

# Health and safety policy - NETAQM

We take the health and safety of both our employees and users of our Meeting Houses very seriously. All Local Meetings must comply with the following.

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

North East Thames Area Quaker Meeting (NETAQM)
NETAQM Trustees
Local Meeting Premises Committees

Statement of general policy	Responsibility of	Action / Arrangements
1. To establish and maintain a safe and healthy environment throughout the building being used.	Local Meeting Premises Committee/ Local Meeting	<ul style="list-style-type: none"> <li>a) Smoking is not allowed on the premises.</li> <li>b) Electrical sockets should be protected by safety plugs.</li> <li>c) Cleaning materials should be placed out of the reach of children</li> <li>d) Fire exits should be clearly marked and free from obstruction.</li> <li>e) Fire extinguishers should be serviced at regular intervals and clearly labelled.</li> <li>f) A copy of the fire procedure should be clearly visible.</li> <li>g) Smoke alarms should be tested at regular intervals.</li> <li>h) Potentially dangerous objects should not be lying in reach of children.</li> <li>i) All users should familiarise themselves with the First Aid cabinet.</li> <li>j) Any damage to the building and to the contents of the building should be reported, to the wardens or to the clerks to Premises Committee as soon as possible.</li> <li>k) Damaged furniture should be removed if likely to present a potential hazard.</li> <li>l) All equipment on the Premises must be maintained in good working order, suspect or faulty equipment should be taken out of use.</li> <li>m) All electrical equipment such as kettles, fridges must be regularly tested for safety.</li> <li>n) Any items stored in cupboards must be properly stacked to avoid accidents.</li> </ul>
2. To take all reasonable steps to ensure the personal safety of all those using the building being used.	Local Meeting Premises Committee/ Local Meeting	<ul style="list-style-type: none"> <li>a) A clearly displayed notice shall inform users what to do in the case of an accident.</li> <li>b) The Accident Book should be easily accessible, preferably kept in or near the First Aid Box. All accidents, however minor should be recorded in the accident book.</li> <li>c) The First Aid box should be easily accessible and checked regularly to maintain supplies. Careful attention to hygiene in first aid to protect against contagious diseases, including HIV is essential. Disposable gloves should always be used for treating cuts or grazes.</li> <li>d) If there is one nearby, the directions to the nearest phone box must be posted on the notice board. Otherwise the provision of a mobile phone is the responsibility of those hiring the Meeting House.</li> <li>e) With regards to the care of children and safeguarding children from harm:               <ul style="list-style-type: none"> <li>1. Children should be supervised at all times.</li> <li>2. When children are in the care of Quakers (Religious Society of Friends) the Area Meeting Safeguarding policy must be adhered to,</li> </ul>               At all other times children are the responsibility of their parents, carers/guardians.             </li> </ul>
3. To meet the requirements of the Health and Safety at Work Act	Local Meeting Premises Committee/ Local Meeting	Currently met through (1) and (2). See <a href="http://www.hse.gov.uk/legislation/">http://www.hse.gov.uk/legislation/</a> or <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>
4. To carry out risk assessments as appropriate	Local Meeting Premises Committees	<ul style="list-style-type: none"> <li>a) All users are encouraged to look out for potential hazards and to report them to the Warden/Premises Committee.</li> <li>b) Risk Assessments should be carried out at least every two years.</li> </ul>

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## Checklist for Local Meetings - Noticeboards

If the MH has any Employees a Health and safety law poster must be displayed:	Posters can be purchased at. <a href="http://www.hse.gov.uk/simple-health-safety/display">http://www.hse.gov.uk/simple-health-safety/display</a>	
Current Certificate of public and personal liability insurance must be displayed.	Certificates can be obtained from SWM	
Location of First-aid box and accident book		
Instructions for Meeting House Users of what to do in the case of an accident or emergency		
Contact details for Warden or Premises Committee contact in emergency		

# Risk Assessment

We take the health and safety of both our employees and users of our Meeting Houses very seriously.  
All Local Meetings must complete a Risk Assessment every 2 years

Organisation name: North East Thames Area Quaker Meeting - Harlow Local Meeting

What are the hazards?	Who might be harmed and how?	What are you already doing?	Is the risk acceptable or do you need to do anything else to manage this risk?	Action by whom and when?	Done
Slips and trips	Users may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. Car park surface is well maintained	Accepted		
		There is a doormat placed at the entrance for wet weather			
		Users informed to clear up spillages immediately and know where equipment is kept			
Working at height e.g. Changing light bulbs, cleaning windows	Anyone carrying out maintenance or cleaning. Falls from any height can cause bruising and fractures.	A suitable ladder is available for use	Accepted		
		Users other than Premises members discouraged from using ladder.			
Vehicles	Pedestrians could suffer serious injury if struck by cars entering or leaving car park or moving within it		Accepted		
Hazardous substances e.g. Cleaning products vapour may cause breathing problems	The cleaner risks skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems	Mops, brushes, strong rubber gloves provided	Accepted		
		Cleaning products stored securely			
		Cleaner shown how to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container			
Electrical equipment e.g. Kitchen equipment	Users could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires	Users know they are responsible for any equipment used on site	Accepted		
		Have safety plugs in sockets			
		Annual safety checks of the electrical equipment are carried out to ensure that the equipment continues to be safe by a qualified electrician			
Manual handling Lifting and moving tables and chairs	Users risk injuries or back pain from handling heavy/ bulky objects.	Users know that they must stack tables and chairs carefully so that they do not collapse.	Accepted		
		Warden asks Users if they need help with tables and chairs at booking.			
Fire Faulty electrics, candles	If trapped, hall users could suffer fatal injuries from smoke inhalation/ burns	Smoke detectors in place and checked annually	Accepted		
		Both water and Co2 fire extinguishers in place and checked annually			
		Emergency Fire Exit clearly labelled with key beside it			

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Each Local Meeting Premises Committee needs to complete and sign this form and then return to NETAQM Trustees either on paper to a Trustee or electronically. Please indicate date of anticipated next risk assessment.

It is important you discuss your assessment and proposed actions with the Local Meeting

You should review your risk assessment if you think it might no longer be valid, eg following an accident, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Risk Assessment carried out on:	(Date)
Signed:	
In capacity of: (e,g Clerk to Premises)	
Anticipated date of next Risk Assessment (should be within 2 years)	