and will be reviewed annually.

Approved on 1st February 2026

**Alastair Crossman
Chairperson**