

Religious Society of Friends (Quakers)
East Cheshire Area Quaker Meeting

Health and Safety Policy for Local Meetings with Meeting Houses

Name of Local Meeting:

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Address of Meeting House

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Telephone number of Meeting House

If none, telephone number of convenor of

Premises

Name of person(s) with the ultimate responsibility for
health and safety matters within the Local Meeting

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Statement of Intent

The members of Local Meeting fully accept their responsibilities to members and attenders, and to their employees, hirers of the premises and visitors to ensure their health, safety and welfare whilst in the Meeting House (and related buildings and grounds of the Local Meeting) and, so far as is reasonably practicable,:

- provide and maintain equipment in a condition which is safe and without risks to health.
- provide information and instruction as necessary to ensure the health and safety of all at the premises.
- maintain the premises in a condition that is safe and without risks to health.
- provide means of access to and egress from the premises which is safe and without risks to health.

The members of Local Meeting, acting as agents of East Cheshire Area Quaker Meeting, accept that health and safety are their responsibility, but they depend on the co-operation of all people at the premises to make the policy successful.

It is the duty of all in the Local Meeting to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other people and the public at large.

The Premises Committee of the Meeting will monitor the operation of this policy. The policy will be displayed prominently for inspection by anyone at the premises.

Responsibilities of the Meeting House Premises Committee.

- To provide and maintain safe and healthy working conditions for those who may be affected. These conditions will conform to at least the minimum laid down by statute.
- To set up and administer an adequate system of accident reporting and investigation and recommend corrective action.
- To ensure that regular and frequent inspections of equipment are carried out.
- To review any safety recommendations or new legislation received, interpret new safety legislation and be responsible for its implementation.
- To ensure the safety training/induction of all employees and others at the premises.
- To ensure that the terms and conditions for hirers include all relevant Health and Safety requirements and expectations e.g. that all portable electrical equipment brought onto the premises is PAT tested.

Risk Assessment.

Using the Schedule attached to this policy for guidance, each Local Meeting is required to carry out a risk assessment for the Meeting House (and related buildings and grounds) and to review this annually. See attached Risk Assessment proforma.

Accidents and dangerous occurrences

- All accidents must be reported to a member of the Meeting's Premises Committee and serious accidents should be reported to the Clerk of ECAM Trustees. Accidents involving employees or volunteers should be reported to the Meeting's Employment Committee and/or the Premises Committee.
- All accidents/incidents must be recorded in an Accident Book.
- Accidents that require further reporting:
 - a) Any accident at the meeting house involving anyone who is killed or suffers a major injury (including physical violence) or is taken to hospital. This must be reported to the enforcing authority without delay (by telephone/email) and must be followed up by completing form F2508A within 10 days.

- b) If a dangerous occurrence happens which does not result in reportable injury, but which clearly could have done, it must be reported immediately (by telephone/on-line). Form F2508A must be returned to the enforcing authority within 10 days.
- c) If the accident occurs inside premises being used for religious purposes, the enforcing authority is the Environmental Health department of the local authority area in which the Meeting is located. If the accident occurs in church grounds, the enforceable authority is the Health and Safety Executive (HSE).

Dangerous occurrences that need to be reported

- a) Explosion, collapse or bursting of the heating system and associated pipework.
- b) Electrical short circuit or overload causing fire or explosion.

The person named on page 1 is responsible for reporting the Reportable Injury.

A record must be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case:

- a) The date and time of the accident causing injury.
- b) The following particulars about the person affected:
 - i. Full Name
 - ii. Nature of injury or condition
- c) Place where the accident happened
- d) A brief description of the circumstances.

Fire and Emergency Procedure

- The Meeting House Premises Committee is responsible for providing and maintaining all fire fighting equipment, fire doors, fire blankets, and fire notices, according to the Schedule attached to this policy.
- The proper evacuation procedure should be drawn up by the Premises Committee and brought to the attention of all those using the Meeting House. This procedure will discuss assembly points, premises check and head count.

Date agreed by Local Meeting

Signed on behalf of the Local Meeting

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Review Date: September 2024