

CHELMSFORD QUAKER MEETING



HEALTH & SAFETY POLICY 2017

Chelmsford Meeting

In concern for the well-being of everyone, Chelmsford Quaker Meeting will take all steps in its power to:

- ensure internally and externally the buildings, plant and equipment are in a safe condition.
- keep all equipment stored safely
- provide opportunities for training as appropriate in avoiding hazards.
- act responsibly towards all employees and ensure their safety and that of users, contractors and members of the general public.

We will comply with current Health and Safety legislation by:

- Conducting an annual Health and Safety risk assessment of our grounds and buildings to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented.
- Ensuring that we devise, maintain and promulgate to users of our premises our emergency evacuation procedures.
- Ensuring that all electrical installations and appliances are examined and maintained on an annual basis or other such period that is considered desirable or required by law.
- Complying with food hygiene regulations.
- Ensuring that all cleaning liquids, aerosols, polishes and pesticides are securely locked away when not in use.
- Complying fully with our written Safeguarding Policy.
- Maintaining a suitable first aid kit and a formal Accident & Incident reporting folder, and displaying prominent notices indicating where these may be found.

The Committee responsible for overseeing these matters in the Finance & Property Committee of Chelmsford Quaker Meeting.

The nearest Enforcing Authority is Chelmsford City Council.

Chelmsford Quaker Meeting
Quaker Meeting House
Rainsford Road
Chelmsford, Essex CM1 2QL

Reviewed by Chelmsford Quaker Meeting Finance & Property Committee 07 November 2016

A religious charity excepted from registration under SI 1996 No 180 and SI 2002 No 1598