

SECTION 2

ORGANISATIONAL RESPONSIBILITIES

1. Britain Yearly Meeting Trustees will:

- Britain Yearly Meeting Trustees have overall responsibility for Health and Safety, the delegated authority of which is given to the Recording Clerk.
- Britain Yearly Meeting Trustees will monitor the effectiveness of the health and safety management systems via the Health and safety committee overview report (annual)

2. Recording Clerk will:

- Ensure adequate resources are assigned for the successful implementation of the health and safety management system.
- Ensure they are aware of the health and safety legislation that applies to the organisation, including their duties as the employer under such legislation.
- Delegate the implementation of the Health and Safety Policy and day-to-day health and safety matters to the Head of Hospitality and Facilities.
- Ensure all members of the management meeting comply with their responsibilities as defined within this policy and sub-policies.
- Consult employees or their representative on matters relating to their health and safety at work.
- Establish clear lines of communication on health and safety matters throughout the organisation.
- Ensure all individuals assigned health and safety responsibilities are competent to do so and provided with adequate instruction, training and supervision.
- Ensure that all employees are made aware of the nature and extent of their responsibility for implementing the organisation's policy on health and safety, both on appointment and at intervals throughout their employment.
- Monitor the implementation of the Health and Safety Policy by means of:
 - Minutes of quarterly health and safety meetings
 - Summary of annual health and safety compliance audit

3. Head of Hospitality and Facilities, reporting to the Recording Clerk will:

- Formulate the organisation's policy on health and safety in consultation with managers and staff, seeking expert advice where necessary.
- Define objectives and set priorities for the proper implementation of the Health and Safety Policy and associated sub-policies.
- Delegate the implementation of policy and day-to-day management of health and safety to the Senior Facilities and Property Manager.
- Ensure that the implementation of this policy and associated sub policies is monitored by:
 - Annual health and safety audit report
 - Minutes of quarterly health and safety management meetings
 - Regular meetings held with the Senior Property and Facilities Manager
- Ensure that any shortcomings revealed by such monitoring are rectified as soon as is practicable.
- Review this policy annually (or sooner if circumstances warrant it) and pass the results of the review to the organisation with recommendations for any amendments needed.

- Consult their employees (or their representatives) in good time on matters relating to their health and safety at work.
- Familiarise themselves with all current health and safety legislation that affects the organisation.
- Ensure that the activities of the organisation do not present a risk to employees of other employers working on its premises; to visitors; or to members of the public.
- Seek expert advice wherever necessary.

4. Senior Facilities and Property Manager, responsible to the Head of Hospitality and Facilities will:

- Be responsible for the implementation of policy and day-to-day management of health and safety; reporting to the Head of Hospitality and Facilities.
- Assist the Head of Hospitality and Facilities in the formulation of policy.
- Design and implement suitable and sufficient monitoring systems.
- Act as the 'Competent Person' for the organisation.
- Report any failings or shortcomings of the monitoring and/or auditing processes to the Head of Hospitality and Facilities.
- Liaise with visiting health and safety professionals, including the Health and Safety Executive, Local Authority, Fire Officer etc.
- Chair the Health and Safety Committee.
- Ensure that any defects that are a risk to health and safety are dealt with immediately or, if this is not practicable, that the risks are controlled until such time as the defect can be rectified.
- Liaise with the General Secretary of Finance and Property to support insurance claims and appropriate record keeping.

5. Management Meeting, Extended Management Meeting & Managers will:

- Ensure that all staff under their control co-operate in implementing the organisation's policy on health and safety and associated sub-policies.
- Ensure all employees under their control are made aware of the nature and extent of their responsibility for implementation of the organisation's health and safety policy and sub-policies, both on appointment and throughout their employment.
- Ensure all staff are provided with adequate induction and relevant information, instruction and training to complete tasks assigned to them competently in accordance with the Training Policy.
- Establish an efficient system of communication with their staff to ensure the exchange of information on health and safety matters.
- Develop suitable procedures or codes of practice on health and safety for their area of responsibility and ensure the procedures are reviewed periodically, or when circumstances change, and that they are revised appropriately.
- Report any shortcomings in the organisation's health and safety arrangements to the Senior Property and Facilities Manager.

6. Employees and Volunteers will:

- Co-operate with any arrangements made by the organisation in order to comply with the requirements of the Health and Safety at Work Act 1974 and associated regulations.
- Take reasonable care for the safety of themselves and others who may be affected by their acts or omissions.
- Report any shortcomings in the organisation's arrangements for health and safety either to their manager, directly to the Senior Facilities and Property Manager or the Health and Safety committee.