



Slapton Village Hall

Registered Charity: 300968

General Arrangements

Accidents

The first aid box is located in the kitchen area.

The designated Health and Safety Officer is responsible for maintaining the first aid box. The Health and Safety Officer will inform the Village Hall Trustees of all incidents as well as suggestions to improve Health and Safety.

Fire Safety

Fire exit signs will be clearly displayed.

All fire safety equipment will be regularly checked.

There is a no smoking or vaping policy for all rooms on the premises and signs will be in place.

On discovery of a fire the person concerned must raise the alarm and ensure that everyone evacuates the premises.

House-Keeping

A named Maintenance Officer will ensure that all regular safety checks on lighting, electrical and fire equipment are carried out.

Any complaints about the safety of the hall will be seriously investigated as will suggestions to improve the Health and Safety.

The Complaints Policy is attached as part of the Health and Safety Policy.

Users

SVH will ensure that, so far as is reasonably practicable, people who enter the premises will not be exposed to any health or safety hazards. Users will be instructed on the procedure for locking the premises and ensuring that all appliances are switched off.

Risk assessment

An on-going risk assessment will be kept. The current risk assessment is attached as part of the Health and Safety Policy. Any users of the Hall - be they hirers, contractors or visitors - should report any risks they identify to a Trustees immediately.

This Policy will be monitored and is subject to an annual review.

Adopted: 26 May 2026

Reviewed: A4 each AGM

Signature: S.A. Sunlock

Name: SHIRLEY ANNE SUNLOCK