

BAKEWELL FRIENDS MEETING HOUSE

Health & Safety Policy

Although built in 1852, the Bakewell Friends Meeting House was renovated in 2006 leaving it very much a modern building with a high degree of built in safety. Level access leads to all but one of its rooms. The Meeting House sits in its own garden and burial ground which includes a small car park. A permissive footpath runs through the garden.

The Meeting House is used by local Quakers (Friends) and a variety of hirers. It has two part-time employees. It is overseen by a Stewardship Committee of Friends but day to day health and safety policy is implemented by the Meeting House manager. The Meeting House operates a clear room policy for all its users; Friends and hirers alike leave rooms clear and empty.

POLICY STATEMENT

1 Statement of Intent

This is the health and safety statement of Bakewell Friends Meeting House. Its purpose is to ensure the Meeting House is and remains a safe and healthy place for Quaker worship and other activity, for Quaker employees, and for its wider community use, by:

- managing health and safety risks within the Meeting House;
- providing instructions and training so that all users can operate safely;
- implementing emergency procedures including evacuation;
- providing a timely schedule of checks, servicing and repairs to the building and its facilities;
- consulting Friends, users and employees on matters effecting their health and safety;
- reviewing and revising this policy regularly.

2 Responsibilities for health and safety

The Bakewell Quaker Meeting Stewardship Committee manages health and safety at Bakewell Friends Meeting House on behalf of the trustees of Nottinghamshire & Derbyshire Area Quaker Meeting. Day-to-day implementation of this policy is the responsibility of the Meeting House manager.

Users of the Meeting House including Friends and hirers, and particularly their leaders, along with Quaker employees should take responsibility for their own and others health and safety by:

- familiarising themselves with the Health & Safety policy, risk assessment and schedules;
- cooperating with the Meeting House manager on health and safety matters;
- reporting health and safety concerns to the Meeting House Manager.

3 Arrangements for health and safety

The daily implementation of health and safety is supported and structured by:

- this policy statement;
- a general Meeting House risk assessment shared with Friends, employees and community hirers;
- specialist risk assessments provided by leaders where their activities exceed the general risk assessment;
- a schedule of weekly, monthly and annual inspections to ensure the Meeting House is in good order;
- an annual health & safety report for the Stewardship Committee, LBM and Area Meeting trustees;
- an annual review of arrangements incorporating suggestions by Friends, employees and hirers;
- maintain and make available a first aid kit for meeting house users;
- record accidents, notifying LM & AM of significant accidents at the time and summarising other incidents in the annual report.