

Leicestershire Multiple Sclerosis Therapy Centre Limited

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Company No. 02374648 Charity No. 701925
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www.leicmsstherapycentre.org.uk
Monday to Thursday 9am to 4pm, Friday 9am to 2pm
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Safety Policy Statement v.3 24/02/2020

Health and Safety at Work Act 1974:

This is the Health and Safety Policy Statement of Leicestershire MS Therapy Centre Ltd

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with all staff, volunteers and work placement on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for staff, volunteers and work placement;
- To ensure all staff, volunteers and work placement are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities:

Overall and final responsibility for health and safety is that of the management committee of Leicestershire MS Therapy Centre Ltd. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Centre Manager (appropriate person). To ensure health and safety standards are maintained/improved, all staff, volunteers and work placements are expected to:

- Co-operate with the person named above on health and safety matters;
- Not interfere with any equipment provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities:

Risk assessments will be undertaken by Health & Safety Advisor
The findings of the risk assessments will be reported to the Trustees Action required to remove/control risks will be approved by the Trustees. Centre Manager will be responsible for ensuring the action required is implemented. The Trustees will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with Staff, Volunteers and work placement:

The Leicestershire MS Therapy Centre Ltd will consult with staff, volunteers and work placement on the following:

- Any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- Arrangements for getting competent people to help satisfy health and safety laws
- The information we give to staff, volunteers and work placements on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- Planning and organising health and safety training
- The health and safety consequences for them of any new technology we plan to introduce

The information provided to staff, volunteers and work placement will be in a form that can be easily understood. The Leicestershire MS Therapy Centre Ltd will consult directly with staff, volunteers and work placements in the most efficient way possible. The Leicestershire MS Therapy Centre Ltd will allow enough time for staff, volunteers and work placement to consider the issues and give informed responses. Staff, volunteers and work placements are encouraged to ask questions, raise concerns and make recommendations. The Leicestershire MS Therapy Centre Ltd will take staff, volunteers' and work placements views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safety equipment:

The Trustees will be responsible for identifying all equipment needing maintenance. The Trustees will be responsible for ensuring effective maintenance procedures are drawn up. The Trustees will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the Trustees/Centre manager or volunteer coordinator immediately. The Trustees will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances:

The Trustees will check that new substances can be used safely before they are purchased. The Leicestershire MS Therapy Centre Ltd does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision:

The Health and Safety Law poster is displayed in the reception area. Health and safety advice is available from H & S advisor or on the HSE website. Supervision of young volunteers/trainees will be arranged/undertaken/monitored by Centre Manager

Competency for tasks and training:

Induction training will be provided for all staff and volunteers
Training records are kept in the Filing cabinet by Centre Manager Training will be identified, arranged and monitored by Centre Manager

Accidents, first aid and work-related ill health:

Health surveillance is not required in relation to any jobs at Leicestershire MS Therapy Centre Ltd. The first aid box is kept Front reception area. All accidents, near misses and cases of work-related ill health are to be recorded in the accident book. The book is kept chamber room. Centre Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Trustees.

Monitoring:

To check safe working conditions, and ensure safe working practices are being followed, the Trustees will carry out regular site inspections and investigate any accidents and near misses that occur. The Management Committee is responsible for investigating accidents. Centre Manager and the Trustees are responsible for investigating work-related causes of sickness and the Trustees are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation:

H & S Advisor is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes should be checked daily by delegated person on site for obstructions and cleared if blocked Fire extinguishers are maintained and checked by appropriate person/s every year.

Alarms are tested every week/month by delegated person **Emergency Evacuation Procedure:**

An emergency evacuation should be carried out periodically and the procedure is on display, situated by the Fire Extinguishers across the building

The Trustees will be made available to support H & S Advisor with all tasks due to the legal obligation of the organisation's day to day running of Leicestershire MS Therapy Centre Ltd

Date: 6th March 2020

Chairman: Steve Wilson

Review Date: 6th March 2023