



JOHN WESLEY'S NEW ROOM

Registered Charity No.1137957

Health, Safety and Wellbeing Policy

Document 1 of 2: The HS&W Policy Statement and Commitment, the Strategic Organisation and the Summary of Arrangements

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		Name: Clifford Friend
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An introduction to Document 1: The Health, Safety & Wellbeing Policy Statement and Commitment, the Strategic Organisation and the Summary of Arrangements.

The Health, Safety and Wellbeing Policy comprises two documents:

This document, **Document 1**, introduces the general statement; our commitment; to ensuring the health, safety and well-being of our employees, volunteers and of other people who are affected by The New Room/John Wesley's Chapel's activities such as visitors and service users.

This is to meet the statutory requirements of the *Health and Safety at Work etc Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

Document 2 examines the specific responsibilities and practical arrangements for health and safety in more detail. The two documents together provide the main Health, Safety and Wellbeing Policy.

On specific important topics, additional arrangements and sub-policies will follow, including risk assessments, training and other aspects of good management.

This is one of a number of important policy documents. An example of another is the Safeguarding Policy, Property Management and the Emergency Procedures. The documents should be read as linked parts of The New Room/John Wesley's Chapel's management systems.

Statement of Health, Safety and Wellbeing Policy for The New Room/John Wesley's Chapel

This statement of "Health, Safety and Wellbeing Policy" is produced in respect of The New Room / John Wesley's Chapel. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

1.0 The Background: What is the Purpose of The New Room/John Wesley's Chapel and How is the Health, Safety and Wellbeing Policy Relevant to That Purpose?

1.1 Our vision is based around three pillars; Community, Spirituality and Heritage.

1.2 Our aims are to:

- be a key community hub, embedded in Bristol, but with local, national and international reach.
- be a welcoming oasis built on a foundation of faith.
- be widely acknowledged as the holder of significant Wesleyan heritage, brought to life for social impact.

1.3 We will do this through a range of activities on our two sites (John Wesley's New Room and Charles Wesley's House) including museum visits, tours, events, education, exhibitions, community activities, our café and local partnerships. We also have an extensive collection of Wesleyan Heritage assets which are stored in our library and archive.

1.4 Our activities will be delivered in compliance with all current health, safety, welfare and wellbeing legal requirements and best practice. Our arrangements, responsibilities and commitment to achieving best practice are set out in this policy statement.

1.5 Well organised health, safety and wellbeing means that interesting and challenging activities can be done with the right level of risk and avoiding significant harm to staff members, volunteers, service users, contractors and the public.

2.0 The New Room/John Wesley's Chapel Board's Statement of the Health, Safety and Wellbeing Policy

2.1 This statement is the Board's commitment to take all reasonably practical steps within its power to prevent harm including injury and ill-health to employees, volunteers, people providing and using our services, and contractors.

- 2.2 This commitment is to meet the Board's duties as employers of staff, involving volunteers and the providers of services and activities for service users and the public.
- 2.3 Although this is a specific commitment made in regard to the Health and Safety at Work etc Act 1974, the Board will ensure that links are made whenever relevant to other duties. These duties include child and vulnerable adult protection through safeguarding management, mental and physical health and emotional wellbeing support.
- 2.4 There are other links such as food hygiene and allergen management, infection control, transport safety and environmental protection which overlap with occupational health and safety and which the Board will take action on as necessary.
- 2.5 As a charity, The New Room/John Wesley's Chapel will meet the requirements of its registration through the Charity Commission, its membership of the Methodist Church and the conditions set by its local authority, insurers, funders etc. regarding health and safety, welfare and wellbeing and related issues.
- 2.6 The Board will agree a health, safety, welfare and wellbeing policy that describes in the organisation of who does what, to ensure the highest standards for health, safety and wellbeing and without gaps in provision and delivery of responsibilities.
- 2.7 The arrangements for key issues will be described in the H,S&W policy in outline. When necessary, these arrangements will be fully described in separate policies, procedures and risk assessments.
- 2.8 The Board will set a budget which includes sufficient funds to ensure health, safety, welfare and wellbeing is maintained at the level of good practice as recognised nationally for The New Room/John Wesley's Chapel's activities.
- 2.9 As the employer, the Board will accept its responsibility for setting out the overall arrangements in the H,S&W policy and undertake all reasonable steps within its power to prevent or reduce the possibility of:
 - > Harm, injury and ill-health to staff, volunteers, service users, contractors and volunteers;
 - > Damage to property, plant, machinery, equipment, tools and other materials;
 - > Harm to the environment.
- 2.10 Provide plant, equipment and systems of work which are safe and without risks to health.
- 2.11 When The New Room/John Wesley's Chapel's activities or other jobs involve handling and storing, or moving items or substances such as chemicals, this will be done safely, once again following recognised practice.
- 2.12 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, volunteers, contractors, service users and visitors at the establishment to perform their work and activities safely and efficiently.

- 2.13 Promote the development and maintenance of sound H,S&W practices ensuring that any actions taken are inclusive and non-discriminatory.
- 2.14 Maintain the premises in a condition that is safe and without risks to health and adequate in regard to welfare facilities.
- 2.15 When required provide suitable and sufficient personal safety equipment (PPE) to all employees, volunteers, visitors and service users, for the safe use of plant, machinery, equipment, tools, materials, substances for their work or activities.
- 2.16 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular, work closely with other agencies sharing responsibilities, premises or site location issues, to cooperate on work related health and safety matters.
- 2.17 The Board will keep themselves up to date on relevant health, safety and wellbeing matters through Trustee and employee professional development, advice from the setting's Competent Person, Charity Commission, Methodist Church, local authority and any relevant professional bodies which cover the activities of the Charity.
- 2.18 The Board will recognise the requirement to engage and consult staff on H,S&W matters which will be achieved through discussion through the Director's management of staff.
- 2.19 One member of the Board will have a special responsibility for health, safety, and wellbeing, although the Board as a whole will have and retain collective responsibility.
- 2.20 The Board will delegate authority for the development and implementation of this policy to the Director who will:
 - > Ensure the arrangements will be made, consult on these and bring this policy to the notice of all employees (including new, temporary and part time employees).
 - > Ensure that there are procedures and training in place for all relevant activities.
 - > Identify and create risk assessments, manage and monitor the risks and their mitigations.
 - > Consult with employees on policies and procedures and the delivery of safe working practices.
 - > Will bring this to the attention of volunteers, service users, contractors and visitors so that they fully cooperate with their duties under this policy.
 - > Liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
 - > Report to the Board of Trustees.
- 2.21 The Board will review the policy annually and amend or update it as and when necessary, ensuring that it is reedited and reissued within 3 months of the amendments being made. They will continuously seek to improve H,S&W policies, procedures, codes of practice and guidance ensuring that cross cutting matters such as safeguarding and inclusion will be linked so that there are no policy gaps.

- 2.22 The Board will recognise their responsibility for monitoring H,S&W performance, including auditing and evidencing safety inspections carried out by representatives of each setting the number of times per annum set out by the Board.

Signed by the Chair of the Board on behalf of the Board of The New Room/John Wesley's Chapel:

Signed: Clifford Friend

Date: 25/2/26

Signed by the Director.

Signed: Miranda Payne

Date: 25/2/26

3.0 Organisational Responsibilities and Arrangements

- 3.1 The Board of Trustees recognises that it has collective, non-delegable responsibility for all aspects of H,S&W. We recognise the need to identify organisational arrangements for implementing, controlling and monitoring HS&W matters. In this matter we follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive.
- 3.2 We also accept the need to consult employees before allocating particular health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

Table 1: Lines of Responsibility for Health, Safety and Wellbeing

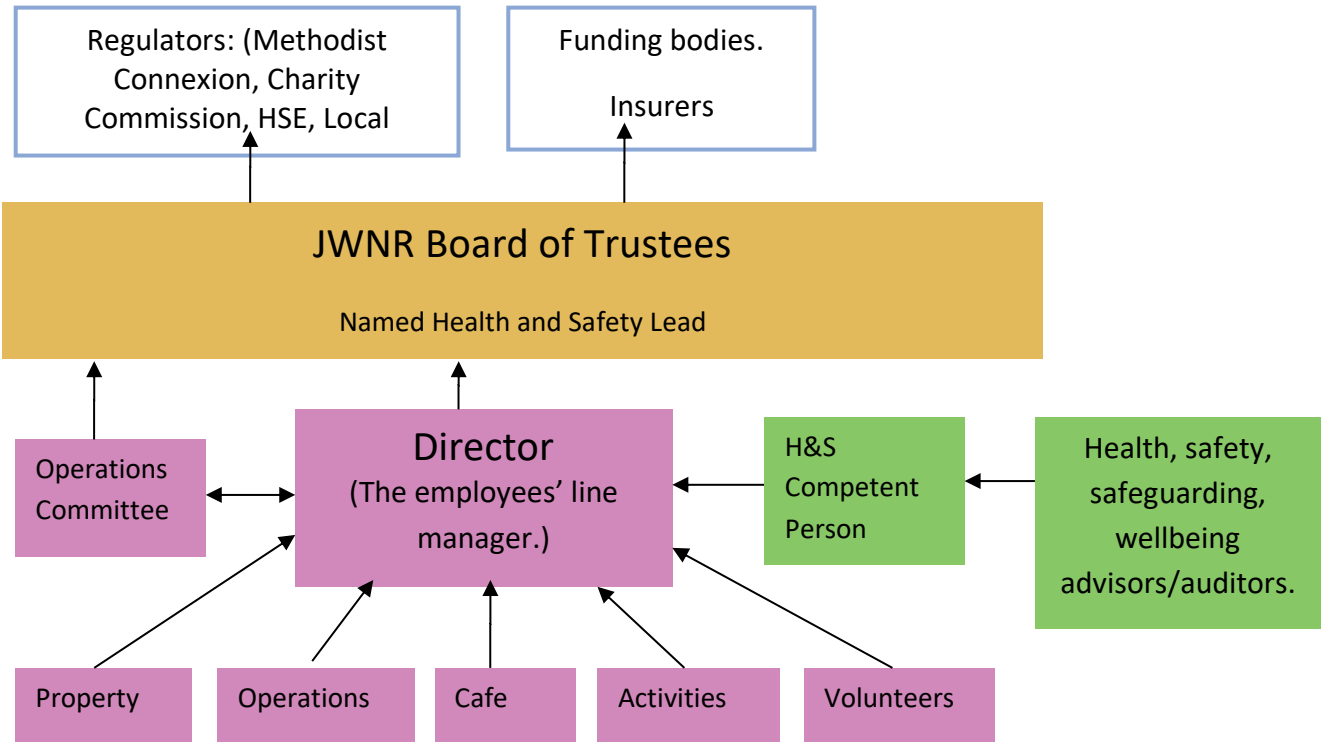
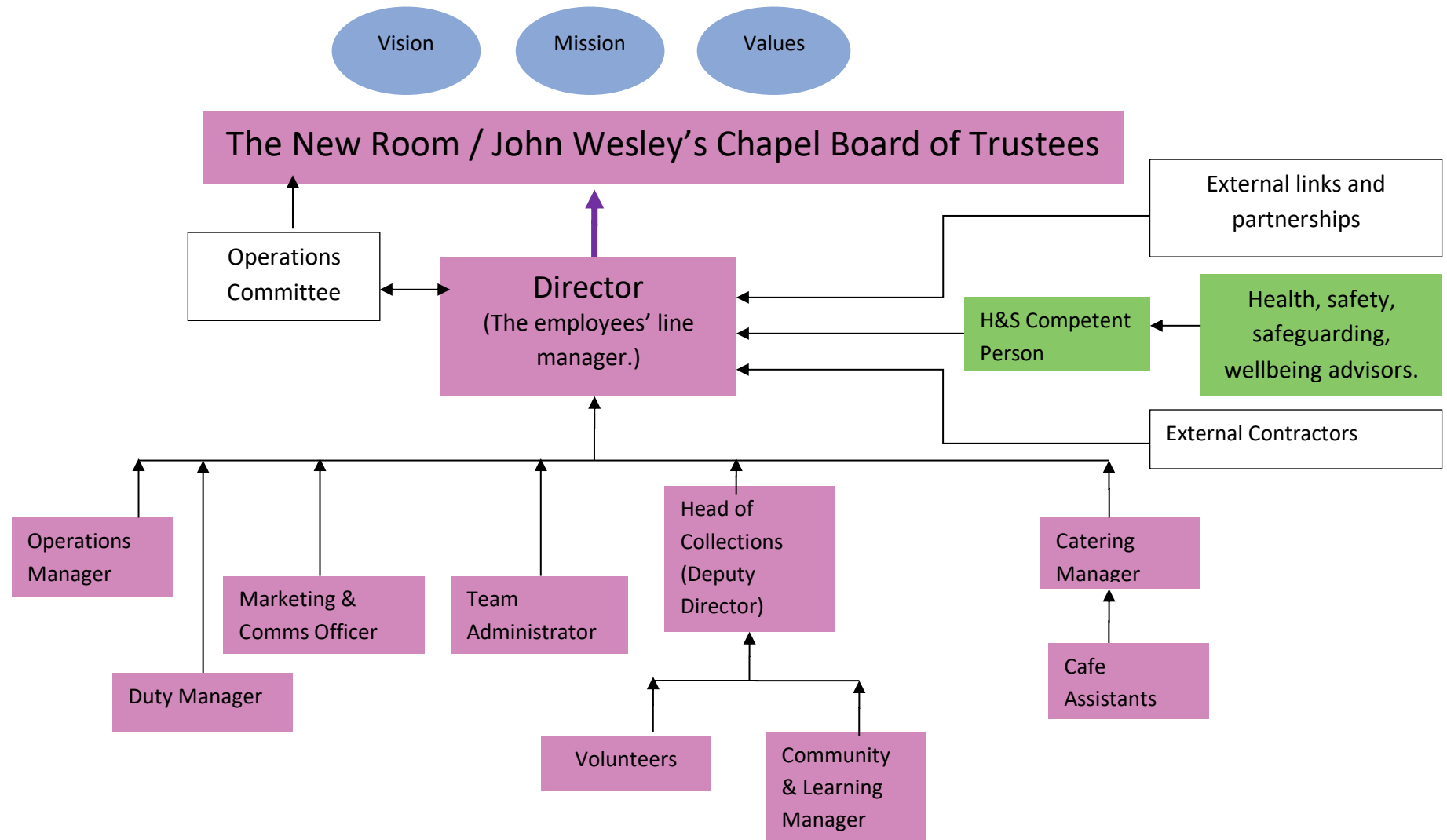


Table 2: Organisational Chart for The New Room/John Wesley's Chapel Management of Health, Safety and Wellbeing



4.0 Role of the Operations Committee and Director in Relation to Health, Safety & Wellbeing and Consultation

- 4.1 The Operations Committee will incorporate health, safety and wellbeing responsibilities into their committee agenda as appropriate, and provide reports to the Board of Trustees at least annually or when requested.
- 4.2 The Board recognises that the way forward in achieving effective management of our HS&W Policy and the arrangements necessary to fulfil the obligation, includes the Operations Committee, providing support to the Director and supporting employee consultation.
- 4.3 The Operations Committee usually meets around 12 times a year and regularly gives consideration to health and safety matters including:
- Risk assessments, incident information, safety procedures and working practices.
 - Consultation of employees. See: <http://www.hse.gov.uk/involvement/index.htm>
 - Reports on premises inspections, compliance, and building works
 - The resources required for training and development and other HS&W matters.
- 4.4 The charity's Director is responsible for implementation of the H,S&W Policy and reports to the Operations Committee as well as the Board of Trustees. Other employees who may be able to contribute to matters under discussion at the Operations Committee when relevant, but not at every meeting, are for example: Operations Manager, Cafe Manager, Community and Learning Manager, Head of Collections and volunteer leads.
- 4.5 While most issues will be dealt with by the Director or other staff, on a day to day basis, those with longer term or broader or policy implications may be deferred to the Operations Committee or Board of Directors. Specific issues that require immediate action will be made safe then remedied after consultation with the employees identified has taken place.
- 4.6 Health and safety advisors will be used as necessary.

5.0 Monitoring and Auditing Health, Safety and Wellbeing Performance.

- 5.1 The Board will be supplied with information on health, safety and wellbeing on a regular basis.
- 5.2 They will be provided with an annual report on all H,S&W matters which will identify strengths and development areas, propose achievable remedies and set objectives for continuous improvement, to enable them to monitor the performance of their health, safety and wellbeing policies. The report will include information on:
- Reported incidents, incident investigations, near misses and lost time data and resulting preventative measures;
 - Emergency procedures including Martyn's Law, fire precautions and first aid;
 - Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
 - Regular data on how well The New Room/John Wesley's Chapel complies with statutory requirements and how far it has achieved more than the minimum standard.
 - Internal and external inspections as well as audits;
 - Wellbeing and stress management.

- 5.3 An external health, safety and wellbeing audit will be commissioned, initially every two years, but if performance is good the interval may be extended and may just focus on critical performance areas and higher risk areas of our activities.

6.0 References

- 6.1 The Health and Safety Executive publish guidance for Boards and senior Directors on how to achieve a high standard of health and safety performance. These are the following documents:

a. Managing for Health and Safety HSG 65

Free download at: <http://www.hse.gov.uk/pubns/books/hsg65.htm>

b. Leading Health and Safety at Work: Leadership Actions for Directors and Board Members

Free download at: <http://www.hse.gov.uk/pubns/indg417.htm>

c. The Health and Safety Toolbox

Free download at: <http://www.hse.gov.uk/pubns/books/hsg268.htm>

The HSE website provides in-depth advice and guidance with mainly free to download authoritative documents.

- 6.2 The Charity Commission provides guidance to charities on risk management including:

Charities and Risk Management CC 26, Free download at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/589944/CC26.pdf

Reporting Serious Incidents Guidance

See: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Director/Trustee Duties: The Essential Trustee-What you need to know and what you need to do.

See: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf

- 6.3 Charity Governance: [Charity Governance Code.pdf](#) (published 3rd Nov 2025).

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