

# CHELMSFORD QUAKER MEETING



## HEALTH & SAFETY POLICY 2016

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 Borough Council.**

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

*Reviewed by Chelmsford Quaker Meeting Finance & Property Committee 14 March 2016*

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