

Mothers' Union
Health and Safety Policy

Dated: 31/07/2019

Review date: July 2020

PART ONE

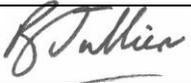
Statement of intent

1.1 Statement of intent

The Mothers' Union recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises.

Our health and safety policy is to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with Mothers' Union in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Mothers' Union's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Mothers' Union arising out of or in connection with the Mothers' Union activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the Mothers' Union's premises may be exposed.

Signed: 	Date: 31/07/2019
Print name: Mrs Bev Jullien	Review date: July 2020

PART TWO

Responsibilities for Health and Safety

1. Overall and final responsibility for health and safety:

Mothers' Union Chief Executive Officer – Bev Jullien

2. Day-to-day responsibility for ensuring this policy is put in practice:

Head of Services

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Head of Services and HR Manager – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health.

Head of Services – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation.

Head of Departments – maintaining equipment, information, instruction and supervision, training.

4. All employees should:

- a. Co-operate with supervisors and managers on health and safety matters;
- b. Take reasonable care of their own health and safety; and
- c. Report all health and safety concerns to an appropriate person (as detailed above).

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the appropriate person (as detailed above).

PART THREE

Arrangements for health and safety

Risk assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change or new work is implemented.
- We will require all contractors to provide risk assessment for works to be completed.

Training

- We will give volunteers, staff and contractors health and safety induction and provide training (including working at height, asbestos awareness and electrical safety).
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure escape routes are well signed and kept clear.
- We will make sure evacuation plans are tested from time to time and updated if necessary.