

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 Register (see below).
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 Register 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 Register 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 Register below.
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General notes:		
<ul style="list-style-type: none"> • A check-list should be compiled and updated regularly. • 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.	

Extract from QiY Risk Register					
C	Human Resource	Impact	Likelihood	Question to ask	Responses
C1	Failure to ensure safe working environment or practices - Health and Safety	Medium	Low	<ul style="list-style-type: none"> • Do you take professional advice in H & S matters? • Do you carry out appropriate training? • Do you have a compliance officer? • Do you regularly review all policies and practices? • Do you have appropriate insurance? 	<ul style="list-style-type: none"> • No, but see Actions below • Yes, as part of preparations for events. • Yes for Holiday School where Health & Safety is shared with representatives of school they are using. • Yes • Yes
C2	Failure to protect children and vulnerable adults from harm	High	Low	<ul style="list-style-type: none"> • Do you take professional advice in Children & Safety matters? • Do you carry out staff and volunteer vetting? • Do you carry out appropriate training? • Do you regularly review policies and practices? • 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? 	<ul style="list-style-type: none"> • QiY has a comprehensive Safeguarding Policy and appointed Safeguarding Coordinators. Professional advice is available from 31:8 (the national body contracted by BYM) and from BYM staff. • Yes • Holiday School – at the event; Junior Holidays – as appropriate; Easter Settlement – before event. • Yes – annually • Yes. Yes. Parents / carers are at Easter Settlement are responsible for their children.