

Strachur Memorial Hall  
Health and Safety Policy  
14 Jan 2019

1. Strachur Memorial Hall Committee is committed to protect the health and safety of all hall users and anyone working in the hall.
2. We will carry out a review based on the HSE checklist each year and document that at a meeting of the hall committee.
3. We will also discuss and act as appropriate on any Health or Safety issues raised by committee members or users.
4. If anything is identified which is a serious risk to health or safety it will be rectified as soon as possible. If appropriate the hall may be closed to users until the problem has been rectified. In such a situation there should be discussion with members of the hall executive group as soon as possible to plan the way forward.
5. Weekly checks of fire alarms, fire doors, and emergency lights are carried out and recorded in a folder in fuse-board cupboard opposite the kitchen
6. Fire extinguishers and fire alarms are inspected regularly and certified by external contractors.
7. Food safety management system is the responsibility of those hiring the hall.

References

[HSE Village hall checklist 2011](#)

[HSE guidance on portable electrical equipment 2013](#)

[Scottish Borders Village Halls Handbook 2012](#)