

# Southern East Anglia Quaker Meeting

Charity no 1134208

## HEALTH and SAFETY POLICY

The SEAQM overall policy is to have concern for the well-being of everyone using SEAQM properties in order to prevent accidents and cases of work-related ill health. To this end SEAQM will:

- comply with current Health & Safety legislation, including relevant Food Hygiene regulations [*strictly speaking, food hygiene legislation is separate from H&S law*],
- manage health and safety risks in our workplaces both internally and externally to ensure the buildings, plant, substances and equipment are in a safe condition and that all equipment and hazardous materials are handled and stored safely.
- provide clear instructions and information, training and supervision, to ensure employees are competent to do their work in a safe manner
- provide, when appropriate, personal protective equipment (PPE)
- consult with our employee(s) on matters affecting their health and safety
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

Signed: ...Peter Whiteley.....SEAQM Clerk      Date.....23/02/2020.....

### Organisation & Arrangements

Overall and final responsibility for health and safety, including ensuring that necessary arrangements are in place, rests with SEAQM Trustees. The Policy is implemented, however, through local arrangements, namely LM Clerks working with LM Premises Committees. Where a LM does not have a Premises Committee the policy shall be implemented locally by the LM with a named Friend. LMs make the decision as which arrangement best suits their needs. Thus:

Colchester.....LM Clerk and Premises

Clacton..... LM Premises and named LM Friend

Earls Colne..... LM Clerk, caretaker and named LM Friend

Sudbury.....LM with named LM Friend

Harwich ..... LM with named LM Friend

Burial grounds .... Trustees

To implement the policy, the following will be carried out;

### Risk assessments

An annual health and safety risk assessment of the MHs and their grounds, their working practices, including food hygiene procedures will be completed by the LM and reported to

Trustees. This is to ensure that all and any defects or shortcomings are properly considered, and that repairs or improvements are implemented. Risk assessments will be reviewed when working habits or conditions change. This will include the burial grounds. To assist LMs SEAQM Trustees will commission quinquennial reviews and other surveys.

### **Training**

SEAQM, through the LMs will induct our employees into our health and safety arrangements. This will include, but is not confined to, appropriate information, instruction and training on working at height; asbestos awareness; electrical safety; working alone and if necessary dealing with challenging visitors. We will provide personal protective equipment, as appropriate. Food hygiene training will be provided through the LM as appropriate.

### **Fire & Evacuation procedures**

Informed by risk assessment, The SEAQM will ensure each LM:

- has suitable firefighting equipment and that this is maintained in good order.
- Fire evacuation notices are displayed in prominent locations.
- Evacuation plans and procedures and escape routes that are always well signed and kept clear.
- Emergency alarms and lighting
- Tests evacuation plans from time to time and updates them as necessary.

We will ensure these arrangements are brought to attention of organisers of events using SEAQM premises and grounds. They should seek permission from the LM regarding the use of candles, naked flames,

### **Role of Premises Committees**

With the support of, and in consultation with AM and Trustees, the LM Premises Committee, or the name Friend shall ensure, inter alia:

- Each MH has suitable first aid arrangements, and that a system is in place to report and keep a record of certain incidents incurred on the premises,
- the standard health and safety law poster is displayed where it can be easily read, or each employee is given a copy of the equivalent pocket card.
- employers' liability insurance certificate is displayed.
- VDUs (computer screens) are used safely
- Hazardous substances (e.g. cleaning materials) are handled, stored and used safely
- In the case of a pregnant worker (employee or volunteer), a separate a risk assessment is undertaken. See, [www.hse.gov.uk](http://www.hse.gov.uk), and type 'pregnant workers'.
- Risks related to electricity are assessed and managed, e.g. through an annual "PAT" test. Electrical examination shall be carried out by professionally qualified people.
- Appropriate lone working arrangements are implemented
- User/hirers are made aware of and conform to our health and safety conditions, as appropriate. In respect to electrical appliances they bring into the premises.
- This policy is brought to the attention of contractors on site, and appropriate steps taken to ensure they follow our procedures. Construction Design and Management Regulations 2015 may apply to future work proposed to Colchester Meeting House. SEAQM will consider an annexe to this policy to cover these duties.

## **Consultation**

Our employees will be consulted routinely on health and safety matters and formally when we review the policy and/or arrangements. We shall do this through the local arrangements put in place by the LM.

## **Duty of employees**

Under health and safety law all employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

This will be brought to the attention of staff by the following means:

in their agreed Terms and Conditions of Employment, in Service Agreements and through the line management.