

Moyallon Centre Health and Safety Policy

The Moyallon Centre, set in the grounds of a historic Quaker Meeting House, was purpose built to provide accommodation for church and youth groups residencies. The Centre is staffed part time by one employee, managed by a voluntary committee and occupants and staff are responsible for safe working practice and activities when on site. Centre information and Health and Safety instructions and procedures are delivered at arrival and a hard copy is made available to groups. (See document XXX)

Policy Statement

Part 1 Statement of intent

This is the Health and Safety Policy of the Moyallon Centre, 117b Stramore Road, Portadown

Overall and final responsibility for Health and Safety: Moyallon Centre Management Committee (MCMC)

Day-to-day responsibility for ensuring the policy is put into practice: MCMC, Line Management (LM), staff & visitors

Part 2 General Policy Statement

General Policy Statement	Action	Responsibility
Prevent accidents and cases of work related ill health	The primary responsibility for this is down to employers. Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.	MCMC, staff
Manage health and safety risks in the work place or arising from work activities.	Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.	MCMC, staff
Provide adequate training to ensure employees are competent to complete all work-related tasks.	Training to be offered and sought for any new equipment or cleaning materials.	MCMC, Staff
Engage and consult with staff relating to day-to-day health and safety conditions.	Maintain an open channel of communication regarding work related activities and procedures.	LM, staff
Provide advice and supervision relating to occupational health	Supervision as required.	LM
Implement emergency procedures including evacuation procedures, other significant incident and accident reporting.	Completed fire risk assessment filed online and in office. (See relevant safety forms H&S 1-3)	Staff, visitors
Maintain safe and healthy working conditions. Provide and maintain plant, equipment and machinery and ensure the safe storage/use of substances.	Perform required checks for equipment, substance storage, and facilities. Schedule required equipment maintenance, documenting service history and reports. Ensure adequate hygiene provision, core supplies and sanitary products in kitchen and toilet areas.	Staff (in consultation with LM & MCMC)

Signed _____ Print _____ Date _____ Review date _____

Part 3 Health and Safety on Site

On site	Action	Review Action
Health & Safety information and Signage	Appropriate signage in place. Easy read Health and Safety Law leaflet on file online and in office.	
First aid box and accident book. Accidents and ill-health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	First aid box and accident book on windowsill in kitchen. Additional first aid box in office. Accident reports filed in purple H&S folder locked in office.	www.hseni.gov.uk 0800 0320 121
Fire procedure and Health and Safety information provided to all groups at start of visit.	Hard copy of instruction provided to group leader upon arrival. Instructions stored online and in office.	

Employers with 5 or more employees should have a written health and safety policy and risk assessment.

All areas of hazard risk assessment are monitored

Part 4 Risk Assessment

Hazard	Who and How	Current action	Further action	Responsibility
Slips and Trips	MCMC, Staff, visitors. Risk of injury by tripping over objects or slipping on wet surfaces	General good housekeeping. Attention to trailing leads and cables. Mop spills immediately. Entrance/rear door mats supplied	Hazard – wet floor signs supplied.	Staff, visitors
Working alone	Staff. Falls, injury, confinement and illness	Report hours of work. Only use lift for equipment. Do not use lift alone. Staff to follow H&S policy statement actions.		Staff
Working at height	Staff. Falls	Never work at height alone. Contact MCMC/LM if assistance is required.	Procure steps with handle	MCMC, staff
Fire risk	MCMC, LM, Staff Visitors	Fire risk assessment and procedures provided. PAT testing and equipment serviced annually. (See H&S1-3)	Review and update annually. Maintain service schedule.	Staff. Fire Defence
Sharps	MCMC, Staff, Visitors	Sharp knives stored in labelled box in kitchen store.		
Cleaning	Staff, Visitors	Correct equipment and materials to be used. Substances not to be mixed		
Electrical faults	Staff, visitors	PAT testing and equipment serviced annually. Electrical check every 5 years. Faulty equipment replaced.	Electrical check due 2023	Staff

Signed _____ Print _____ Date _____ Review date _____