

**THE RELIGIOUS SOCIETY OF FRIENDS  
(Quakers) IN BRITAIN**



**THE SOUTHERN MARCHES AREA QUAKER MEETING  
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL**

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Registered charity number: 1134528



*The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.*

## **Health & Safety Policy**

Date Reviewed: 29 May 2020

This policy should be read in parallel with:

- Chapter 15 Trustees of Quaker Faith and Practice (5<sup>th</sup> edition) especially 15.05b and 15.19
- Our SMAQM Memorandum of Understanding (section 2)
- Our SMAQM risk register
- Our Safeguarding Policy
- Relevant legislation
- Our quinquennial survey reports and annual reports / check lists of premises safety

Information and guidance is available from the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) – though geared towards employers and the workplace, it is useful.

The document Guidance on the Stewardship of Meeting Houses & Other Properties (July 2019) and may be downloaded from:

[www.quaker.org.uk/our-organisation/support-for-meetings/property-advice-1](http://www.quaker.org.uk/our-organisation/support-for-meetings/property-advice-1)

This policy should be reviewed, and revised if need be, every year.

The SMAQM Trustee to whom concerns may be reported if not addressed more locally is Liz Chave.

## **Consider whether any harm might be caused to you, or anyone else, and seek to prevent it.**

Health and Safety is everyone's responsibility. While the risk of harm cannot always be avoided, we can make ourselves aware of potential harms, and take actions or give warnings to avoid them occurring. We must all take reasonable care of our own, and other people's health and safety.

We will:

- Remember that common sense can sometimes be compromised by tiredness and busyness, and encourage everyone to consider what harm might be caused to themselves or others, whether by their action, or inaction.
- Provide and maintain safe and healthy premises and equipment, in conjunction with the premises committee and lettings clerk of each Meeting House.
- Carry out, and regularly review, risk assessments for Quaker events (including Meetings for Worship and Area Meetings), premises and employees, which will be reported to Trustees annually. (A basic risk assessment form is appended.)
- Record any accidents or incidents in an Incident Book to be kept at each premises, and reported to Trustees annually (or more often if warranted by severity.)
- Establish and be aware of emergency evacuation procedures where applicable, including vigilance about keeping exits clear of obstacles.
- Provide a basic First Aid kit at each premises.
- Ensure the clear location of the First Aid kit, and the Incident Book, and the emergency evacuation procedures are clearly visible on an appropriate noticeboard.
- Provide safe storage for potentially hazardous substances, such as cleaning materials.
- Maintain appropriate liability insurance, and display copies of certificate(s) on an appropriate noticeboard.

## Events

The lead organiser for any event is responsible for ensuring a risk assessment has been undertaken, and any mitigation has been carried out.

For Quaker events, the form should be displayed on an appropriate noticeboard, and lodged with the Area Meeting Risk Register after the event.

## Employees

Under the Health and Safety at Work Act 1974, we have specific responsibilities for our employees, to ensure:

- Healthy and safe working environments and systems
- Safe handling and use, and clear labelling of potentially hazardous substances (such as cleaning materials)
- Their competence, and training if necessary
- Their safe lone working, where applicable

These duties are necessarily overseen by local premises committees and / or line managers as appropriate.

Employees are responsible for:

- Taking reasonable care for the health and safety of themselves and others
- Co-operating with others to achieve a healthy and safe working environment
- Informing their supervisor of any health and safety concerns they have

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### Some issues to consider in relation to assessing risks

*(This list is not intended to be fully comprehensive, but is offered as a guide)*

- Obstruction of access and fire exits
- Trip hazards such as walking sticks, bag handles, foot-rests, trailing cables and leads, drinks placed on the floor
- Wet surfaces and floors due to spillages
- Spillage of hot drinks
- Windows and doors which are difficult to open
- Moving furniture and equipment safely
- Chairs and tables which are stacked inappropriately or inaccessibly
- Security of anyone alone in the Meeting House
- Quick visual check of all rooms before locking up
- Safe storage of cleaning materials
- Food hygiene, and labelling of ingredients for shared meals
- Safe handling of crockery breakages
- Regular visual checks and PAT of electrical equipment
- Regular fire alarm and equipment checks
- Check list and annual report of premises safety
- Regular quinquennial surveys, and prompt action on urgent maintenance
- Availability of toilets and handwashing facilities
- Availability of drinking water
- Availability of good ventilation
- Reasonable temperatures (at least 16 degrees C)
- Adequate lighting
- Cleanliness and appropriate disposal of waste
- No use of steps or ladders (to change light bulbs for example) without another person present
- Undue stress placed on particular Friends due to the burden(s) of roles they carry out on our behalf

Safeguarding of children and vulnerable adults is covered by our Safeguarding Policy.

### Risk Assessment Form

<b>Event</b>	
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