

Ipswich and Diss Area Meeting Health and Safety Policy



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A - Policy Statement

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and volunteers, and to provide information, instruction, learning and supervision as is needed for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Ipswich & Diss Area Meeting Trustees actively seek support from all staff & volunteers in achieving the objectives of this Policy.

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed bi-annually.

A copy of the Policy is issued to all staff and it is displayed in the Meeting House.

Signed: Dated:
Clerk to Ipswich & Diss Area Meeting Trustees

B - Organisation Structure

The buildings are owned by Friends Trust and the employees (wardens, assistant caretakers and cleaners) are employed, by Ipswich & Diss Area Meeting, with day-to-day responsibility devolved to Local Meetings. The Premises Committees of each Local Meeting exercise this responsibility on behalf of their Local Meeting.

Day to day health and safety responsibilities:

1. The warden/ convenor of Premises Committee (*delete as appropriate*) is responsible for all day to day health and safety matters relating to
(*please insert name*) **Quaker Meeting House**
2. The Convenor of Premises Committee is responsible for carrying out a work place risk assessment, a copy of which should be forwarded to the Trustees of Ipswich & Diss Area Meeting as soon as it is carried out or annually by 31st December, whichever is sooner.
3. It is the duty of all employees & Volunteers while at work:-
 - To take responsible care for the health and safety of him / herself and of other persons who may be affected by his / her acts or omissions at work, and
 - To co-operate with other employees to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and

- Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
4. Any abuse of health and safety responsibilities by an employee may lead to disciplinary proceedings being taken against him / her.

Monitoring the Health and Safety Policy

5. The convenor of the Premises Committee is responsible for checking the Policy to ensure continued effectiveness, particularly that:
- Health and safety responsibilities are being properly discharged, employees are consulted and given a copy of this policy.
 - Employees are working to health and safety rules
 - Employees are safety conscious.
 - The Policy is displayed in the Meeting House

Health and Safety Budget

6. Allocation will be made as needed in the budget for the purpose of health and safety, i.e. safety training.

Employees and volunteers

7. The employees and volunteers are responsible for their own health and safety procedures and are required to comply with the COSHH assessments of hazardous substances *.e.g by ensuring that spare cleaning fluids are kept in a locked cupboard in the kitchen.* Lone working procedures can be found in Appendices A and B.

C - Systems and Procedures

General safety and conduct of employees and volunteers.

Employees & volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be signed when the Policy has been read and understood. Staff must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Accidents

If an accident occurs and they are able to do so, it is the injured person's responsibility to record the accident in the accident book and when appropriate notify the warden (or the clerk of the Premises Committee, in the event of the Warden being the injured party) who will, if this has not already happened, record the accident in the Accident Book, *which is kept in.....* Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 1995 (RIDDOR), this will be done by the warden, or convenor of Premises Committee. The procedures are to be found in Appendix D.

First Aid

The First Aid box *is situated in* Appropriate signs are displayed.

Safety Training

All staff are given induction training relating to evacuation procedures, accident procedures and availability of first aid. Other training will be carried out by various training providers according to need. Records of all training and learning activities are kept in the employee's personal file.

Communication

All employees and volunteers are encouraged to raise any matter of concern with the warden, who will raise concerns as appropriate at Premises Committee meetings *which are held*e.g *every three months* – or directly with the committee convenor if the matter is urgent.

Smoking

Smoking is not allowed in any of the Organisation's work areas.

Fire Precautions

Fire procedures are displayed on the premises. Fire drills are carried out at least annually. Following evacuation all staff and others in the building should report to the assembly point, *which is* The warden will co-ordinate the fire drills.

The fire alarm is testede.g *weekly* by the warden who also carries out monthly visual checks on all fire extinguishers.

All drills checks and annual servicing are recorded in the Fire Log Book maintained by the warden.

Personal Protective Equipment

Following a workplace risk assessment having been carried out,.....e.g *no personal protective equipment is considered necessary*

Good Working Practices

Good Working Practices including safety precautions to be taken when working alone are set out in Appendix B.

Electrical Safety – P.A.T. Testing

All portable electrical appliances are checked annually by qualified electrical contractors.

Visitors

Health and Safety guidance for visitors is displayed ine.g *the entrance hall*.

User Groups – Groups should be asked in their hiring agreement to: undertake their own health & safety checks; familiarise themselves with fire & accident procedures and *e.g any issues specific to the Meeting House.*

Vehicle Safety

Never drive or operate a vehicle on the Organisation's business unless you are authorised to do so and hold the appropriate licence.

Only use vehicles for the purpose for which they are intended.

Manual Handling

The Organisation follows the Health and Safety Executive guidelines for lifting e.g. no employee is expected to lift over 25kg without assistance. All staff who may be involved in physical handling will be made aware of the correct procedures to adopt. These are to be found in Appendix E.

Display Screen Equipment

The warden is aware of the various ill health conditions associated with the use of display screen equipment.

A Workplace Risk Assessment, including fire hazards and hazardous substances, has been carried out and is available for inspection. "Five steps to risk assessment" A HSE leaflet publication - INDG 163(rev.3) available from www.hse.gov.uk on line and as a leaflet gives a simple format for doing this.

- **Hazardous Substances**

Following a risk assessment being undertaken the following procedures will be undertaken.....*e.g Lawn mower petrol is kept under lock & key.*

- **Health and Safety Inspections**

The work area has been assessed as*e.g low risk and an inspection will be carried out annually unless circumstances dictate otherwise.*

Venue Hire

The question of venue hire by the Trustees does not arise. Other organisations hiring our premises are made aware of our fire risk procedures and agree to carry out their own health & safety assessments.

Female Workers of Child Bearing Age

Should any person in this category notify the Trustees of pregnancy a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

Policy Review

This Policy will be reviewed and updated following any major changes in procedures or bi - annually whichever occurs first. This will be the responsibility of the Trustees.

Appendix A - Staff contacts

In case of emergency contact the emergency services on 999 and ask for the appropriate service(s).

In non-emergency situations contact should be made by telephone to the warden on

Appendix B - Good Working Practices

1. Keep all passageways clear of obstructions.
2. Do not obstruct any Fire Exit.
3. Keep all electrical leads tidy and ensure that they do not form an obstruction.
4. User group leaders must ensure that their members are informed of fire escape exits.
5. The last person out of the office at any time should observe the Last Person Out instructions, a copy of which is appended hereto.

Appendix C - Last Person Out Checklist

LAST PERSON OUT

PLEASE CHECK THAT:

- ALL LIGHTS ARE OFF
- ALL APPLIANCES ARE SWITCHED OFF EXCEPT THE FRIDGE
- ALL WINDOWS ARE SHUT
- ALL INTERNAL DOORS ARE SHUT

Appendix D – RIDDOR

Work-related deaths, major injuries (requiring more than 3 days off work), work-related diseases and dangerous 'near misses' must be reported.

The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.

NB. Copies of submitted RIDDOR forms are sent to the employers / duty holders regardless of who has submitted the report.

How does the ICC work?

The responsible person, usually the employer or person in control of the premises, must report all incidents and keep appropriate records. The quickest and easiest way to do this is to call the Incident Contact Centre on 0845 300 99 23 with no need to fill in a report form. The ICC Consultant will ask a few questions and take down appropriate details, this is reporting. Your report will be passed on to the relevant enforcing authority. You will be sent a copy of the information recorded which you can file - this meets the RIDDOR requirement to keep records of all reportable incidents. It's as easy as that. When you receive a copy of the information recorded, you will be able to correct any errors or omissions.

What must I report?

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

When do I need to make a report?

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on 0845 300 99 23.

Cases of over-three day injuries must be notified within ten days of the incident occurring.

Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease.

What records do I need to keep?

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

You can keep the record in any form you wish. In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on 0845 300 99 23.

Appendix E – Safe Lifting Technique

- 1) Stand close to the load and centre yourself over it with your feet shoulder width apart
- 2) Tighten your abdominal muscles
- 3) Keeping your back straight, bend your knees and squat down to the floor
- 4) Get a good grasp on the load with both hands
- 5) Keeping the load close to your body use your leg muscles to stand up lifting the load off the floor
- 6) Your back should remain straight throughout lifting, using only the muscles in the legs to lift the load
- 7) Do not twist your body when moving the load. Instead take small steps with your feet turning until you are in the correct position
- 8) Again bend at the knees using only your leg muscles and place the load in the appropriate spot

Please display this policy in the Meeting House for the benefit of volunteers and submit evidence that this policy has been read and understood by current employees to the Trustees of Ipswich & Diss Area Meeting by 30th November each year.

Thank You.