

## High Halden War Memorial Hall Health and Safety Policy

### Appendix 1

Fire Safety and Emergency Procedures. - **Item Test interval (e.g. weekly/monthly/annual/other)**

Item	Frequency	Test to be done by	Date completed	Comment	Date completed	Comment	Date completed	Comment	Date completed	Comment
Emergency lighting	Monthly									
Firefighting equipment	Annually									
Emergency signs/fire exits/smoke detectors	Monthly									
Electrical installation	5 years									
Boiler Service	Annually									
Oil Tank condition	Quarterly									
Fire Risk Assessment	Annually Nov									
Residual Current Device	Monthly									