

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Notts and Derby Area Meeting of the Religious Society of Friends

Local Meeting: Bakewell

John Cummins

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements – as determined by each Local Meeting
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	All users	All users made aware of Bakewell Meeting House risk assessment
To provide adequate training to ensure employees are competent to do their work.	Premises Convenor	TBD
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	N/A	N/A
To implement emergency procedures – evacuation in case of fire or other significant incident.	All users	Fire alarm tested periodically
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Cleaner for cleaning materials	All dangerous cleaning materials are stored in a locked cupboard

Health and safety law poster is displayed in Meeting House	Not publically displayed because each employee has been given a copy		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	In the kitchen, behind the entrance door.		
Signed: The responsible person of the Local Meeting		Date:	5/1/2015
Subject to review, monitoring and revision by:	John Cummins	Every:	12 months or sooner if matters of concern are identified

Bakewell Meeting House Risk Assessment

By law all employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment. For this purpose all persons employed within the Notts and Derby Area Meeting are designated as employees of the Area Meeting.

Local Meeting: Bakewell

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Car Park	All Users	All cars should be parked safely with due concern for other users. Valuables are left in cars at owners' risk.	Due care expected of all users.	All users	5/1/2015	Yes
Moving furniture & equipment	Staff, Quakers & Users	Large furniture needed is placed in required areas of the Meeting House prior to events. Safety procedures in place for employed Caretaker.	Due care, and sensible action, required of users in moving smaller items of furniture e.g. chairs, light tables etc.	All users	5/1/2015	Yes
Changing light bulbs & fluorescent tubes	Caretaker	Only undertaken by Caretaker with due working procedures in place.	Users to inform Caretaker of attention needed	Caretaker	5/1/2015	Yes
Mending furniture, and other maintenance	Caretaker	Annual safety test of all electrical appliances. Furniture checked, repaired or replaced when necessary.	Users to inform Caretaker of attention needed.	All users	5/1/2015	Yes
Opening/closing windows	Caretaker, Quakers, users, window cleaners	Windows opened when necessary but closed on leaving the building. (See Users 'Terms and Conditions' agreement). Professional window cleaners used for outside of building.	Windows to be checked by the Caretaker.	Caretaker	5/1/2015	Yes

Cleaning rooms	Cleaner	<p>All rooms are routinely cleaned to an agreed standard.</p> <p>Users are expected to leave the areas booked as they find them.</p> <p>Basic cleaning materials available e.g. washing up liquid, bins etc.</p> <p>All strong cleaning materials are in locked storage area in cupboard.</p>	Inform Booking Clerk of any serious spillage, breakages etc. before leaving the building.	All users	5/1/2015	Yes
Materials used by users	All users	<p>Any materials and equipment used by users e.g. mats, art materials etc. are the responsibility of users.</p> <p>Users own Risk Assessments should be in place for usage, which should include safety procedures for impact on the Meeting House environment.</p>	Inform the Caretaker of any spillage or losses which may need attention.	All users	5/1/2015	Yes
Fire evacuation	All users	<p>Fire equipment checked annually.</p> <p>Fire extinguishers available in all areas.</p> <p>All users of the building to be responsible for safe evacuation of their groups.</p> <p>All users to have a mobile phone for emergency service contact.</p> <p>(See Terms and Conditions document)</p>	<p>All checks monitored by the Caretaker.</p> <p>Users informed of safety procedures before booking.</p>	All users	5/1/2015	Yes
Electricity	All users	All appliances safety checked annually.	Users to check appliances for obvious wear or worn cords etc.	All users	5/1/2015	Yes
Trips/falls	All users	<p>All walkway areas of the Meeting House are kept clear. Users should maintain this for their groups' continued safety.</p> <p>In the case of accident the Accident Book should be completed and necessary medical help administered by registered a First Aider or emergency services.</p>	Due care expected by users	All users	5/1/2015	Yes
Scalding when preparing and serving refreshments	All	In the case of accident the Accident Book should be completed and necessary medical help administered by registered First Aiders or emergency services.	Due care expected of users.	All users	5/1/2015	Yes

Assessment review date: 5/1/2016

Further information is available at www.hse.gov.uk.