

Health and Safety Policy – reviewed December 2025

The Society's monthly meetings and occasional special events are almost always held in the Ashtead Peace Memorial Hall (APMH). This is a Hall maintained to a high standard by the Hall Trustees. The Society complies with its authorised maximum limit of 200 members attending a meeting. There are three main exits to the Hall, one at the rear (end opposite the stage) and the other two on either side of the stage.

The Society also occasionally uses other well-maintained venues and organises visits to places of interest (usually involving transport by coach) and cultural tours. These cultural tours are managed by reputable tour companies, who likewise engage reputable hotels and coach companies which are responsible for the associated Health and Safety procedures.

The Society's Health and Safety Policy is built upon a series of Risk Assessments. These identify the risks associated with all areas of activity, and associated mitigation measures to be adopted by relevant persons (i.e. relevant committee members, as well as the members themselves). The assessments do not give an estimate of their likelihood of occurrence since these are considered to be low or very low in all cases. The Risk Assessments are set out in a separate document.

This policy document and its associated Risk Assessments should be reviewed by the committee annually and revised if necessary. A copy is to be given to all new committee members who will undertake a tour of the building so as to become acquainted with the evacuation routes together with the location and use of the fire-fighting equipment (extinguishers, alarms etc). All committee members should re-familiarise themselves with the locations and use of alarms and equipment, ideally on an annual basis. The duties in an emergency of the Fire Officer and fire marshals are also set out in a separate document. Any incident occurring must be recorded by the Fire Officer or Secretary in the Society's Incident Book and the appropriate people and organisations informed.

Special note concerning the COVID-19 pandemic. In 2020 the Society developed a special policy on the impact of Covid on the Society's activities, taking into account that of the trustees of APMH and the evolving Government guidelines and legal requirements. In the event of future pandemics being declared, or Government regulation impacting the Society's operations, further policies will be implemented appropriate to the situation and published together with any relevant guidance for members.