

## This policy was approved by the Trustees of York Area Quaker Meeting on 11/02/2018

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

**Section A** – General statement of policy (Area Meeting as a whole)

**Section B** – Organization and responsibilities (Sections 1-4 relate to the Area Meeting as a whole, the remaining sections relate to each Local Meeting) **Section C** – Arrangements (in each Local Meeting)

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

### A General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members and attenders, contractors, visitors and others who may visit our meeting houses, gardens and burial grounds.

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

The policy will be kept up to date, particularly in the light of any changes to legislation, our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Trustees and Committees of the Trustees, for at least one Area Meeting each calendar year and for the first meeting in the calendar year of Local Business Meetings and for all meetings of Local Meeting Committees overseeing premises matters. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

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## B Organization and responsibilities

### 1. Responsibility of the Trustees

Overall responsibility for health and safety lies with the Trustees of York Area Quaker Meeting, who will ensure that the policy is reviewed at least annually and that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice.

### 2. Responsibility of each Local Meeting

Responsibility to ensure that the arrangements outlined in this policy are carried out and that Trustees are notified of any changes needed to the policy lies with the Local Meeting who will appoint one or two Friends to oversee Health & Safety matters as they affect the Local Meeting. The Clerk of each Local Meeting will notify the Trustee with oversight of Health & Safety of the name(s) of this/these Friend(s).

### 3. Responsibility of all Friends, Volunteers and Employees and Visitors

All Friends, Volunteers, Employees and Visitors have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on Quaker business or premises.

All Friends, Volunteers, Employees and Visitors must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person
- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 5 not misuse anything provided in the interests of health and safety.

### 4. Responsibility of the Friend(s) overseeing Health and Safety in the Local Meeting

The Friend(s) overseeing Health and Safety in the Local Meeting carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy. The Friend will...

- 1 be familiar with health and safety regulations as far as they concern the Local Meeting premises
- 2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure rooms are clean and tidy
- 5 ensure any grounds are properly maintained including the safety of trees, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate firefighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed.

