

**Cymdeithas Grefyddol y
Cyfeillion (Crynwyr)
yng Nghymru a'r Gororau**

Cymar

**The Religious Society of
Friends (Quakers) in Wales
and the Marches**



Charitable Incorporated Organisation

Registered charity number: 1207878



Health and Safety Policy and Procedures

Date approved by Trustees: 2024.10.10

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1. Introduction

1.01 Friends aim to provide a safe and healthy environment for our worship and other activities, both in our Meeting Houses and in premises which we rent or hire.

1.02 As part of our testimony to equality, we aim to deal with all those who come into contact with us with respect and care for their needs – fellow Friends, members of the public, members of our staff, contractors who do work for us, and volunteers who carry out tasks on our behalf. We recognise that we have legal duties to fulfil, and references to these are set out below.

1.03 With regard to premises which we do not own, the primary responsibility for ensuring the health and safety of the building lies with the owner of the building. With respect to regular use of hired accommodation, risk assessments should be prepared in consultation with the building owner/operator. Risk assessments may also be required for occasional activities. (See below.)

2. The Overarching Policy

2.01 Our health and safety policy is to ensure the health and safety of:

- all users of our Meeting Houses, including employees, contractors, tenants and hirers, by providing and maintaining safe and healthy working conditions, equipment and systems of work
- those participating in activities undertaken by Cymar and its constituent bodies including Local Meetings at other venues, including reference to First Aid arrangements and access to emergency services.

3. Trustees' Responsibilities

3.01 The Trustees of Cymar shall:

- Draw up and agree the health and safety policy and disseminate it across the constituent bodies of Cymar
- Draw up Memorandums of Understanding with Local Meetings (members of the Area Meetings that are under the aegis of Cymar)
- Review the policy and the MoUs at regular intervals, and amend them as necessary
- Compile a list of those Friends (including those at Local Meeting level) who have responsibility for health and safety
- Detail the practical arrangements that are in place, such as the carrying out of risk assessments (who, how, how often, and when reviewed)
- Keep a register of risks, and update it annually
- Receive regular reports from LM property committees on the assessment and management of hazards and risks, the provision of First Aid equipment, and the maintenance of accident books
- Obtain information from, and liaise with, LM property committees on ways of controlling (mitigating) and eliminating hazards and risks, for example, where preventive works would assist

- Obtain information from, and liaise with, LM property committees on the use of our Meeting Houses by contractors, tenants and hirers, and details of how health and safety rules are complied with by other users of our buildings
- Disseminate good practice throughout Cymar and its constituent bodies
- Offer and arrange training and support to Friends with health and safety responsibilities, and to members of staff and volunteers, for example, concerning First Aid
- Publish Annexes to the Policy to cover particular topics, as the need arises.

4 Local Meetings' responsibilities (1)

4.01 There should be a Memorandum of Understanding between Cymar and each Local Meeting to include health and safety matters.

4.02 Ideally every Local Meeting with a Meeting House will have a Property Committee with clear Terms of Reference. It is recommended that one member of the Property Committee takes primary responsibility for health and safety matters. Training for the role should be arranged, where necessary. For the carrying out of the role, other users of the building (Friends, staff members, hirers) should be consulted. Information and training should be provided to Friends in general and post-holders in particular.

4.03 Each LM Property Committee is responsible for identifying all equipment needing maintenance, drawing up effective maintenance procedures (including a schedule for testing appliances, including firefighting equipment and gas and electrical appliances) and ensuring that all specified maintenance is implemented and recorded. (Firefighting equipment here refers to fire extinguishers and smoke and fire alarms.)

4.04 Each LM should ensure that one or more safety notices are displayed in a prominent location in the Meeting House, that emergency evacuation procedures are specified, and that fire appliances are regularly tested (for example, by arrangement with the firm that supplies the fire extinguishers).

4.05 The Health and Safety Executive has a Health and Safety Law poster to display, for sale, and information leaflets to download free of charge.

www.hse.gov.uk The Health and Safety Law poster should be displayed. Contact details of the emergency services should be specified.

5. LM Responsibilities (2) - First Aid and Records

5.01 Each Meeting House should have a properly stocked first aid kit, held in an accessible, safe, hygienic place. The kit will need to be checked from time to time and out-of-date items will need to be disposed of and replaced. (Advice on the contents of a kit is available, for example, from the Health and Safety Executive.) A named Friend (perhaps a member of the property committee) should be appointed to take responsibility for first aid arrangements. Consideration should be given to the provision of first aid training to the named Friend. Information on the first aid arrangements should be provided to all users of the Meeting House.

5.02 Each LM must have an accident book or record sheet in which all accidents and cases of work-related ill health are recorded, and ensure that users know where to find it. Every accident, incident or near miss situation that occurs during LM activities, whether in the Meeting House, hired premises or during an outdoor meeting, must be reported at the earliest opportunity to an appropriate person e.g. the Convenor of Property Committee, who will record and report each incident by informing Cymar trustees. All action taken in response to the accident or incident should also be recorded.

6. Risks and Hazards - Assessment and Management

6.01 With regard to the assessment and management of risks, the tasks are these:

- Identify hazards (things that could cause harm)
- Assess risks (the chances of harm occurring)
- Take action to eliminate the hazard: if this is not possible, control the risk
- Record your findings (see below)
- Review the controls
- Displaying the emergency procedures (for example, in the event of fire and the need for evacuation of the premises)
- Take account of the fact that some people have particular requirements (for example, young people, pregnant women, and people with disabilities).

6.02 Think about:

- how people work and how plant and equipment are used
- what chemicals and substances are used
- what safe or unsafe work practices exist
- the general state of our premises.

6.03 With regard to controls:

- Can we get rid of the hazard altogether?
- If not, how can we control the risks so that harm is unlikely?

6.04 Assess the risks, following this process:

1. What are the hazards?
2. Who might be harmed and how?
3. What are we already doing to control the risks?
4. What further action do we need to take to control the risks?
5. Who needs to carry out the action?
6. By when is the action needed to be done?
7. Tick when done.

6.05 We are not expected to eliminate all risks, but we need to do everything 'reasonably practicable' to protect people from harm.

6.06 Many hazards can be observed by ordinary, untrained Friends carrying out visual inspections themselves.

6.07 The HSE provides a template for Risk Assessments:

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

6.08 Take note of the APPENDIX, which gives examples of hazards and their management.

7. Legal Requirements

The law requires us to have Employers Liability insurance. We must display the latest annual EL certificate at all our buildings, and keep expired ones indefinitely. Public liability insurance, to cover the cost of claims made by members of the public for incidents, is also necessary.

Accidents and illnesses that are related to work must be reported by law. Moreover, accidents to members of the public, or others who are not at work, must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment for that injury. Reportable incidents must be notified to the Health and Safety Executive <https://www.hse.gov.uk/riddor/>

Compliance with health and safety law minimises the risks of criminal prosecutions and civil claims through negligence.

The relevant laws and regulations include:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

APPENDIX

Examples of hazards:

- Obstruction of access and fire exits
- Trip hazards, for example, trailing cables and leads
- Wet surfaces and floors due to spillages
- Windows and doors which are difficult to open
- Moving furniture and equipment
- Storage of cleaning materials
- Food hygiene – storage and disposal of out-of-date and rotten food
- Electrical equipment and wiring
- Use of steps or ladders (to change light bulbs for example).

Examples of the management of hazards:

- Regular visual checks and PAT of electrical equipment
- Regular fire alarm and equipment checks
- Check list and annual report of premises safety
- Regular quinquennial surveys, and prompt action on urgent maintenance
- Quality and hygiene of toilets and handwashing facilities
- Availability of healthy drinking water
- Availability of good ventilation
- Adequate heating, when required
- Adequate lighting
- Appropriate disposal of waste
- Use of steps or ladders (to change light bulbs for example) in the presence of, and the assistance of, another person.

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