

**NOTTINGHAM MUSLIM WOMEN’S NETWORK**

**HEALTH AND SAFETY POLICY AND STATEMENT POLICY AND RISK ASSESSMENT**

# Health and Safety Policy Statement

It is the policy of Nottingham Muslim Women’s Network to maintain safe and healthy conditions for staff, volunteers and others who use our service.

Nottingham Muslim Women’s Network will:

* Provide adequate control of health and safety risks arising from our work activities;
* Consult with staff on matters affecting health and safety;
* Provide and maintain safe equipment;
* Ensure safe handling;
* Provide information, instruction and supervision for employees and ensure that all staff are given adequate training in order to maintain a high level of health and safety within our organisation.

Nottingham Muslim Women’s Network will:

* Review and revise this policy as necessary at regular intervals.
* Ensure that it regularly identifies and records risk;
* Where appropriate, will ensure that action is taken to reduce risk.

Nottingham Muslim Women’s Network will ensure that everyone who uses the services (staff or members of the public) is aware of the following:

* Location of Health and Safety information – including fire procedures.
* Who is responsible for managing and implementing the policies.
* Location of first aid provision.

The person with overall responsibility for Health & Safety within Nottingham Muslim Women’s Network is Cllr Neghat Khan (Chair)

1. **STATEMENT OF GENERAL POLICY**

Nottingham Muslim Women’s Network fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

1. **MANAGEMENT ORGANISATION AND ARRANGEMENTS**

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

**2.2 Chair of Trustees**

The Chair of Trustees has overall responsibility for the implementation of the NMWN's policy. She is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

**2.3 Directors and Senior Managers**

These managers are wholly accountable to the Chair of Trustees for the implementation and monitoring of the policy within the area of their specified responsibility.

**2.4 Safety Officer/Competent Person**

The Safety Officer is a nominated and Competent member of personnel responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

* the production and maintenance of the organisation's policy;
* its application;
* monitoring and reporting on the effectiveness of the policy;
* the provision of general advice about the implication of the law;
* the identification of health and safety training needs. The safety officer also acts on behalf of the Chair of Trustees, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
* the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the organisation’s services where this is required.
1. **HEALTH AND SAFETY MANAGEMENT PROCESS**

Nottingham Muslim Women’s Network believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers and staff to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking action and monitoring results so that the majority of health and safety needs will be part of day-to-day management. For unpredictable health and safety issues which arise during the year, the Chair of Trustees must assess the degree of risk if there is major additional expenditure and cases of need will be submitted by the Chair of Trustees for consideration by the Committee.

1. **HEALTH, SAFETY AND WELFARE GUIDELINES**

It shall be the responsibility of the manager to bring to the attention of all members of her staff, the provisions of the guidelines, and to consult with these staff about the updating of these guidelines. Suggested model contents of a guideline are:

* a clear statement of the role of the unit;
* clear reference to safe methods of working, for example lone working, use of mobile phones etc;
* information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
* training standards;
* accident reporting procedures.
1. **ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

It is the policy of Nottingham Muslim Women’s Network to require a thorough examination of health and safety performance against established standards, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

* standards laid down in the policy;
* relevant regulations;
* environmental factors;
* staff attitudes;
* staff instructions;
* methods of work;
* contingency plans;
* recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the organisation for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chair of Trustees and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the manager to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

* Identify the hazards;
* Decide who might be harmed and how;
* Evaluate the Risks and decide on precautions;
* Record the findings and implement the precautions;
* Review the assessment and update when necessary.
1. **TRAINING**

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

* training for managers, to equip them with an understanding of the manager's responsibilities under this policy;
* training for the ‘Competent Person’ to enable them to discharge their function;
* training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
* induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.
1. **RECORDS, STATISTICS AND MONITORING**

Nottingham Muslim Women’s Network will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Competent Person, and the responsibility for the operation of these systems rests with managers.

1. **REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chair of Trustees as delegated to the Competent Person.

1. **SPECIALIST ADVISORY BODIES**

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the manager from expert individuals or bodies outside the Company.

1. **THE OCCUPATIONAL HEALTH SERVICE**

It is the policy of Nottingham Muslim Women’s Network to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

1. **FIRST AID**

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Competent Person is responsible for ensuring the Regulations are implemented and for identifying training needs.

1. **FIRE**

The Competent Person is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are identified within the premises.

In addition, the Competent Person will assume the role of Fire Officer for NMWN and who will:

* report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
* assist in the investigation of all fires in the Company's premises and to submit reports of such incidents to the appropriate Investigation Body.
1. **CONDEMNATION AND DISPOSAL OF EQUIPMENT**

Procedures for the, condemnation and disposal of equipment are determined by the Chair of Trustees. Managers introducing new equipment should have such equipment checked initially by the Competent Person and added to the PAT testing schedule.

1. **FOOD HYGIENE**

Any manager who has responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, is responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Competent Person.

1. **LIFTING AND HANDLING**

Managers are responsible for informing staff of safe lifting techniques. The Competent Person will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

1. **NON-SMOKING ON COMPANY PREMISES**

Nottingham Muslim Women’s Network policy is that there will be no smoking in its buildings. The overall aim is to reduce risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes / vaping.

1. **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations (COSHH) require the organisation to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The organisation must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Competent Person is responsible for implementing these Regulations.

1. **COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

1. **CONTROL OF WORKING TIME**

Nottingham Muslim Women’s Network is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks etc. will be complied with.

1. **HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of herself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves them self or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

1. **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

Persons working in Nottingham Muslim Women’s Network premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

1. **VISITORS AND MEMBERS OF THE PUBLIC**

Nottingham Muslim Women’s Network wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to their establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

1. **CONTRACTORS**

Nottingham Muslim Women’s Network wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

Signed:

Position: Cllr Neghat Khan Chair

Date

Review Date: October 2022

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| Name | Position | Date Read |
| Shanaz Din | Admin | 24.01.24 |
| Ifat Mahmood | DV Support Worker | 31/01/22 |
| Tahira Kasur | Outreach Support Worker | 18/02/22 |
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