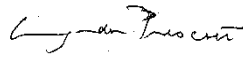




## Worcester and Shropshire Area Quaker Meeting

### HEALTH AND SAFETY POLICY

Agreed by Area Meeting Trustees on	9 March 2026
Minute number	26.02.4
Signed	
Name signed by (Clerk of Trustees)	Lynda Prescott
Date for next annual review by Trustees	March 2027
The role-holder responsible for starting the next review	Clerk to A.M. Trustees

As an Area Meeting in the Society of Friends (Quakers in Britain) we understand that we owe a duty of care to ensure the safety of Quakers and non-Quakers who visit or use our Meeting Houses and grounds.

We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law.

#### **General statement of policy**

Our policy is to ensure, as far as reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of Quakers and Non-Quakers, including workers, volunteers and visitors who use the Meeting Houses and grounds, or any other building we are responsible for.

Worcester and Shropshire Area Quaker Meeting (WSAQM) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

WSAQM appointed Trustees have specific responsibility for this policy and its implementation. They will keep health and safety matters under review at appropriate intervals. They will monitor the effectiveness of the policy, amending it where it is no longer valid.

Local Meetings will appoint an individual or premises committee, to have responsibility for the day-to-day implementation of this policy. They will carry out appropriate checks at regular intervals and log that these checks have been carried out.

It is the duty of each person, whether Quaker or non-Quaker, including workers, volunteers and visitors (including those hiring any part of our premises or grounds), to exercise personal responsibility for their own safety and that of other people. This policy will be brought to their attention. We will try to ensure that everyone visiting our Meeting Houses is aware of and implements this policy. A copy of it will be kept in each Local Meeting premises and made available to others on request.

### **Responsibilities**

1. WSAQM Trustees have overall responsibility for implementing our policy.

#### **They will ensure that:**

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance be obtained
- Any hazards reported to them are rectified as soon as reasonably practicable
- Only competent and suitably qualified persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to our Local Meetings
- Set personal examples on matters of health and safety
- Adequate information and training be provided for those that need it.

2. Local Meetings Premises Committee or appointed individuals are responsible for the day to day implementation of this policy.

#### **They will ensure that:**

- All Quakers and non-Quakers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Any hazards or complaints are investigated and dealt with as soon as possible
- Only competent and suitably qualified persons carry out repairs, modifications, inspections and tests
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are recorded in the accident book and reported to Area Meeting Trustees
- Advice is sought where clarification is necessary on the implementation of this policy
- Set personal examples on matters of health and safety

3. All individuals, Quaker or non-Quaker, workers, volunteers or visitors (including those hiring any part of our premises or grounds), have responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on the Quaker Meeting premises for any meeting, activity or business.

**They will ensure that they:**

- Read this policy and understand what is required of them
- Complete their activity or work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new workers or visitors of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent and suitably qualified to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety

**General Arrangements**

*(Current details for each Local Meeting should be added on the final page of this document, and displayed on the relevant premises.)*

**Accident Reporting**

Each Local Meeting will keep an accident book and record any incidents, as necessary. They will report to Area Meeting Trustees and keep records of certain accidents to Members, non-members, employees, self-employed workers, and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

**Contractors**

If Local Meetings employ contractors, they will ensure that the contractors have their own (i) Health and Safety Policy and (ii) Public and Employers Liability Insurance by asking to see copies of the relevant documents.

**First Aid**

Each Local Meeting will provide adequate first aid facilities, including a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees, self-employed workers and people who hire all or part of our Meeting House premises.

## **Monitoring**

Our Local Meeting premises committees will make periodic checks to ensure that our precautions remain effective and adequate. They will ensure that any lifting work or electrical equipment and Meeting House utilities are inspected as necessary to ensure that they remain safe. They will keep records of the checks made.

## **Information and Training**

Area Meeting will provide any necessary information and training for our premises committee members, appointed individuals, employees and volunteers as appropriate. We will keep a record of training provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

## **Record Keeping**

Records of Health and Safety risk assessments, and other relevant documents, will be safely kept.

## **Risk Assessment**

Our Premises Committees or Appointed Individuals will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

## **Specific Arrangements**

### **Construction Work**

Where maintenance, refurbishment and restoration work is planned for our premises, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will refer to any requirements under Construction Health and Safety legislation (CDM2015) before beginning any planned work to our Meeting Houses.

### **Electricity**

We will ensure that any electrical system, fixed machines and portable appliances are maintained to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate. All electricians employed by W&SAM to carry out work on our premises will be registered with a Government approved body (e.g. NICEIC).

### **Events**

Where we intend to hold large or unusual events, we will identify any additional precautions that are necessary and implement these.

## **Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

## **Grounds**

We will ensure that boundary walls and gates are kept in good repair. Trees to be inspected by a competent person and any necessary work carried out to make them safe. Where applicable headstones will be checked regularly to ensure they are properly maintained.

## **Hazardous Substances**

Should any hazardous domestic cleaning or horticultural products be used in or around our Meeting Houses, we will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions specified.

## **Heating Systems**

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made. All gas engineers employed by us will be gas safety registered.

## **Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or take other precautions including team lifting.

## **Meeting Houses**

Those Local Meetings responsible for premises will arrange for a quinquennial report to be carried out every five years to ensure that the fabric of our buildings is inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

## **Preparations of Food**

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

## **Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic

checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **Working at Height**

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used. Ladders will be regularly checked to make sure they are safe.

### **Work Equipment**

Any work equipment we provide (including hand tools), must be suitable, in good condition and properly maintained.

### **Working Alone**

We will identify circumstances where our members, employees and contractors work alone, and implement suitable precautions to ensure their safety.



*Worcester and Shropshire Area Quaker Meeting*

Health and Safety arrangements

XXXXXXXXXXXXXXXXXXXX Local Meeting 2026-27

The convenor of this Local Meeting's Premises Committee, or appointed individual for day-to-day implementation of the Health and Safety policy is:

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The person responsible for First Aid arrangements is:

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The first aid box is located:

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Our accident book is kept in:

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Our Health and Safety risk assessments, records and other documents are kept in:

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