Mary Frances Trust
Health and Safety Policy

Internal Use Only

Document Control

OWNER	Mary Frances Trust
APPROVER	Patrick Wolter
AGREED BY	SMT
CLASSIFICATION	Internal Use Only
DATE OF ISSUE	June 2026
ISSUE	v0.2
REASON FOR ISSUE/UPDATE	Updated as part of the scheduled policy review and migrated into the new controlled MFT policy template, with governance terminology and document control fields refreshed and a small number of operational clarifications added.
NEXT REVIEW	June 2027
DISTRIBUTION	All Mary Frances Trust Employees

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE
0.1	MFT Operations	Unknown	April 2025
0.2	MFT Operations	This update moves the Health and Safety Policy from the previous format into the new controlled MFT policy template, introducing formal document control and versioning, updating governance references from Management Board to Board of Trustees, and clarifying certain Head Office safety checks; the core health and safety policy intent, responsibilities and controls remain substantively unchanged.	03 June 2026

Document Release:
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Contents

Health and Safety policy statement
Health and Safety at Work (NI) Order 1978

1. Introduction

Our statement of general policy is:

- To maintain safe and healthy working conditions.
- To prevent accidents and cases of work-related ill health.
- 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, clients, 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 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 review and revise this policy annually, or whenever there has been significant change or following an incident.

This policy should be read in association with the Staff Handbook, Risk Assessment, Lone Working, and the Safeguarding Policy.

2. Responsibilities

- Overall and final responsibility for health and safety, including fire safety for the organisation is that of the Board of Trustees who delegate this responsibility to the Chief Executive.
- As delegated by the Board of Trustees the Chief Executive is responsible for ensuring all fire, health and safety regulations are in place and followed and that all risks within the organisation are adequately assessed, mitigated, managed and controlled.
- All department Managers are responsible for ensuring that venue, activity, client Health and Safety risk assessments are in place within their areas of responsibility.
- All managers, staff, volunteers, contractors, visitors 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. Health and safety risks arising from our work activities and premises

- All staff and managers will work to the risk assessment policy.
- Risk assessments will be undertaken by the person in charge of the activity.
- The findings of the risk assessments will be reported in writing to their department heads, in line with risk assessment policy.
- The person in charge of the activity will be responsible for ensuring the actions required are implemented.
- Department Heads are responsible for ensuring that all mitigations and risk assessments have been put in place.
- Risk Assessments will be reviewed every year, or when there has been an incident, or when the work activity / venue changes, whichever is earlier.
- Risk assessments will be stored on the MFT server (Mary Frances Trust\Mary Frances Trust Team Site - Documents\Mary Frances Trust\New Risk Assessments)

4. Consultation with employees and other affected people

- Health and Safety will be a standard agenda item during supervision and will be recorded on staff supervision documents by line managers.
- Highlighted issue will be reported by line managers to the SMT.
- Health and safety matters are covered in the Chief Executive’s report to the Trustees and discussed.

5. Safe equipment

The managers will be responsible for, in their staffs’ areas of work

- Ensuring all working environments and equipment are safe including COSHH.
- Staff have PPE where required.
- Ensuring that all identified maintenance and repairs are reported and have been implemented.

Any Health and Safety Issues should be reported to the SMT.

6. Information, instruction, and supervision

- Line Managers are responsible for ensuring that affected people working at locations under the control of other employers are given health and safety information and training.

- The BSO will ensure that Health and Safety Law posters and Fire and Health and Safety information are displayed at MFT offices.
- Health and safety advice is available from the SMT.
- Lone working procedures are covered in the Lone working policy. Line managers will ensure their staff are familiar and are safely working to the 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 Administration and HR Assistant under the supervision of the Finance and Administration Manager
- The Administration and HR Assistant will ensure that all training remains in date and refreshed when required
- Training needs will be identified by line managers within monthly supervisions.

7. Accidents, first aid and work-related ill health

The Chief Executive is responsible for reporting accident, diseases, and dangerous occurrences to the enforcing authority.

8. All offices and places of work

- All accidents will be reported to the SMT by department managers or affected staff in their absence.
- All accidents and cases of work–related ill health will be recorded in the accident book.
- Line Managers will ensure that the accident book tear off page is be given to the Admin and Finance Manager who will store them.
- All staff will be trained in first aid
- The BSO will ensure that Fist Aid boxes accidents books are in date and kept in all offices.
- Department managers will ensure all venues where MFT carry out activities relevant risk assessments (activity, venue, equipment, client) are in place and up to date.

9. 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

10. Head Office

The Business Support Officer (BSO) will ensure:

- That Legionella Temperature Checks are completed on a monthly basis.
- That the water system is cleaned annually.
- That legionella and bacteria testing is carried out annually.
- Legionella tap flushing for unused taps are completed weekly.
- Ensure that Fire Safety and Health and Safety Walk arounds are conducted, and recorded every day by reception staff, and concerns reported.
- That Fire and Health and Safety Audits are completed Quarterly and recorded.
- Cosh Assessments are in place and up to date (Annually).

The Administration Officer will ensure that

- Fire Alarm/ Emergency Lighting is checked and serviced every six months.
- Fire Alarm is tested every week.
- Firefighting Equipment/Extinguishers are serviced annually.
- Electrical maintenance and testing will be tested every five years by the Landlord.
- Annual PAT testing is completed.

Emergency procedures-fire and evacuation at Head Office

- The SMT will ensure fire risk assessments are completed and updated annually.
- The Administration Officer is responsible for conducting and recording fire drills at least annually.

11. Summary of changes

- Added a Document Control front section, including owner, approver, classification, issue date, version, review cycle and distribution, in line with the new MFT policy template.
- Introduced a formal Document Release statement clarifying conditions for external sharing and regulatory disclosure.
- Updated governance terminology from **Management Board** to **Board of Trustees** to reflect current organisational governance arrangements.
- Standardised section structure and numbering (contents, headings and layout) to align with other newly refreshed MFT policies.

- Added clarification to Head Office controls requiring weekly fire alarm testing, alongside existing fire safety and maintenance checks.
- Updated review metadata to reflect the new issue date and revised review cycle under the controlled document framework.
- Core policy content, responsibilities, risk assessment requirements and health and safety arrangements remain materially unchanged from the previous approved version.

END OF DOCUMENT