**Nottingham Muslim Women's Network Health and Safety 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. We adhere to the following legislations:

* **Health and Safety at Work Act 1974**
* **Management of Health and Safety at Work Regulations 1999**
* **Workplace (Health, Safety and Welfare) Regulations 1992**
* **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**

**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.

**2. 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.

**2.1 Chair of Trustees**

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

**2.2 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.

**2.3 Safety Officer/Competent Person**

The Safety Officer is a nominated and competent member of personnel responsible for coordinating 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.
* Acting 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.

**3. 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.

**4. 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.

**5. 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:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the Risks and decide on precautions.
4. Record the findings and implement the precautions.
5. Review the assessment and update when necessary.

**6. 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.

**7. 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.

**8. Reports to the Health and Safety Executive**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to the Health and Safety Executive shall rest with the Chair of Trustees as delegated to the Competent Person.

**9. 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.

**10. 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.

**11. 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.

**12. 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 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 submit reports of such incidents to the appropriate Investigation Body.

**13. 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.

**14. 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.

**15. 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.

**16. 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 the risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes/vaping.

**17. 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.

**18. 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'.

**19. 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 they have signed an opt-out agreement.

Signed: Marsha Brown

Position: Chair

Reviewed: August 2025

Next review: August 2026