

Quakers in Yorkshire

Health and Safety Policy

The Health and Safety policy objectives of Quakers in Yorkshire are:

- To prevent accidents and cases of event-related ill health and provide adequate control of health and safety risks arising from Quakers in Yorkshire activities.
- To provide adequate training to ensure organisers are competent to manage activities.

Day-to-day responsibility for ensuring this policy is put into practice is delegated as indicated in the table below which identifies the principal areas of risk and delegated duties.

Statement of general policy	Responsibility	Action / Arrangements
To prevent accidents and cases of event-related ill health and provide adequate control of health and safety risks arising from Quakers in Yorkshire activities	Trustees	Annual review of Risk Management Schedule.
To provide adequate training to ensure organisers are competent to manage activities	Trustees	Make such support widely known.
Day-to-day responsibility for ensuring this policy is put into practice is delegated	Events and meetings organisers as below	Annual reports to trustees.

Areas of Risk		
1. Quarterly meetings of QiY in session held in hired premises or Quaker meeting houses	Co-Clerks of Quakers in Yorkshire	Ensure with local organisers that premises have public liability insurance and have no specific risks to people with disabilities, or to children.
2. Easter Settlement	Convenor(s) of Easter Settlement group	Ensure that Cober Hill or any other proposed venue has public liability insurance and have no specific risks to people with disabilities. See also QiY Risk Assessment Schedule below.
3. Yorkshire Friends Holiday School	Under 19s Coordinating Group and Holiday School staff	Continuity between leaders and sharing responsibility with the schools whose premises are being used. Training day for volunteers before Holiday School starts each year. See also QiY Risk Assessment Schedule below.

4. Junior Holidays	Under 19s Coordinating Group	Junior Holidays often have different leaders for each event so there is more need to be aware of organising sufficient training. Junior Holiday volunteers therefore join in the training day for Holiday School volunteers. This cooperation is encouraged and all travelling expenses are reimbursed. See also QiY Risk Assessment Schedule below.

General notes:		
<ul style="list-style-type: none"> • A first-aid box should be available at all locations. • A risk form should be completed for all outdoor activities. • All incidents should be recorded. 	Each of the above as appropriate.	

Quakers in Yorkshire Risk Assessment Schedule.		
Risk	Managing/Mitigating Risk	Responses
C2. Failure to ensure safe working environment or practices - Health and Safety	Do you take professional advice in H & S matters?	No, but see Actions in table above.
	Do you carry out appropriate training?	Yes, as part of preparations for events.
	Do you have a compliance officer?	Yes for Holiday Schools where Health & Safety is shared with representative of the school they are using.
	Do you regularly review all policies and practices?	Yes
	Do you have appropriate insurance?	Yes
C3. Failure to protect children and vulnerable adults from harm	Do you take professional advice in Children & Safety matters?	QiY has a comprehensive Safeguarding Policy and appointed Safeguarding Coordinator and Dputy. Professional advice is available from Thirtyone:eight (the national body contracted by Britain Yearly Meeting and from BYM staff.
	Do you carry out staff and volunteer vetting?	Yes.
	Do you carry out appropriate training?	Holiday School – at the event. Junior Holidays – as appropriate.
	Do you regularly review policies and practices?	Yes – annually.
	Are we covered for Easter Settlement? And children’s activities at QiY Meetings? Are we clear about who would accompany an injured child to hospital, for instance?	Parents / carers are at Easter Settlement and QiY meetings are responsible for their children.