

# YORK AREA QUAKER MEETING

## Health and Safety Policy

### General statement of intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

### Responsibilities

Overall and final responsibility for health and safety lies with the Trustees of York Area Meeting. The Trustees are responsible for this policy being carried out at York Area Meeting premises and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

The member of each Local Meeting in the Area acting on behalf of that Meeting as the Health & Safety Officer (referred to hereafter as the Responsible Friend) will bring to the attention of the Trustees any deficiencies in safety arrangements. Each Local Meeting will determine and record the arrangements for appointing a Responsible Friend, the location of the Accident Book and reports, and the location of the First Aid box.

### Employees

All employees have the responsibility to co-operate with the Responsible Friend to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Responsible Friend.

Consultation between management and employees is provided by:

- meetings of Members where employment matters are discussed
- staff supervision
- appraisals

## **Training**

All staff/volunteers will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Staff/volunteers will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

## **Accidents**

All accidents are to be reported to the Responsible Friend and recorded in an Accident Book to be kept in a designated location.

Unusual or unexpected incidents are also to be reported to the Responsible Friend and recorded in the Accident Book for review of current arrangements.

## **First Aid**

A First Aid Box will be maintained and kept in a designated location..

## **Fire safety**

York Area Meeting operates a no smoking policy within its buildings.

All staff and volunteers will be advised of the fire action and evacuation procedures, location of fire alarms and fire exits at their induction.

Fire fighting equipment will be available and maintained by a Fire Extinguisher Service.

Any fire alarm points will have an operational check quarterly, ensuring each point is operated in turn over an annual period.

Gas appliances and the electrical installation will be inspected and tested at the required intervals.

## **Housekeeping and premises**

All staff/volunteers will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas and in toilets
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in their work area is in good working order.

A risk assessment will be undertaken and safe work practices maintained to ensure that:

- trailing wires are covered and fastened down as necessary
- portable equipment is placed in a safe position

- regular visual checks of equipment are made and equipment faults reported and corrected

There will be procedures in place to identify to warn of potentially hazardous activities.

Employees must visually inspect equipment they use and report any defects or faults to the Responsible Friend.

Equipment provided by the Meeting for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Staff and volunteers will be constantly vigilant for any circumstances in which the state of the premises could present a hazard. Employees/volunteers will ensure that they co-operate with all reasonable requests from the Responsible Friend to ensure the above standards are maintained.

### **Workstations**

The Responsible Friend will involve their employees in assessing their workstation and ensuring it meets their individual needs. Information in adjusting their workstation and good work practices will be available from the Responsible Friend.

### **Manual handling**

Manual handling will be reduced as far as possible by the monitoring and review of all work tasks. The Responsible Friend will ensure a risk assessment is prepared of manual handling tasks and agree with employees safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Employees/volunteers must bring to the attention of the Responsible Friend any health problems that may be affected by handling activities.

### **Assaults on staff**

Good practice will be followed to reduce any risks to staff, with procedures in place as necessary to manage callers who may pose a risk and to alert the police in case of need.

### **Hirers and Contractors**

Organisations using York Area Meeting premises and contractors working on the premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available on the premises regarding emergency procedures.

***Note that this policy does not form part of employees' contracts of employment and may be changed by York Area Meeting in its absolute discretion from time to time.***

Date Adopted: January 2011