

Health and Safety Policy for Ipswich & Diss Area Quaker Meeting (Charity Commission Number: 1134526)

1. In concern for the wellbeing of everyone using Ipswich & Diss Area Meeting properties care shall be taken to ensure that buildings, grounds and equipment are in a safe condition and that all equipment and hazardous materials are stored safely.
2. Ipswich and Diss Area Meeting shall comply with current Health & Safety legislation, including Food Hygiene regulations. An annual Health and Safety risk assessment of our properties and grounds shall be carried out to ensure that all defects or shortcomings are properly considered and repairs and improvements implemented. The 'compliance with regulations document' shall be completed annually by those Local Meetings with property and returned to Trustees. A separate risk assessment may be required for a specific event/activity.
3. As an employer Ipswich & Diss Area Meeting has specific responsibilities for our employees to ensure a healthy and safe working environment, the safe handling and use of potentially hazardous substances (cleaning materials), training if necessary and safe lone working where applicable.
4. Ipswich and Diss Area Meeting shall ensure quinquennial surveys of meeting houses, full electrical checks and, where relevant, tree inspections are carried out by qualified professionals with the relevant insurance cover. Similarly, all repairs and improvements shall be carried out by qualified professionals.
5. Ipswich and Diss Area Meeting shall ensure emergency evacuation procedures are regularly reviewed, fire equipment is checked annually and safety notices and signage are displayed prominently.
6. Ipswich and Diss Area meeting shall ensure that a first aid kit is provided at each Meeting House and that its location is clearly visible. A record of accidents or incidents shall be kept and reported to Trustees annually. Any major accidents/incidents must be reported to the Trustees immediately.
7. User Groups and organisers of events using Ipswich & Diss Area Meeting premises and grounds must seek permission from the Local Meeting regarding the use of candles and naked flames. Alcohol and the use of controlled substances is not allowed anywhere on our premises or grounds.
8. Local Meetings shall ensure that windows and doors are securely locked when not in use and that keys to the property are returned promptly to those responsible for them. A record of keyholders shall be kept.

9. Whilst the Trustees have overall responsibility for Health & Safety, Local Meetings are responsible for the day-to-day compliance with this policy and the implementation of Health and Safety procedures. Health & Safety procedures shall be displayed prominently in Meetings Houses. Local Meetings are also responsible for making sure that hirers conform to Health & Safety procedures and conditions of hire set out in the Hire Agreement.

10. This policy will be displayed in all Meeting Houses, posted on the Ipswich and Diss Area Meeting website and made available to all employees. It will be reviewed triennially. Local Meeting procedures and working arrangements will be reviewed annually.

Approval:

Approved at a meeting of the Trustees of Ipswich and Diss Area Meeting held on 12th May 2023

Review Date: May 2026

Further information and guidance are also available from:

The Health and Safety Executive: <https://www.hse.gov.uk/>

Quakers In Britain: <https://www.quaker.org.uk/our-organisation/support-for-meetings/property-advice-1>