

## Mapping for Change - HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for:

Overall and final responsibility for Health and Safety:

Day-to-day responsibility for putting this policy into practice:

Day-to-day responsibility for following this policy:

**Mapping for Change**

**The Managing Director**

**All managers**

**All staff, volunteers & visitors**

| STATEMENT OF GENERAL POLICY   | RESPONSIBILITY                        | ARRANGEMENTS  |
|---|---------------------------------------|---|
| To prevent accidents and cases of work related ill health and provide adequate control of Health and Safety risks arising from our work activities. | Project Manager or Managing Director  | Risk assessments for significant risks within the office premises and on site are documented and actions arising out of those assessments are implemented. Risk assessments are reviewed annually or earlier if working habits or conditions change. All due care and attention to be taken by staff while visitors and customers are on the premises and they must be appropriately supervised by staff. PPE will be provided to staff where required. |
| To provide adequate training to ensure employees are competent to do their work.  | Line Manager                          | Staff are given a Health and Safety induction and are provided with appropriate training (examples include manual handling, work equipment and tasks). Direct supervision by trained staff while being trained.   |
| To engage and consult with employees on day-to-day Health and Safety conditions and provide advice and supervision on occupational health.          | Line Manager                          | Staff are routinely consulted on Health and Safety matters as they arise and are actively encouraged to raise any issues directly as needed with their line manager.  |
| To implement emergency procedures – evacuation in case of fire or other significant incident.   | Managing Director<br>Venue management | The most senior member of staff present will take charge of any incident on the premises and dial 999 for appropriate help (ambulance, fire etc). Staff and visitors should follow the procedures of Mildmay Community Centre, or other working venues.   |
| Health and Safety poster is displayed.  | Managing Director                     | H&S Law poster / pocket card is displayed in the office.  |
| First aid box and accident book – Accidents and ill health at work will be  | Mildmay Management/                   | The Mildmay staff are our Appointed Persons for First Aid but if in doubt call 999  |

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| reported to the relevant enforcing authority   | Managing Director | immediately. First aid box is kept at Mildmay receptions & accident book is in the office cupboard. All accidents must be recorded and reported to the Managing Director who will report under RIDDOR when required (over 7 day or major injury etc.). Nearest Hospital is Homerton University Hospital.  |
| To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage / use of substances. | Managing Director | Routine inspection and checks of all equipment for safety are undertaken. Staff must check all equipment before use and report any damage, danger or harm and make sure no one else can use the equipment. Action must be promptly taken to address any defects found. Electricians will be maintained. Safe storage, handling and use of hazardous substances will be ensured and relevant staff training for safe handling / use of substances or chemicals. Toilets, washing facilities and drinking water / welfare facilities are provided. Smoking is not permitted on the business premises and illegal drugs / alcohol are prohibited |

Name  
Louise Francis

Position  
Managing Director

Date  
31/07/21

Signed

