XXXXX Quaker Meeting House Handbook

Full postal Address and contact details

Put a nice picture here XXXX

This document contains information for anyone involved in managing the meeting house (and burial ground). If you think that it needs information adding to it or amending please contact XXXX.

Version Control: the master copy of this document was last updated on XXXX and held by XXXX

*This document may seem a bit overwhelming at first sight. However don’t be unduly worried or put off by the amount of stuff in it. If you are uncertain about some of the more complicated regulations, ask for help. Start by doing what you can do without much effort and then work your way through the rest seeking help when you need it. There is a section at the back containing regulations and guidance to help with what is mandatory and what is good practice. You may wish to add relevant references to area meeting guidance and policies at suitable points.*

*This document should be adapted to suit each local meeting house needs. It aims to cover most circumstances likely to be encountered at a meeting house. Therefore some sections will be irrelevant to a particular location. Those sections can be deleted whereas relevant sections should be edited and amended to suit the local circumstances. Other relevant information and records should be added as they become available. This document should be adequate for almost all meeting houses, however large city centre buildings will probably need more detailed arrangements, instructions and records.*

*Where a meeting has a residential property which is occupied by the warden or a commercial tenant a similar document can be produced and maintained for that building. If wanted to can be combined with the meeting house manual.*

Plain text – Leave as existing text unless you wish to edit it

*Italics text – advice and guidance*

Yellow text – to be replaced with local information

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# Introduction

Quaker faith & practice has sections on property and meeting houses in chapter 14. This handbook is designed to expand on the principles described in Quaker faith & practice to help maintain and manage this building.

More general advice and guidance on managing meeting houses and other property can be found on the BYM web site [www.quaker.org.uk/property](http://www.quaker.org.uk/property). The Health and Safety Executive web site has a wealth of good information about some of the regulatory aspects of managing a building.

# Use of the building by the Quaker meeting

Add anything you wish to in this section

# Warden/ Meeting House manager

The warden / meeting house manager / premises committee liaison can be contacted during the following hours (xx –xx)

* phone (ansphone for out of hours)
* email

For urgent out of hours communications please call XXX or XXX.

# Key holders

A list of key holders is kept in appendix XXX

If there are other forms of building access and entry control then describe them here and list any key contacts, access holders etc.

# Entrance gate and car park access

Describe arrangements for locks or control systems to the grounds or car park of the meeting house

# Intruder alarm

There is an intruder alarm covering all parts (or list selected rooms XXX) of the building. The control panel is located in XXXX. The code is XXXX

In the event of the alarm being triggered the following will happen XXXXX (List what will sound, who will be alerted etc.) Instructions on how to reset or cancel the alarm are in appendix XXX

# Phone/Broadband/Wi-Fi

The phone number of the meeting house is XXXX

A land line is provided by XXX and the phone is located in XXXXX

The meeting house has a broadband connection

The Wi-Fi router is located in XXX and the ID is XXXX and the password is XXXX

# Post

Any post coming to the meeting house should be dealt with as follows XXXXXXXXXX

# Room hire arrangements

A list of regular room hirers is in appendix XXX. A diary of room hires is kept by XXXX

All formal contact with existing hirers and enquiries from prospective room hirers should be handled by XXXX.

A set of standard conditions and rates for hire of rooms is in appendix XXX.

General instructions to hirers on how to use the building based on this handbook and the risk assessment are found in appendix XXX

Describe the arrangement for regular users of the meeting house

# Long term lettings

The following rooms/ floors/ buildings are let for their exclusive use to external organisations on a full lease basis. A list of lettings is in appendix XXX.

# Safeguarding arrangements

The area meeting has a safeguarding policy and procedures. These can be found in XXX.

It contains details of who to contact in the case of a safeguarding matter that needs to be reported. All organisations hiring rooms must have their own safeguarding policy in addition to complying with any requirements in the ‘conditions of hire’.

# First aid arrangements

A first aid box is located in XXX. This is available for all users of the meeting house. *You may require users to bring their own first aid kit, in which case amend this to reflect who the kit is for.*

XXXXX (name or role) checks it periodically and replaces any used and out of date items needed. A list of contents is kept in the box.

An accident book is kept in XXX. Instructions, ensuring compliance with GDPRegs, for completing and sending details of accidents to the relevant person are included with the book. XX (name) will check it periodically.

# Rubbish and recycling arrangements

Describe the arrangements for collection of recycling and rubbish collection.

# Kitchen

Describe arrangements for storage and use of particular kitchen supplies and/ or cupboards. For example; ‘the top left cupboard is for the exclusive use of Quakers. The bottom left is reserved for hirers to store their own labeled coffee/tea etc. All crockery and cutlery is for general use.’

# Cleaning arrangements and supplies

The meeting house is cleaned every XXX by XXXX.

Cleaning materials and supplies are clearly labelled and stored safely in XXX. Stock levels are looked after by XXX.

# Notice boards and signs – external

List them and describe who looks after each of them

# Notice boards – internal

List them and describe their purpose (including any emergency information) and who looks after each of them

# Security – collection boxes

Describe where they are stored and the arrangements for emptying them and handling any cash.

# Hearing Loop

The hearing loop operates in the XXXX rooms

Instructions for its use are kept in XXXX

It was supplied by XXXX who can assist with any problems that may occur.

# Routine building inspection and checks

In addition to the five yearly ‘quinquennial’ inspection of the building dealt with by area meeting trustees, the following checks are carried out:

1. Monthly walk round carried out by XXXXX normally the warden or a member of premises committee or similar person
2. Annual check of the building as advised by BYM Property advice sheet number 5 ‘Check list and annual report of premises safety’ carried out by XXXXX normally the warden or a member of premises committee or similar person
3. Gas – see relevant section
4. Heating oil – see relevant section
5. Fixed electrical installation – see relevant section
6. PAT testing – see relevant section

A timetable for these checks and copies of the records is in appendix XXX

# Heating

There are the following heating systems used in the building

List each separate heating system e.g. gas fired central heating system upstairs, storage heaters in the hall and kitchen, plug in electric convector heaters are used in…

The heating is controlled by XXXX. Times are normally updated and changed by XXXX (name).

The instructions for the timer and boiler, etc. are kept in XXXXX. Failing that manufacturers instruction manuals can usually be found online.

# Gas installation and equipment

See appendix 1 for regulations and guidance.

The gas supply company is XXX and the meter is located in XXXXX

The LPG / gas (delete as appropriate) is supplied by XXX and the meter is located in XXXXX. The valve to shut off the gas supply is located in XXXX.

The following gas equipment is in the building

* Central heating and hot water boiler
* Cooker
* Wall mounted convector fires
* ????

Gas equipment is checked and serviced annually by a ‘Gas Safe’ registered person. Records of servicing are kept in appendix XXX

# Heating oil

See appendix 1 for regulations and guidance.

The heating oil is supplied by XXX and the meter is located in XXXXX. The valve to shut off the oil supply is located in XXXX.

The following gas equipment is in the building

* Central heating and hot water boiler
* Wall mounted convector fires
* ????

Oil fired equipment is checked and serviced annually by XXX. Records of servicing are kept in appendix XXX. When the levels falls to XXX, an order for XXX litres of oil should be placed with the supplier.

# Electrical wiring

See appendix 1 for regulations and guidance.

The electricity supply company is XXX and the meter is located in XXXXX

The circuit breaker box (maybe still a fuse box) is located in XXXX.

Records of the electrical system or fixed installation checks are kept in appendix XXXX.

# Portable appliances (electrical tools and equipment)

See appendix 1 for regulations and guidance.

A table of portable appliances and test details in found in appendix XXX.

# Lifts

See appendix 1 for regulations and guidance.

The instructions for the lift/ stair lift (delete as appropriate) are kept in XXXX

The lift/ stair lift is inspected every XXX. Records of inspection and servicing and tests are kept in appendix XXXX.

# Water

The stopcock to shut off the water supply to the building in in XXX. There is a sign/ plan on the notice board to indicate where it is.

The water supply company is XXXX and the meter is located in XXXX

Hot water is heated by XXXXX

Rainwater harvesting describe system XXXX

Waste water arrangements – grey water reuse, mains drains, septic tank etc. – describe systems.

Legionella precautions XXXX

See appendix 1 for regulations and guidance.

Where done, the Legionella risk assessment is included within the general building risk assessment in appendix XX. The following parts (XXX) of the water system are specifically flushed through every week by XXXX.

# Fire prevention and alarms

See appendix 1 for regulations and guidance.

The following documents are in appendix XXXX

* fire risk assessment
* fire management plan for the building.
* instructions to anyone in the building about what to do in the event of a fire (These are also on the wall in the following locations XXXX)

The documents are reviewed annually by premises committee.

The fire alarm system is……...describe what is in place i.e. glass breakpoints, a hand bell or shouting ‘fire’. The alarm system (and evacuation drill) is tested by XX every XXX. Records are in appendix XXX. The system is serviced and inspected annually.

Smoke/heat detectors are located in the building as follows….describe the locations. They are tested every month and records are in appendix XX. Or … The detectors are part of an integrated fire alarm system which are checked as part of the annual inspection and servicing of the system.

Extinguishers (and other firefighting equipment) are located in the following places (provide a list of sketch showing the type of extinguisher e.g. water, carbon monoxide etc. and its location). These are inspected and serviced annually. Records of these checks are in appendix XXX

Emergency lighting is tested by XXX every month and a full three hourly test annually. Records of those tests are kept in appendix XXX

# Carbon monoxide monitors

See appendix 1 for regulations and guidance.

Carbon monoxide monitors are located in XXX. They are tested every XXX by XXX as per manufactures’ instructions. Records of testing are located in appendix XXX.

# Lightning conductor

See appendix 1 for regulations and guidance.

The building has a lightning conductor. Records of the tests are found in appendix XXX.

# General meeting house risk assessment

See appendix 1 for regulations and guidance.

The general meeting house risk assessment can be found in appendix XXX. The risk assessment will be reviewed and updated by the premises committee every 12 months unless there are major changes in the building when it will be reviewed sooner. There are other risk assessments dealing with fire and in some cases other topics if required, these are addressed in the relevant section of this handbook.

Long term tenants are advised of the risks and measures to deal with those risks by XXXX (*a copy of the risk assessment could be provided, there may be sufficient instructions around the building, you may have a guide to the building or tenant which covers everything. There is no prescribed means of letting tenants or hirers know of what they should do and be aware of*)

Room hirers are advised of the risks and measures to deal with those risks by XXXXX *(you can provide them with a basic set of instructions or simple briefing on how the meeting house works and what they should/ should not do*)

# Asbestos

See appendix 1 for regulations and guidance.

An asbestos survey was undertaken in XXX. This showed that there is no asbestos in the building / that there was asbestos but it has been removed/ that there is asbestos in the building and it is being managed. See appendix XXX for the asbestos management plan and more information.

# Insurance certificate

See appendix 1 for regulations and guidance.

The area meeting employer’s liability insurance certificate is displayed on XXX.

# Trades people and other suppliers

A list of organisations and individuals used by the meeting house is kept in appendix XXX

# Significant work to building

A record of significant work to the building carried out over time is in appendix XXX

# Gardens/ Burial ground/ boundaries

See appendix 1 for regulations and guidance.

The burial ground is still open / now closed for new burials and/or interment/scattering of ashes. Any requests for future burials or interment/scattering of ashes should initially be made to the area meeting funerals adviser and clerk of this meeting. Formal records of the location and names of previous burials and interments/scattering of ashes are kept by the area meeting. A local record is maintained in appendix XXX or XXX.

If there are particular activities that are carried out or things that are avoided in the garden / burial ground list these here e.g. no pesticides or artificial fertiliser is used on the ground to maintain an ecologically sensitive approach to the space and encourage wildlife to flourish.

Responsibility for maintenance of the land boundaries is as follows……………

# Conservation status

See appendix 1 for regulations and guidance.

The building is grade XX listed. A copy of the listing document can be found on the Historic England / CADW / Historic Environment Scotland web site.

The building lies within the XXX conservation area.

There are tree preservation orders on the following trees XXXXXXXXXX.

# Neighbours’ contact details

Contact details for neighbours and other building occupiers are provided in appendix XXX

# Appendix 1 Regulations and Guidance

**Carbon monoxide monitors**

*The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 are limited to requiring carbon monoxide monitors in residential properties where there are solid fuel stoves. However much advice suggests that one should be installed in residential properties (such as a warden’s flat accommodation) in all rooms with a fuel burning appliance such as a gas fire. There are equivalent regulations and guidance in Wales and Scotland.*

**Gas installation and equipment**

*The Gas Safety (Installation and Use) Regulations 1998 contains detailed requirements. The regulations require annual safety checking and servicing of all appliances in a tenanted building. HSE guidance recommends that all gas equipment is serviced annually by a ‘Gas Safe’ registered person in domestic buildings. These requirements should be applied to both mains gas and LPG supplies.*

**Heating oil**

*There are no oil fired heating equipment specific regulations. However the Oil Firing Technical Association (OFTEC), the industry body, recommends that boilers and the tank/ feed system should be checked and serviced annually.*

**Electrical wiring**

*NICEIC recommend that an electrical installation condition report (EICR) is carried out every five years (also five for privately rented properties) of the wiring and things permanently wired in such as storage heaters, lighting etc. which are sometimes called the ‘fixed installation’.*

**Lifts**

*These are somewhat confusing as the LOLER (Lifting Operations and Lifting Equipment Regulations) apply to lifts used by people in the workplace i.e. factory, office rather than the public in a shop or meeting house. LOLER requires an inspection of lifts every six months. The Health & Safety at Work Act applies to lifts not covered by LOLER which does not specify a specific frequency. However your building insurer may well require a particular frequency of inspection. In the absence of other advice an inspection and servicing of lifts and stair lifts in a meeting house every 12 months is suggested.*

**Portable appliances (electrical tools and equipment)**

*HSE ‘Maintaining portable electric equipment in low-risk environments’. Portable appliances are electrical appliances that are that capable of being moved while connected or disconnected from the mains supply (i.e. floor standing heaters, kitchen appliances, vacuum cleaner etc.).*

*All portable appliances should be checked before using to make sure they are in good condition and not damaged. A portable appliance should tested at a frequency between one and five years depending on how likely it is to develop a safety fault. In practice for most meeting houses the cost of a visit by someone to carry out portable appliance testing (PAT) is likely to be very similar or even the same irrespective of the number of pieces of equipment needing testing. It may therefore make sense to test all appliances on an annual basis to keep things simple, however it may be cheaper to do some less often. Anything with a*  *symbol is double earthed and does not need testing. Low voltage systems such as battery powered tools etc. do not need PAT testing although their power supplies or chargers will need checking.*

*A table of suggested test intervals for items of portable electrical equipment found in a meeting house is below.*

|  |  |
| --- | --- |
| *Item* | *Interval in Years* |
| *Mobile Phone Charger* | *\** |
| *Kettle* | *1* |
| *Vacuum Cleaner* | *1* |
| *Toaster* | *1* |
| *Microwave Oven* | *1* |
| *Coffee Maker* | *1* |
| *Laptop power supply lead* | *1* |
| *Portable heater* | *1* |
| *Cooker (plug in)* | *3* |
| *Fridge/Freezer* | *3* |
| *Extension Lead* | *3* |
| *TV/Video/DVD* | *3* |
| *Desk Lamp* | *3* |
| *Fan* | *3* |
| *Desktop computer power supply lead/transfer and monitor* | *5* |
| *Printer/Fax* | *5* |
| *Battery Charger* | *5* |

*\* Visual Check only – renew if any damage noted.*

**Legionella precautions**

*See HSE site; People contract Legionnaires’ disease by inhaling small droplets of water (aerosols), suspended in the air, containing the Legionella bacteria. It can be very serious, even fatal in vulnerable people. In a meeting house this is most likely to be from a shower or tap fitted with a spray head. Ordinary basin and bath taps do not raise concern. Legionella bacteria multiply where water is held between 20-45oC, particularly if left for long periods of time. The bacteria can be ingested and cause illness usually by breathing in water droplets.*

*Where showers or hot water systems are in regular use, then routine cleaning, flushing and occasional disinfection as part of normal cleaning routines will be sufficient. If the meeting house is not much used beyond Sundays, which means parts of the water system are not in frequent use, then those parts of the plumbing system should be flushed through on a frequent basis. A simple rule of thumb is to regard ‘frequent’ as weekly in this context. Run those showers or taps for five minutes to ensure all water is cleared and the hot water temperature has risen to 50oC. This should be adequate for most meeting houses and accommodation. If however the water supply system is particularly complex then further guidance should be obtained (HSE web site has plenty) and a legionella risk assessment carried out.*

*Where water droplets are produced in other equipment, such as water based cooling for air-conditioning systems, formal maintenance and disinfection systems will be part of the manufacturer’s maintenance and servicing regime.*

**Fire prevention and alarms**

*Regulatory Reform (Fire Safety) Order 2005 in England and Wales, Fire (Scotland) Act 2005 in Scotland. The person responsible for the building (premises committee in the case of meeting houses) has to do the following;*

* *carry out a fire risk assessment,*
* *reduce the risks as far as is reasonably possible and provide fire precautions to deal with any remaining risks,*
* *record the risk assessment and subsequent actions taken,*
* *create a plan (and write it down) to deal with how fire is prevented and how and how to respond to an emergency i.e. a fire occurring,*
* *share the plan with anyone using the building.*

*The risk assessment can be a part of the overall building risk assessment document but is more easily managed as a separate fire specific risk assessment. It must consider all building users not just Quaker users. Fire certificates are no longer issued and old ones are no longer valid.* *You should review your risk assessment and plans periodically - annually is reasonable unless there are major changes in the building. In some places the fire service are happy to visit and advise. In other areas commercial fire safety advisors can help if needed. UK Government document ‘A short guide to making your premises safe from fire’ is simple and helpful when doing a fire risk assessment.*

**Lightning conductor**

*The Code of Practice for Protection of Structures against Lightning (BS EN 62305: 2006) states that all lightning protection systems are inspected and tested annually.*

**General meeting house risk assessment**

*‘HSE, Risk assessment. A brief guide to controlling risks in the workplace.’ There is a responsibility to assess risks which people might be exposed to as a result of your organisation’s activities. You do not have to record your findings if less than five people are employed by the organisation. However some area meetings will employ at five or more people. In any event writing down the risks and what is being done to deal with them is a useful thing to do. Area meeting trustees should decide what approach they wish to adopt. The format of the general meeting house risk assessment is recommended by the HSE. It may be helpful to use the same document with additional sections for other risks such as financial risks.*

**Asbestos**

*The* [*Control of Asbestos Regulations 2012*](http://www.hse.gov.uk/pubns/priced/l143.pdf) *require that duty holders i.e. those in control of a meeting house control the risk to anyone from exposure to asbestos. This means that where we know or presume where asbestos may be present, a management plan will be put together which will detail where the asbestos is located, its condition, who might be affected, how it will be made visible, what will be done to protect those who may come into contact with it and what will be done to effectively manage and control it. Asbestos comes in several forms, some of which is more harmful than others, a management plan should recognise this. Use of asbestos was finally banned in 1999 meaning that any building built or altered before that date may contain asbestos.*

*The usual way to comply with these responsibilities is to follow these four steps;*

* *Commission a survey to find out whether the premises contains asbestos, and, if so, where it is and what condition it is in.*
* *Assess the risk from asbestos present in the premises*
* *Make a plan to manage that risk and act on it.*
* *Provide this information to anyone (e.g. building contractors) who is likely to disturb any asbestos present, so that they can put in place appropriate precautions while the work is being done.*

*A reputable (UKAS accredited) asbestos surveyor should be able to carry out a survey, assess the risk from any asbestos found by the survey and produce a management plan including any recommendations for managing any asbestos found (in some cases leaving it undisturbed and in place is the simplest thing to do). This will allow you to advise any tradesmen or other people of where asbestos is in the building and what they need to do to avoid harmful exposure to it.*

**Insurance certificate**

*HSE guide ‘Employers’ Liability (Compulsory Insurance) Act 1969’. Where the meeting house has employees of the area meeting working at it, the employer’s liability insurance certificate must be displayed where any staff (but not necessarily other visitors) would see it. The area meeting will almost certainly have other insurance policies including one covering the building and any users of the building, this does not need to be displayed.*

**Gardens/ Burial ground**

*Quaker Faith and Practice has several sections with advice on burial grounds.*

**Conservation status**

*Straightforward maintenance should not require listed building consent. However you should contact your planning authority if the changes you plan to make may affect the character of the building. The authority will tell you if you need to apply for*[*listed building consent*](https://www.historicenvironment.scot/advice-and-support/applying-for-consents/listed-building-consent-and-conservation-area-consent/)*. Similarly trees that are subject to a tree preservation order (TPO) may be pruned without needing consent. If they become dangerous e.g. following a storm, they should be made safe without waiting for consent.*

**Appendix XXX**

**Key Holder list**

| **Door/ Key ID** | **Key number** | **Name of key holder (Organisation)** | **Name of key holder (Person)** | **Date key issued** | **Notes** |
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**Appendix XXX Alarm cancel and reset instructions**

**Appendix XXX Regular room hire list**

| **Room** | **Organisation** | **Days hired** | **Times of use** | **Contact name** | **Contact details** | **Notes** |
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**Appendix XXX Standard terms and conditions for room hire**

**Appendix XXX**

**Long term lettings**

| **Room/Floor/Building** | **Name of organisation** | **Contact details** | **Date of expiry of lease** | **Notes** |
| --- | --- | --- | --- | --- |
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Appendix XXX

Meeting house routine maintenance schedule Year \_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **External** | **Internal** | **Annual checks** |
| --- | --- | --- | --- |
|  | Glass intact | Doors/ windows | Gutters/ pipesleaking | Boundaries/Paths / Garden | Notice- board | Clear gutters and gullies | Floors clear | Taps dripping | Lights working | Doors / windows secure | Phone/ 1st Aid | Fire extinguishers checked and ExitsClear | Gas | PAT | Fire fighting equipment | BYM Building and Safety checklist |
| Jan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Feb |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| March |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| April |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Dec |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Initial the relevant box when the check is complete.

**Appendix XXX**

**Gas appliances and equipment inspection and servicing list**

| Appliance/Equipment | Location | Date of servicing | Notes |
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Servicing and test certificates to be filed here or in XXXXXX

**Appendix XXX**

**Oil fired appliances and equipment inspection and servicing list**

| Appliance/Equipment | Location | Date of servicing | Notes |
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Servicing and test records are filed here or in XXXXXX

**Appendix XXX**

**Electrical wiring and system test certificates**

These are filed here or XXX

**Appendix XXX**

**PAT test records**

| **Equipment** | **Normal location of equipment** | **Test frequency** | **Next test due** | **Notes** |
| --- | --- | --- | --- | --- |
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**Appendix XXX**

**Lift inspection and servicing records**

These are filed here or XXX

**Appendix XXX Fire arrangements**

**Meeting House fire risk assessment for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Step 1 – Identify fire hazards** |
| Sources of ignition | Sources of fuel | Sources of oxygen |
|  |  |  |
| **Step 2 – People at risk**  |
|  |
| **Step 3 – Evaluate, remove, reduce, and protect from risk** |
| (3.1) Evaluate the risk of a fire occurring - what could cause a fire to happen and where might it be?* 1. Evaluate the risk to people from a fire starting in the premises – how serious might the fire be and are there some people who are particularly at risk?
	2. Remove and reduce the hazards that may cause a fire – what can be done to reduce the likelihood of a fire starting?
	3. Remove and reduce the risk to people from a fire – what actions can be taken such as raising the alarm, calling the fire service, smoke detectors, extinguishers, and escape routes?
 |
| **Step 4 – Record, plan and train** |
| (4.1) Produce fire management plan – summary of fire arrangements, fire notices on walls, letters to tenants, instructions to hirers. (4.2) Carry out training if required |
| **Step 5 - Review** |
| (5.1) Completed/reviewed by date(5.2) Next review due |

*Notes:*

*This risk assessment should be reviewed periodically – annually may be easiest to avoid forgetting to do this. In addition it should be reviewed if there are significant changes to the building or what takes place there.*

*The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.*

*The information in this record should assist you to develop an emergency plan; coordinate measures with other building users and to inform and train staff and inform other relevant persons.*

* The fire management plan is filed here
* Instructions to meeting house users are filed here

**Fire alarm test records**

| **Date of test** | **Name of tester** | **Satisfactory** **Yes/No?** | **Notes** |
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**Smoke and heat alarm test records**

| **Date of test** | **Name of tester** | **Satisfactory** **Yes/No?** | **Notes** |
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**Emergency lighting test records**

| **Date of test** | **Name of tester** | **3 Monthly or annual test** | **Satisfactory** **Yes/No?** | **Notes** |
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Appendix XXX

Carbon monoxide monitor test list

| Location | Date tested | Name of tester | Functioning correctly? Yes/No | Notes |
| --- | --- | --- | --- | --- |
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**Appendix XXX**

**Lightning conductor test records**

File these here or XXX

**Appendix XXX**

**Meeting House General Risk Assessment**

**Risk assessment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Area Meeting/ Local Meeting**

**Completed/reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Next review due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The contents of this template are included as typical risks and actions at a typical meeting house. Each line should be reviewed and edited to make it relevant to the particular building. Any missing significant risks and actions should be added where appropriate.*

| **No.** | **What is the risk?** | **What can go wrong, how, who might be affected?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Date done** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Slips, trips and falls | Staff, Friends and other building users might trip over pot holes, loose floor coverings, poorly lit steps, trailing extension leads or slip on spilt liquids. | * Regularly check that floor coverings are fixed securely
* Have a door mat at the entrances to reduce rainwater being carried into the building
* Check car park for uneven ground/ potholes periodically
* Ensure mop is available for spills
 | * Mark step edging with white paint if poorly in poorly lit areas
* Provide handrails to steps if concerned.
* Tape extension leads to the floor when being used.
 |  |  |  |
| 2 | Work at heightE.g. changing light bulbs, clearing gutters, cleaning windows | Staff or Friends might fall from ladders or step ladders | * Always have two people when working at height
* Always ‘foot’ ladders and place on firm ground
* Check ladders are in good condition before using them
 | * If concerned pay a professional to do the job.
 |  |  |  |
| 3 | Kettles | Staff, Friends and other building users could suffer scalds from spills from kettles filled with hot water. | * Place kettles on solid surface and place tea pots etc. next to them for filing to avoid carrying full hot kettles
* Don’t overfill kettles
 | * Think about a wall mounted water boiler in place of a boiler
 |  |  |  |
| 4 | Lifting and carrying i.e. Manual handling | Staff and Friends may damage their back lifting heavy or awkward objects and boxes etc. | * Store stuff in easy to access places, not on high shelves
* Use two people to lift stacking tables.
 | * Consider online training for warden
* Put up info sheet on notice board
 |  |  |  |
| 5 | Exposure to hazardous substances e.g. cleaning products | Staff and Friends could have skin problems, eye damage and vapour could cause breathing problems. | * Store harmful products safely
* Mops, brushes and gloves to be used for cleaning.
 | * Clearly label harmful products
* Look at replacing harmful products with less powerful alternatives
 |  |  |  |
| 6 | Use of equipment | Staff, Friends and other building users could be injured by using garden strimmer and kitchen equipment improperly. | * Ensure instructions and warning labels are in place
 | * Encourage people to ask how to use equipment if they are unfamiliar with it
 |  |  |  |
| 7 | Food poisoning | Friends and other building users could suffer food poisoning if food if poor food hygiene occurs, especially cross contamination from raw meat. | * Be familiar with basic kitchen practice and place notices on the wall
* Have separate chopping boards for raw meat, fresh fruit, salad and veg, cooked food.
* Ensure food is properly stored in the fridge.
 | * Periodically check fridge to ensure storage instructions are being followed
* Run simple briefing exercise for people using the kitchen
* Ban cooking raw meat in the kitchen
 |  |  |  |
| 8 | Vehicle movement in car park | Staff, Friends and other building users could be hit by manoeuvring cars and vans. |  | * Consider putting up 5mph signs
* Put up external light
 |  |  |  |
| 9 | Fire – see also separate more detailed fire risk assessment and fire management plan.  | Staff, Friends and other building users, might be caught in a fire and unable to escape. Damage to the building and contents. | * Fire risk assessment done
* Management plan done
* Extinguishers and blanket in place and checked
* Emergency lighting and smoke alarms in place and tested.
* Warden to remain vigilant for burnable materials left in unsuitable places.
 | * Review management plan and carry out incomplete actions.
 |  |  |  |
| 10 | Electricity | Staff, Friends and other building users could be electrocuted by faulty equipment.Electrical wiring could degrade leading to shocks or fire. | * PAT testing done
 | * Arrange for electrical system check (5 yearly)
 |  |  |  |
| 11 | Gas equipment | Staff, Friends and other building users could suffer from carbon monoxide poisoning  | * Gas checks and servicing of boiler and wall heaters done annually
 |  |  |  |  |
| 12 | Legionella | Shower is infrequently used thus water can remain in the system for weeks allowing legionella bacteria to potentially grow and infect a shower user. | * Run shower hot for five minutes each week.
 |  |  |  |  |
| 13 | Asbestos | Staff, Friends and other building users have very low risk but maintenance tradesmen may be at risk if they disturb asbestos in the building. |  | * Carry out asbestos survey and act on findings.
* Have briefing for any tradesmen employed.
 |  |  |  |
| 14 | Personal security fears from being alone in the building | Staff, Friends or other building users may be concerned about their personal security if they are in the building alone at night. | * Lock front door when in the building alone.
* Advise people to have a mobile phone with them
* Ensure someone knows where you are
 | * Install movement sensitive external security lighting around building.
 |  |  |  |
| 15 | Display screen equipment  | Computer users get eye strain or back aches from over use and poor posture. | * Ensure computer set and desk are comfortable for users
 | * Install window blind to cut out glare
 |  |  |  |
| 16 | Building decay | Friends have to manage large repair works due to inadequate routine maintenance, inspection and repair work being delayed such that it is a large task requiring much time, effort and money instead of it having been a modest easily managed cheaper task. | * Walk round the building and garden with open eyes periodically.
* Carry out annual check of the building – see BYM Property advice sheet 5, ‘Check list and annual of premises safety’ and act on findings.
 | * Undertake full Quinquennial inspection every five years and plan work arising from report.
 |  |  |  |
| 17 | Blocked gutters | Friends have to deal with damp entering the building due to overflowing gutters. | * Clear gutters of leaves and debris late autumn
 | * Clear gutters of leaves and debris a second time in the year!
 |  |  |  |
| 18 | Blocked drains | Friends and other building users are unable to use toilets and have to deal with a flood. | * Lift drain chamber covers once a year and check they are free running
 | * Commission CCTV survey of drains
 |  |  |  |

**Appendix XXX**

**Asbestos**

The survey is filed here or XXX

The asbestos management plan is filed here or XXX

**Appendix XXX**

**List of tradespeople and suppliers**

| **Name of company/ person** | **Contact details** | **Nature of work** | **How do we know them?** |
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**Appendix XXX Significant work done to the building**

| **Date** | **Nature of work** | **Contractor** | **Notes** |
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Copies of any drawings, specification, planning consents, listing building consents, building regulations approvals and other documents related to major works are kept in XXX

**Appendix XXX**

**List of neighbours**

| **Name of organisation/ person** | **Address** | **Contact details** | **Notes** |
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Template: HD

17/06/2019