

Health and Safety Policy for Ipswich & Diss Area Quaker Meeting

(Charity Commission Number: 1134526)

1. In concern for the well-being of everyone using Ipswich & Diss Area Meeting properties care shall be taken to ensure internally and externally that the buildings and equipment are in a safe condition and that all equipment and hazardous materials are stored safely.
2. Ipswich & Diss Area Meeting shall comply with current Health & Safety legislation, including Food Hygiene regulations, by ensuring through its “compliance with regulations” form that an annual Health and Safety risk assessment of our properties and grounds is carried out to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented.
3. Ipswich & Diss Area Meeting shall ensure quinquennial surveys, including a full electrical examination and where relevant an inspection by a tree surgeon are carried out by professionally qualified people to our Meeting Houses and grounds and an annual inspection of our burial grounds.
4. Ipswich & Diss Area Meeting shall ensure emergency evacuation procedures, fire appliances, and first aid kits are maintained and that safety notices are displayed in prominent locations in all of its Local Meeting Houses. User Groups and organisers of events using Ipswich & Diss Area Meeting premises and grounds should seek permission from the Local Meeting regarding the use of candles and naked flames. Alcohol & the use of controlled substances is not allowed anywhere on our premises and grounds.
5. Local Meetings should ensure that users of their Meeting House take care, on leaving the premises, that everyone has left, that windows and doors are securely locked, and that keys to the property are returned promptly to those responsible for them.
6. Whilst the Trustees are responsible for overseeing the compliance of the Health and Safety Policy the day to day management of the policy & procedures shall be with the Members of Local Meetings. Local Meetings shall

be responsible for making sure users/hirers of their premises conform to Health and Safety conditions particularly in respect to any electrical appliances they bring into the premises.

6. Local Meetings shall ensure that Health & Safety procedures are displayed in their Meeting Houses and that employees, volunteers and user groups have read them.

7. Reviewing of Policy – This policy and procedures will be reviewed bi-annually

8. Approval

Approved at a meeting of the Trustees of Ipswich & Diss Area Meeting held on 10th July 2017 by minute 52/17

Signed



10/07/2017

Christina Van Melzen

Clerk to the Trustees.