

## 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 (standard item on supervision agenda).
- 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: \_\_\_\_\_ August  
2022

Patrick Wolter, *Chief Executive*

Review Date: August 2024

This policy should be read in association with the Staff Handbook, Risk Assessment, Lone Working, 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. All managers 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.
3. 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 and premises

- Risk assessments will be undertaken by the person in charge of the activity.
- The findings of the risk assessments will be reported their department heads, in line with risk assessment policy.
- The person in charge of the activity will be responsible for ensuring the actions required is implemented.
- Department Heads are responsible for ensuring that all mitigations have been put in place.
- Risk Assessments will be reviewed every year or when the work activity changes, whichever is earlier.

## Consultation with employees and other affected people

- Consultation with will be a standard agenda item during supervision and will be listed as a standard agenda item on staff supervision documents
- Health and safety matters are covered in the Chief Executive's report to the Trustees and discussed at each meeting safety

## Safe plant and equipment

The Finance and Administration Manager will be responsible for

- Ensuring all office equipment is Safe (for example pat testing)
- identifying all equipment 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 Finance and Administration Manager.

### **Safe handling and use of substances**

The Finance and Administration Manager 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 year 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 and all other MFT offices.
- Health and safety advice is available from the Head of Operations
- 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
- Induction training will be provided for all employees by their line manager, which will include formal Health and Safety Training
- Induction training will be provided for all volunteers by Volunteer Co-Ordinator.
- Job specific training will be provided by the relevant department head.
- Training records are kept by the Finance and Administration Manager.
- Training will be identified, arranged, and monitored by management staff.

## Accidents, first aid and work-related ill health

### All offices

- A First Aid box is kept in all offices.
- All staff will be trained in first aid.
- All accidents and cases of work-related ill health will be recorded in the accident book kept in all offices.
- All venues where MFT carry out activities relevant risk assessment will be in place.
- All accidents and cases of work-related ill health will be recorded in onsite accident book kept in office.
- The Chief Executive is responsible for reporting accident, diseases, and dangerous occurrences to the enforcing authority.

### Head Office

- The Finance and Administration Manager will ensure that Legionella Temperature Checks are completed on a monthly basis.
- The Finance and Administration Manager will ensure that the water system is cleaned Annually.
- The Finance and Administration Manager will ensure that legionella and bacteria testing is carried out annually.

## 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 Chief Executive is responsible for ensuring the fire risk assessment is undertaken.
- The Chief Executive is responsible for ensuring the fire risk assessment is implemented.
- The Chief Executive may delegate a representative to these tasks.
- The Finance and administration manager will ensure that Fire safety and Health and Safety walk arounds are to be conducted, and recorded every day by reception staff, and concerns reported to HOO.
- The Finance and administration manager will ensure that quarterly fire audits are carried out.
- The Finance and administration manager will ensure that Fire extinguishers and alarms are maintained and checked by Fire Alarm/Equipment Company every six months

- The Finance and administration manager will ensure that emergency evacuation will be tested every six months and the dates recorded by MFT Administration staff.
- The Finance and administration manager will ensure that Electrical maintenance and testing will be tested every five years by the Landlord.