

## Brighouse West Yorkshire Area Meeting (Quakers)

### HEALTH AND SAFETY POLICY

**Date Policy Agreed by Area Meeting Trustees:** 15/4/12      **relevant minute:** 12.13

**Date Adopted by Area Meeting in Session:** 12/5/12      **relevant minute:** 12.05.37

**Date for Review of Policy by Trustees:** May 2016

1. General Principles Brighouse West Yorkshire Area Meeting will take all reasonable steps to protect the health and safety of those using its premises and those engaging in Quaker activities run by Area Meeting or its constituent local meetings. It will also take all reasonable steps to prevent its employees having work-based accidents and suffering work-related ill health by ensuring adequate control of health and safety risks arising from work activities.
2. Meetings which use Quaker Premises The Buildings and Premises Committees of Bradford, Huddersfield and Scholes Local Meetings are responsible for ensuring that their buildings have clearly displayed instructions for evacuation in the case of fire, an effective and regularly tested fire alarm system, and fire fighting equipment which is well maintained and suitable to the needs of the building. If employees of the Area Meeting work on the premises, the Buildings and Premises Committee is also responsible for ensuring that the Health and Safety Law Poster is displayed. Other matters relating to our legal responsibilities as an employer will be dealt with in our employment policy.
3. All Meetings Health and safety is something that all of us who attend Meeting for Worship and other Quaker events share responsibility for. Trustees have a legal responsibility to ensure that health and safety issues are properly considered and addressed within our Area Meeting. In order to do this we agree that each of our five Local Meetings will identify an individual (or individuals) whose role will be to prompt the Meeting to ensure that health and safety is considered and that, where appropriate, risk assessments are completed and acted upon. These individuals are not being asked to take on the Trustees legal responsibilities but to assist them by making sure health and safety is considered sensibly within their local meeting. Risk assessments should be undertaken using the latest guidance provided by AM trustees, drawing on advice and information from the Health and Safety Executive (see [www.hse.gov.uk](http://www.hse.gov.uk)). All Meetings should keep an incident/accident record book and ensure that basic first aid equipment is accessible. At least once a year each Local Meeting will use the 'Health and Safety Checklist for Meeting Houses' to assist in identifying any hazards for which a risk assessment is required. It is then the responsibility of the Local Business Meeting to address the risks identified, with regard to their relevant priority. Each meeting will be asked to include health and safety in their annual report and to forward their completed checklist to AM Trustees as an appendix to their annual report.
4. For a summary of actions and responsibilities please see overleaf:

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## Summary of Actions and Responsibilities regarding Health and Safety

### Area Meeting:

- Will approve and periodically review policy

### Trustees:

- Hold overall legal responsibility for ensuring that health and safety issues are properly considered and addressed within our Area Meeting
- Will arrange for good practice guidance to be available to local meetings, including documentation for undertaking basic risk assessments

### Local Meetings:

- Will identify an individual (or individuals) whose role is to prompt the Meeting to ensure that health and safety is considered and that, where appropriate, risk assessments are completed and acted upon.
- Will keep an incident/accident record book
- Will ensure that basic first aid equipment is accessible
- Will use the 'Health and Safety Checklist for Meeting Houses' at least once a year to assist in identifying any hazards for which a risk assessment is required
- Will include health and safety in their annual report and forward their completed checklist to AM Trustees as an appendix to their annual report.

### Buildings and Premises Committees (Huddersfield, Scholes and Bradford):

- Will display instructions for evacuation in the case of fire
- Will ensure the fire alarm system is tested regularly
- Will ensure any fire fighting equipment is well maintained and suitable to the needs of the building
- If AM employees work on the premises, will ensure that the Health and Safety Law Poster is displayed.
- Where relevant, ensure that other users of the premises are aware of any specific risks identified and any necessary action required.

END