

STEDHAM MEMORIAL HALL

HEALTH AND SAFETY POLICY

Date of issue: 1st February 2026
Date of review: 30th January 2027



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Review date:	February 2027
Issue no.	1

General Statement of Policy

This document is the Health and Safety Policy of Stedham Memorial Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, trustees and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to employee(s), volunteers and users.

It is the intention of the trustees of the Stedham Memorial Hall to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The trustees of the Stedham Memorial Hall consider the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, trustees and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Health and Safety Policy for the Stedham Memorial Hall are approved by the Trustees and Committee Members and reviewed annually.

Date of Approval: February 2026

Date of Review: At the latest February 2027

Organisation of Health and Safety

The Trustees of the Stedham Memorial Hall have overall responsibility for health and safety at the Memorial Hall

The person (s) delegated by the Trustees to have day to day responsibility for the implementation of this policy is/are:

Health and Safety Officer

Name	Alastair Crossman
Telephone Number	07768 418065
Address	5 Yarborough Terrace
	Stedham
	Midhurst
	GU29 0NP

Health and Safety Advisor

Name	Colin Field
Telephone Number	
Address	Telawi
	The Street
	Stedham.

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the kitchen.

The following persons have responsibility for specific items:	
First Aid box	Alastair Crossman
Reporting of accidents	Alastair Crossman
Fire precautions and checks	Alastair Crossman
Training in use of hazardous substances and equipment	N/A
Risk assessment and inspections	Alastair Crossman
Information to contractors	Alastair Crossman
Information to hirers	Helen Ashley
Insurance	Martin Hodgson

A plan of the hall is attached showing the location of thermostat, electrical sockets, distribution board, water stopcock and fire exits. There is also one on the notice board in the lobby.

ARRANGEMENTS AND PROCEDURES

Premises Licence

The Stedham Memorial Hall has a Premises Licence, from the local authority, authorising the following regulated entertainment and licensable activities at the times indicated:

Activity (All Indoors)	Times for which the activity is licensed
The performance of plays	Monday to Sunday 08.30 – 00.00
The exhibition of films	Monday to Sunday 08.30 – 00.00
Indoor sporting events	Monday to Sunday 08.30 – 00.00
The performance of live music	Monday to Sunday 08.30 – 00.00
The playing of recorded music	Monday to Sunday 08.30 – 00.00
The performance of dance	Monday to Sunday 08.30 – 00.00
Supply of alcohol	Monday to Sunday 08.30 – 00.00

FIRE PRECAUTIONS AND CHECKS

Should a fire occur, the following procedure should be followed:

1. **Shout 'FIRE'** – Make sure everyone knows exactly what is happening.
2. **Get out** – Leave the building as quickly and calmly as possible through the nearest safe exit.
3. **Shut the doors** – Close doors behind you as you pass through to help prevent the spread of the fire.
4. **Call 999** – Use a mobile or a neighbour's phone to call us as soon as you can.
5. **Stay out** – Don't go back for anything.

The Fire Service shall be called to any outbreak of fire, however slight, and Alastair Crossman, Health and Safety Officer, shall be informed as soon as reasonably practicable.

See separate fire risk assessment

Person on the management committee with responsibility for the fire risk assessment: Alastair Crossman.

Company hired to maintain and service fire safety equipment	
Name:	Ale Fire Systems Ltd
Tel:	01730 815471
Location of Service Record:	Maintenance Book held by Alastair Crossman

List of Equipment and its location

item	Test interval	Location	Service Date
Residual Current Device	Monthly		February 2026
Emergency Lighting	Weekly	Above Fire Exits	
Fire Exits – Rear Door and Front Door	Weekly	Front and Rear Door	
Fire fighting appliances	Weekly Annually	Rear Door, Kitchen, Front Door	Fire Alarm Service due on 31 st March 2026
Electrical installation	5 years	Throughout hall	February 2031
Portable Electrical Appliances	Annually	Throughout hall	February 2027
Health & Safety File	Annually	In the rack in the Hall Lobby	
First Aid Kit	Annually	In the kitchen to the left of the door	
Accident and Dangerous Occurrences		In the rack in the Hall Lobby	

Electricity Meter		In the back store corridor, cupboard left of the window. The meter is top left, and the circuit breakers top right
Fire Alarm		The fire alarm panel is in the Electricity Meter cupboard – see above
Water Stopcock		The water stopcock is in the back store corridor. Right hand cupboard below the window
Gas Meter		Outside the building Northeast Corner. The key is in the electrical meter Cupboard
Operating Instructions		There is a file in the rack in the Hall Lobby containing instructions to equipment.

PROCEDURE IN CASE OF ACCIDENTS

Location using “These three words” - **///nametag.spoons.river**

The location of the nearest hospital Accident and Emergency/Casualty dept is:

St. Richards Hospital, Spitalfield Lane, Chichester. PO19 6SE

This is 14.5 miles away. Ring 111 for medical advice or 999 for an emergency.

There is a defibrillator on the wall outside the main entrance.

The location and telephone no. for the nearest doctor’s surgery is:

Riverbank Medical Centre. Dodsley Lane, Easebourne, Midhurst. GU29 9AW.

This is 2.7 miles away.

Telephone 01730 812121

The First Aid Box is located in: The kitchen on the shelf to the left of the door

The person responsible for keeping this up to date is: Alastair Crossman

The accident forms are kept in the lobby. These must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: Alastair Crossman

REPORTING OF INJURIES AND ACCIDENTS

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR Forms)

The person responsible for completing RIDDOR forms and reporting accidents is:

Alastair Crossman

Types of reportable injury:

- Death
- Major injuries
- Over-seven-day injuries

For people not at work:

- Where a member of the public or person not at work has died
Injuries to members of the public or persons not at work where they are taken from the scene of an accident to hospital for treatment

The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock / burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent, its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire

STEDHAM MEMORIAL HALL SAFETY RULES

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information / training by a trustee about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

It is the intention of the trustees of the Stedham Memorial Hall to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The trustees have carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g stacked tables or chairs)
- Do not stack more than three chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials

Report any evidence of damage or faults to equipment or the building's facilities to:
Alastair Crossman

Report every accident in the accident book and to: Alastair Crossman

Be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards.

CONTRACTORS

The trustees will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the committee
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

INSURANCE

The hall's Employer's Liability and Public Liability insurance is provided by:

Name of insurer	Zurich Insurance Company Ltd
Policy No.	XAO1221067983
Date of Renewed	1 st April 2026
Public Liability	£2,000,000
Employers Liability	£10,000,000
Any risks excluded	None (Policy Document available on Request)
Special conditions users should be aware of	None (Policy Document available on Request)

REVIEW OF THE HEALTH AND SAFETY POLICY

The trustees will review this policy annually. The next review is due in (month) February (year) 2027

The trustee with responsibility for aspects of health and safety will report to the other trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.