

THE MEETING PLACE (BOOKHAM)

Registered Company No. 7817471 and a Registered Charity No. 1192001



Health & Safety Policy

Version No	Date	Details of changes included in update	Amendments by name and role
Original	2020	The Trustees of The Meeting Place (TMP) approved this Policy on 19.11.2020.	
Version 1	April 2021	Reviewed and re-approved April 2021	TMP Board
Version 2	April 2022	Version numbering commenced. Minor changes to wording. 4.1 - addition of location of risk assessments. 7.0 - addition of "New volunteers and staff will be shown fire exits and evacuation procedure as part of their induction."	MH/HW - TMP Board
Version 3	April 2025	Reviewed and re-approved June 2025	A-ML/EW – TMP Board
Version 4	October 2025	Reference to TMP Lone Working Procedure	EC / MH

1.0 Policy Statement

The Meeting Place (TMP) will manage Health and Safety by:

- Controlling and regularly checking the Health and Safety risks at all venues where TMP activities take place
- Ensuring staff and volunteers are properly trained and involving them in health and safety issues that affect them
- Ensuring staff and volunteers have relevant information and opportunities for training on health and safety
- Taking all appropriate actions to prevent accidents and health problems
- Ensuring dangerous substances are stored and used safely in accordance with relevant legislation
- Reviewing this policy every three years and making changes if necessary or required by law.

2.0 Responsibilities of The Meeting Place

- Overall responsibility for health and safety belongs to TMP Board of Trustees
- Responsibility for managing this policy day to day is given to the Team Leader of each activity

3.0 Staff and Volunteers' responsibilities

- Taking reasonable care of their own health and safety
- Co-operating with Team Leader and those responsible for health and safety
- Using safety equipment when it is necessary
- Reporting health and safety concerns promptly to their Team Leader
- Following the TMP Lone Working Procedure (appendix 2 of Anna Chaplaincy Policy) where this applies to their role

4.0 The Meeting Place will control Health and Safety Risks by:

4.1 Risk Assessments

The Team Leader of each TMP activity will do regular health and safety risk assessments. The results of the risk assessment will be passed to Board of Trustees who should agree any action needed to manage the risks that have been found and work with staff and volunteers to ensure they are implemented.

Risk assessments will be carried out at least once a year and will be undertaken for every new activity/location. A copy of the Risk Assessment for each TMP activity will be kept at the location of the activity

Risk Assessments will also be carried out for one-off events (e.g. fundraising evenings) as part of the planning.

4.2 Training

Appropriate training will be offered to staff and volunteers according to the TMP activity they are involved with (e.g. Food Handling and Hygiene Training for Coffee Shop, Lifting and Handling for Community Fridge). Subject to prior approval, any costs of training will be reimbursed.

4.3 Information

Appropriate information will be displayed in each Meeting Place location:

- The Health and Safety Law poster
- The current employers' liability insurance certificate
- The Meeting Place Health and Safety Policy Statement

5.0 Resolving health and safety problems

Any volunteer or member of staff with a health and safety concern must first tell their Team Leader.

If, after investigation, the problem is not corrected in a reasonable time, or the Team Leader decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the TMP Board. This must be in writing.

6.0 Accidents

- Staff and volunteers at each TMP venue will have access to a first aid box
- In case of minor accident or illness, the Emergency Contact details provided by each volunteer will be available to the Team Leader at the location where the activity is being held
- All accidents and work-related health problems will be recorded in the accident book and the Team Leader informed
- The TMP Board is responsible for reporting accidents and diseases to the Health and Safety Executive where required.

7.0 Fire and evacuation

Emergency exits at venues used for TMP activities will be well signed and kept clear at all times.

Volunteers and staff are responsible for all the evacuation of all volunteers, clients and other workers on the premises. New volunteers and staff will be shown fire exits and evacuation procedure as part of their induction.

If a fire is discovered, everyone must evacuate the venue - fire extinguishers should only be used to free an exit or prevent injury.

The Team Leader or most experienced volunteer in charge at the time is responsible for calling the emergency services.

8.0 Further information

Health and Safety Executive - www.hse.gov.uk

Government website <https://www.gov.uk/browse/employing-people/health-safety>

ACAS <https://www.acas.org.uk/>

Review

This Policy will be reviewed every 3 years.