

# Leeds Area Quaker Meeting

## Health and Safety Policy

### Part 1 General Statement of Policy

This document is the Health and Safety Policy of the Leeds Area Meeting Trustees.

Our policy is to provide safe and healthy working conditions, equipment, arrangements and systems of work for all our employees, volunteers, members, attenders and children and to provide such training and information as is necessary. We also accept our responsibility to provide safe and healthy facilities for all other people using our premises including those authorised to undertake work on the properties that are the responsibility of the Trustees.

The allocation of duties for health and safety matters and the particular arrangements which we make to implement the Policy are included in Parts 2 and 3 of the Policy. All those persons allocated duties for safety matters will be encouraged to have an input into the policy and procedures.

The Policy will be kept up to date to reflect any changes in the work, premises or relevant health and safety regulations and standards. It will be reviewed annually to ensure that it continues to meet those requirements.



Signed by

Name Tracey Bland

Clerk to Leeds Area Meeting Trustees

Date 08/09/2024

## **Part 2 The Allocation of Duties relating to LAQM Meeting Houses**

### **Trustees (for all Local Meetings)**

- Issue guidance and procedures to its employees, children and young people's committee and premises committees.
- Keep up to date with health and safety regulations and keep the premises committees informed accordingly.
- Provide adequate resources for health and safety measures, equipment and training for its employees and volunteers.
- Arrange for a detailed condition survey of all buildings at 5-year intervals.
- Monitor the implementation of health and safety matters by its children and young people's committee and premises committees.
- Review and update the Health and Safety Policy
- Encourage discussion and feedback on health and safety matters with its employees, volunteers, premises committees and letting clerks.

## **Part 2B Local Meetings**

### **Premises Committee / Finance & Property Committee**

- Carry out an annual inspection of the premises and seek authorisation to carry out such improvements as are necessary.
- Send an annual health & safety report to Trustees
- Vet all contractors to be employed to undertake work on the premises, to ensure that they are competent to carry out the proposed work.
- Arrange for annual inspection, servicing and maintenance of equipment (e.g. PAT testing, fire extinguisher maintenance, emergency lighting)
- Draw up, review and update risk assessments.

### **Employees (if there are no employees, the Premises Committee should ensure these are carried out)**

- Carry out regular visual checks of the premises.
- Check that the premises are secure.
- Carry out all work in a safe manner.
- Carry out regular checks of the first aid boxes, replace any materials used or out of date and notify the premises committee of any incidents recorded in the accident book.
- Carry out regular checks of the smoke detectors and carbon monoxide detectors and replace the batteries as necessary.
- Make the premises committee aware of any equipment or arrangements which they consider to be dangerous.

### **Letting Clerk / Warden**

- To issue to all organisations using the premises a set of letting conditions which shall include health and safety information and set out their responsibilities to carry out their activities in a safe manner.
- Encourage feedback on health and safety matters from those using the premises.

### **Local Meeting**

- Appoint one or more responsible adults to supervise adequately and be present at all overnight stays on the premises. A minimum of two adults is required for supervising children and young people at an overnight stay. The LM clerk to inform the clerk of premises committee, the lettings clerk and the caretaker prior to the event.

## **Part 3 The Allocation of Duties relating to other Friends' Property**

### **Schedule of Property**

- Adel Quaker Cottage
- Rawdon Quaker Cottage
- Gildersome Cottage
- Warden's Accommodation Carlton Hill
- Roundhay Flat

### **Trustees**

- Ensure that Local Meetings appoint appropriate agents for the letting and management of each property.
- Ensure that Local Meetings agree with Agents the work that needs to be carried out on each premises in order that it meets the requirements of each lease and meets relevant Health and Safety regulations.

### **Local Meetings**

- Appoint appropriate agents for the letting and management of each property.
- Agree with Agents the work that needs to be carried out on each premises in order that it meets the requirements of each lease and meets relevant Health and Safety regulations.

## Health and Safety Checklist

### 1. Insurance

1.1. Is the current Employer's Liability Insurance Certificate on display?

### 2. Fire

2.1. Is fire-fighting equipment installed on the premises?

2.2. If yes to 2.1 – is it subject to annual inspection?

2.3. If yes to 2.2 – is the inspection report on display?

2.4. Are fire alarms installed on the premises?

2.5. If yes to 2.4 – are they routinely checked?

2.6. Are smoke detectors installed on the premises?

2.7. If yes to 2.6 – are they routinely checked?

2.8. Are 'In the event of a fire' notices on display?

2.9. Is there adequate provision to meet current fire regulations and accepted good practice ?

### 3. Workplace inspections

3.1. Has an inspection of the premises been undertaken this year?

3.2. If yes to 3.1 – when was it undertaken?

3.3. If yes to 3.1 – were the results recorded & appropriate action taken?

### 4. Gas/Oil Heating

4.1. Is gas/oil heating/cooking equipment installed on the premises?

4.2. If yes to 4.1 – has the equipment been serviced this year?

4.3. If gas – has a current landlord's certificate been obtained?

4.4. Are carbon monoxide detectors installed on the premises?

4.5. If yes to 4.4 – are they routinely checked?

**5. Electrical Installation**

5.1.Has the electrical installation been fully tested?

5.2.If yes to 5.1 – when was it carried out?

**6. Chemicals**

6.1.Are any chemicals (dangerous to children) kept on the premises?

6.2.If yes to 6.1 – are they in properly marked containers, which take into account disability such as impaired vision?

6.3.If yes to 6.1 – are they kept in a secure place, where they cannot be accessed by children?

On behalf of.....Local Meeting

Signed..... Date.....