PLATT MEMORIAL HALL

HEALTH & SAFETY POLICY

1. Purpose

This document is the health and safety policy of Platt Memorial Hall at Platinum Way St Mary`s Platt TN15 8FH.

Our policy is to:-

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- Keep the Memorial Hall and equipment in a safe condition for all users.
- Provide such training and information as necessary for staff, volunteers and users.

It is the intention of Platt Memorial Hall Trustees here after referred to as the `Management Committee` to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury or ill health or any danger arising from its activities and operations.

Platt Memorial Hall management committee considers the promotion of health and safety of its volunteers and employees at work and those that use its premises, including contractors, who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on the 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, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, 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.

Signed (On behalf of the management committee)

.....

Name David M Vallance

/ Trustee name: DAVID M VALLANCE

ture:

23.07.2026

Position	Chairman	Date	30 June 2026

2. Organisation of Health and Safety

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

Name: David M Vallance Tel 01732 883422

Position: Trustee/Chairman

Address: Davals, Grange Road, St Mary`s Platt Sevenoaks TN15 8ND

Email: david_vallance@tiscali.co.uk

Name: Tony Sales Tel 07845445578

Position: Trustee/ Safety Officer

Address: Crofton, Platt Common, St Mary`s Platt Sevenoaks TN15 8LE

Email: amsales219@gmail.com

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

Should anyone using Platt Memorial Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform person(s), (Barry Baker 01732882518 or David Vallance 01732642086) 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.

The following person(s) have responsibility for specific items:

First Aid Box	David Vallance/Tony Sales
Reporting of accidents	David Vallance/Tony Sales
Fire precautions and checks	Tony Sales/David Vallance
Training in hazardous substances and equipment	N/A
Risk assessment and inspections	David Vallance
Information to contractors	David Vallance
Information to hirers	Rachael Mellings
Insurance	David Cox

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box or distribution board, stop cock, stairs, loft access and...(any other features which may have a bearing on safety).

3. Arrangements and procedures

3.1 Licence

Platt Memorial Hall has a premises licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The Hall is licensed for	Times for which the activity is licensed
a. The performance of plays	Yes	
b. The exhibition of films	Yes	
c. Indoor sporting events	Yes	
d. Boxing or wrestling entertainment	Yes	
e. The performance of live music	Yes	
f. The playing of recorded music	Yes	
g. The performance of dance	Yes	
h. Entertainment similar to those in (a to g)	Yes	
i. Making music	Yes	
j. Dancing	Yes	
k. Entertainment similar to those in (I to j)	Yes	
l. The provision of hot food and drink after 11.00pm	Yes	
m. Sale of alcohol	Yes	

3.2 Fire precautions and checks

Insert a copy of the the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, firefighting equipment, assembly points,

Person(s) on the management committee with responsibility for testing the fire risk assessment: David Vallance & Tony Sales.

Local fire brigade contact name: Kent Fire Brigade Tovil, Maidstone ME15 6XB

Fire brigade contact telephone no: 999 emergency or 01622 692121

Company hired to maintain and service fire safety equipment:

Name: Safe I.S.

Address: 31 Ormside Way Holmethorpe Ind Estate Redhill RH1 2LW

Tel No: 0800 955 3580

Location of service record - Held by Tony Sales

List of equipment and its location (for example)

Item	Test Interval	Location	Service date
Residual current device	Monthly		
Emergency lighting	Monthly		
Fire exits – main hall	Weekly		
Firefighting appliances	Annually		
Electrical installations	5 years		Last carried out 2026
Portable appliances	Annually		
Gas / Boiler Check contract 01634372180	Annually - Carried out By Brightside annual repair service		

3.3 Procedures in case of Accidents

The location of the nearest hospital, accident and emergency/casualty department is Maidstone Hospital, Hermitage Lane, Maidstone ME16 9QQ

The location and telephone number of the nearest doctor's surgery is The Borough Green medical practice, Quarry Hill Road, Borough Green TN15 8RQ 01732 883161

The first aid box is located in The Kitchen

The person responsible for keeping this updated is David Vallance/Tony Sales

The accident book/ forms are kept in the kitchen (Right hand side of main hall hatch). This must be completed whenever an accident occurs

Any Accident must be reported to the member of the management committee responsible, who is:

David Vallance/Tony Sales or any Trustee

4. 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 be given information/training by the bookings secretary about health and 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.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed on a separate sheet on coloured paper which is handed to hirers with the hire agreement, so as to draw attention to them, for example:

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

Employees, volunteers, 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 committee has 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, ladder or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating whilst unattended.
- Do not bring into the property any portable appliances which have not been potable appliance tested.
- Do not attempt to move heavy or bulky items (e.g. stacked table & chairs) use the trolleys provided.
- Do not stack more than 6 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. supervised cookery lessons or in the case of older children for the supervising of serving food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building’s facilities to:
- David Vallance/Barry Baker
- Report every accident in the accident book to:
- David Vallance/Tony Sales
- 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 using kitchen equipment e.g. cookers, water heaters and knives.

- Creating toppling hazards by pilling equipment e.g. in stores and cupboards.

5. Contractors

The management committee will check with contractors (including self-employed persons) before they start work that;

- The contract is clear and understood by both parties.
- The contractor is competent to carry out the work.
- Contractors have public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which may arise e.g. gas pipes cables etc.
- Contractors do not work alone on ladders at height.
- Contractors have their own HSE policy for their staff.
- The contractor is aware of 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 installation or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Current Insurance Cover is displayed by the Entrance doors in the Lobby.

The Management committee will review this policy annually the next review is due 06/2027.

Committee members with responsibility for aspects of Health and Safety will report to the committee regularly including any accidents, faults mis-use by hirers or other matters which could affect the health and safety of employees, volunteers or users

Further information can be found online regarding HSE the Fire Authority and The Local Environmental Health Department.

Reviewed June 2026

Platt War Memorial Hall Fireplan

Fire Alarm Panel - You are here

Smoke or heat detector

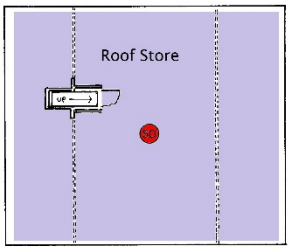
Alarm zone 1

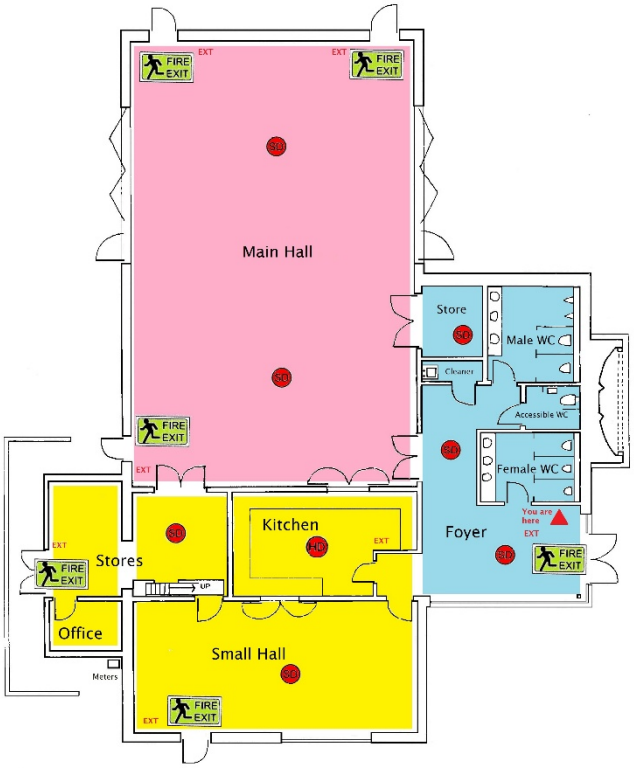
Alarm zone 2

Alarm zone 3

Alarm zone 4 (roof store)

EXT Extinguisher locations and fire alarm buttons






Fire action
Any person discovering a fire
1 Sound the alarm.
2 DIAL 999 to call fire brigade.
3 Attack the fire if possible using the appliances provided.
On hearing the fire alarm
4 Leave building by SHORTEST route.
5 Close all doors behind you.
6 Report to assembly point.
HALL CAR PARK
Do not take risks
Do not return to the building for any reason until authorised to do so.
Do not use lifts.
SAFE I.S.