

**UNITED HEBREW CONGREGATION
OF
NEWCASTLE UPON TYNE**

The Synagogue, Graham Park Road, Newcastle upon Tyne, NE3 4BH

HEALTH & SAFETY POLICY

- Newcastle UHC is committed to ensuring the safety of its staff, members, visitors and guests.
- The President of Newcastle UHC is responsible for health and safety on the Synagogue Site
- The President of Newcastle UHC or a nominated deputy has responsibility to ensure the Health & Safety of all staff, members, visitors and guests to the Synagogue site.
- All staff, members, visitors and guests are responsible for taking care of their own health and safety and that of their fellow staff, members, visitors and guests.
- Newcastle UHC recognises the legal duties upon them and are required to provide a safe environment, safe equipment and safe methods of attending services and other events held at the Synagogue site.
- The President of Newcastle UHC or a nominated deputy will undertake a Health & Safety check prior to any service, event or activity at the Synagogue site.
- Any defects noted or risks within the premises will immediately be reported to the caretaker or any other contractor for rectification.
- In the event of fire and the alarm being raised, the Fire Brigade will be called on 999 and the buildings will be evacuated by means of the nearest emergency exit.
- The emergency exits are clearly marked in all the buildings on the Synagogue site.
- The Fire Assembly Location is the Car Park in front of the main Synagogue.
- First Aid kits are located in all the buildings on the Synagogue site
- Car Parking is provided on site and is at the car or vehicle owners' risk. Newcastle UHC will not accept any responsibility for any loss or damage to either vehicles or personal effects whilst vehicles are unattended.
- Staff, members, visitors and guests should note that smoking is not permitted on any part of the site
- Any accidents must be recorded in the Accident Book and reported to the Secretary
- Any breaches of Health & Safety must be reported to the President of the UHC or nominated deputy immediately.

All records must be kept for a minimum of 50 years. We are committed to reviewing this policy annually.

AAJ 8 March 2020