



The Community for Spiritual Formation

Health and Safety Policy

The Community for Spiritual Formation understands that we have a duty of care to ensure the safety of those who attend our events

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of participants. This will be in accordance with good practice and any relevant statutory provisions where they apply.

We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

We will adhere to the Health and Safety policy of each venue we use and ensure that all participants are aware of the particular risks and requirements of each venue.

It is the duty of each participant to exercise personal responsibility for their own safety and that of others.

Team members commit themselves to:

- Take adequate precautions as set out in this policy and related risk assessments
- Provide adequate information and training for those that need it
- Investigate and deal with any hazards as soon as possible, alerting venue staff and participants to them.
- Where defects cannot be corrected immediately, take interim steps to prevent danger
- Report any accident
- Have a room list for participants and check up on anyone who is absent from a meal or session without prior arrangement
- Set a personal example on matters of health and safety.

Allergies We will ask participants to notify us of any allergies they have.

Candles Lighted candles will never be left unattended and will be extinguished by the listening circle leaders and leaders of worship at the end of each session.

Manual Handling We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Medical Emergencies We will ask participants to provide an emergency contact number and alert us to any medical needs we need to be aware of. Team members will know where the first aid kit is and how to seek emergency assistance if required.

Pandemics We will follow official guidance on all pandemics and other emergency situations that that have an impact on health and safety.

Preparation of Food We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Slips and Trips We will implement suitable precautions to prevent slips or trips - including from trailing electrical leads - taking account of any difficulty the frail, elderly or disabled may have in negotiating access.

Spillages We will take extra care when serving and carrying hot drinks and ensure that any spillages are dealt with immediately.

This policy was adopted by the board of trustees on 11th November 2020 and will be reviewed annually by the board and reported to the AGM.