

Warwick Unitarians

Health and Safety Policy

This policy is to be read in conjunction with the HSE's Health and Safety Checklist for Village and Community Halls.

The Trustees recognise and accept their general duties under Health and Safety law, noting they can be regarded as a legal entity under health and safety law, even though they do not employ anyone and are only volunteers.

In addition, they note they have no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use the Chapel. However, as the Trustees have control over the Chapel, they accept that they should take measures as far as is reasonably practical to ensure that the environment and premises are safe for its expected.

THE POLICY of the Warwick Unitarians is to take reasonably practicable measures regarding the management of the Chapel to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- provide a healthy and safe environment, equipment and systems for all visitors and users
- maintain the Chapel and equipment in a safe condition for all users
- provide all necessary support and information to visitors, users, hirers and outside contractors.

The Trustees will aim to achieve these objectives by:

- identifying and assessing risks
- recording assessments and regularly reviewing them
- eliminating or controlling risks
- monitoring compliance and work conditions
- establishing a clear, sensible and practical safety organisation and arrangements

DUTIES:

All visitors, contractors and users of the Chapel are expected to recognise and accept their duties:

- to follow health and safety instructions and to report dangers to the booking secretary
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions
- as regards any duty imposed on the Trustees to co-operate so far as is necessary, to enable that duty to be performed or complied with.

GENERAL RESPONSIBILITIES:

- All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises
- Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the booking secretary for the attention of the Trustees.

- Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately and to draw attention of the issue to the booking secretary.

HIRERS ARE RESPONSIBLE FOR:

- complying with all conditions of hire and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity
- ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures
- designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency

CONTRACTORS ARE RESPONSIBLE FOR:

- safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance
- having regard to the safety of Chapel users when working on the premises and/or in respect of anything left/stored on the premises
- advising the Trustees of any flammable or toxic substances that may be used in the course of work on the premises

THE TRUSTEES ARE RESPONSIBLE FOR:

- ensuring that all visitors, hirers, contractors and users of the Chapel are aware of the Health & Safety Policy
- ensuring that the Health and Safety Policy is fully implemented
- monitoring compliance with Health and Safety guidelines
- regularly assessing and reviewing risks and recording such risks
- keeping an 'Incident Log' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted
- taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action
- making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy
- making such representations to visitors, hirers, contractors and users of the Chapel, as may be necessary to ensure their cooperation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises
- cooperating with hirers, contractors and users of the Chapel in pursuance of Health and Safety requirements



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Signed for and on behalf of The Trustees

Date: April 2025

Policy Review Date: April 2026