

Health and safety policy statement

Health and Safety at Work (NI) Order 1978

This is the Health and Safety Policy Statement of Mary Frances Trust (MFT)

Our statement of general policy is

- To provide effective control of the health and safety risks arising from our work activities
- To ensure the health and safety at work of all our employees, volunteers, stakeholders and any other people who may be affected by our work activities ("the affected people")
- To consult with our employees, volunteers and stakeholders on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate and effective training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Signed: _____
Patrick Wolter, *Chief Executive*

Agreed by MFT Board of Trustees: September 2018

Review Date: September 2020

This policy should be read in association with the Lone Working policy and the Safeguarding Policy.

Responsibilities

1. Overall and final responsibility for health and safety is that of the Management Board who delegate this responsibility to the Chief Executive.
2. Day to day responsibility for ensuring this policy is put into practice is delegated to Lenny Roberts-Flanders
3. All staff, volunteers and users of the service have a personal responsibility in relation to health and safety including to
 - Co-operate with supervisors and managers on health and safety matters
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to an appropriate person
4. If any of the staff named in this policy leave or are unable to continue their responsibilities the Chief Executive will re-allocate the responsibility.

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the person in charge of the activity.
- The findings of the risk assessments will be reported to the Chief Executive
- Actions required to remove/control risks will be approved by the Chief Executive
- The person in charge of the activity will be responsible for ensuring the action required is implemented
- The Chief Executive will check that the implemented actions have removed/reduced the risks
- Risk Assessments will be reviewed every two years or when the work activity changes, whichever is earlier.

Consultation with employees and other affected people

- Consultation with employees is provided by regular staff meetings. Health and safety matters will be listed as an agenda item
- Health and safety matters are covered in the Chief Executive's report to the Trustees and discussed at each meeting
- People who use MFT services are involved in and health and safety meetings organised by the organisation.

Safe plant and equipment

Kathy Attewill (Administrator) will be responsible for

- identifying all equipment/plant needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- checking that new plant and equipment meets health and safety standards before it is purchased

Any problems found with plant/equipment should be reported to the Administrator

Safe handling and use of substances

The Administrator will be responsible for

- identifying all substances which need a COSHH assessment
- undertaking COSHH assessments
- ensuring that all actions identified in the assessments are implemented
- checking that all relevant employees are informed about the COSHH assessments
- checking that new substances can be used safely before they are purchased

Assessments will be reviewed every 2 years or when the work activity changes, whichever is earlier.

Information, instruction and supervision

- The Health and Safety Law in NI poster is displayed at 23 The Crescent Leatherhead Surrey KT22 8DY
- Health and safety advice is available from Christine Schauerman
- The Chief Executive is responsible for ensuring that affected people working at locations under the control of other employers are given relevant health and safety information.
- Lone working procedures are covered in the Lone working policy

Competency for tasks and training

- Induction training will be provided for all employees by Christine Schauerman
- Induction training will be provided for all volunteers by Louise Laudy
- Job specific training will be provided by the relevant supervisor
- Specific jobs requiring special training are working in the kitchen at The Crescent Centre and The Brickfield Centre.
- Training records are kept by the Administrator
- Training will be identified, arranged and monitored by the Administrator and the relevant supervisor

Accidents, first aid and work-related ill health

1. At The Crescent Centre
 - The first aid box is kept in reception
 - The appointed first aiders are Patrick Wolter, Kathy Attewill, Lenny Roberts-Flanders, Louise Laudy, and Christine Schauerman.
 - All accidents and cases of work-related ill health are to be recorded in the accident book which is kept in reception
2. At all other venues where MFT carry out activities the relevant risk assessment should be consulted for the location of the first aid box and details of the first aiders. All accidents and cases of work-related ill health are to be recorded in the accident book which is kept in reception at The Crescent Centre.
3. The Chief Executive is responsible for reporting accident, diseases and dangerous occurrences to the enforcing authority

Monitoring

The Chief Executive is responsible for:

- ensuring the Health and Safety policy is adhered to
- investigating accidents
- investigating work-related causes of sickness absences
- acting on investigation findings to prevent a recurrence

Emergency procedures-fire and evacuation

- The Administrator is responsible for ensuring the fire risk assessment is undertaken
- The Chief Executive is responsible for ensuring the fire risk assessment is implemented
- Escape routes are checked by Louise Laudy every six months
- Fire extinguishers and alarms are maintained and checked by A1 Fire Protection every six months
- Emergency evacuation will be tested every six months and the dates recorded by Louise Laudy
- Electrical maintenance and testing will be tested every five years by the Landlord.