



# **MHW Foundation CIO**

## **Health & Safety Policy**

### **MHW Foundation CIO**

Date Adopted: 12/10/2025

#### **1. Purpose and Scope**

This policy outlines the approach of MHW Foundation CIO to maintaining a safe, healthy, and supportive environment for all employees, volunteers, trustees, contractors, service users, and visitors. It applies to all activities, including those delivered at MHW Foundation CIO premises, partner or third-party locations, outreach venues, and during off-site or lone working.

#### **2. Policy Statement**

MHW Foundation CIO recognises its legal and moral responsibility to protect the health, safety, and welfare of everyone involved in or affected by its activities. We are committed to preventing accidents, injuries, and ill-health through proactive risk management, training, and continuous improvement in line with the Health and Safety at Work etc. Act 1974.

#### **3. Legal Framework**

This policy has been developed in accordance with the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Health and Safety (First Aid) Regulations 1981
- Equality Act 2010
- Charity Commission Guidance CC48
- UK GDPR and Data Protection Act 2018 (for incident data)



#### **4. Responsibilities**

Trustees: Hold overall accountability for ensuring the charity complies with health and safety legislation and maintains adequate risk management systems.

Anthony Young (Chair / Health & Safety Lead): Responsible for overseeing implementation, risk assessments, oversight of compliance and incident reviews and reporting to the board.

Staff, Volunteers, and Contractors: Must follow safety procedures, report hazards, and take reasonable care of themselves and others.

Partner Organisations: Required to maintain their own compliant Health & Safety policies and cooperate with MHW Foundation CIO when activities are shared or co-delivered.

#### **5. Risk Assessment**

Regular risk assessments will be conducted for all activities and venues, including partner locations and community outreach. Assessments will identify potential hazards, evaluate risk levels, and implement control measures to eliminate or minimise risk. All risk assessments will be recorded and reviewed annually, or sooner if significant changes occur.

#### **6. Accidents, Incidents, and Reporting**

All accidents, incidents, or near-misses must be reported immediately to the Health & Safety Lead. An Accident Report Form will be completed, and serious incidents will be reported in accordance with RIDDOR and Charity Commission guidelines. Records will be stored securely and reviewed to identify trends and improve safety practices.

#### **7. First Aid and Medical Emergencies**

MHW Foundation CIO will ensure adequate first aid provision at all premises and events. Appointed First Aiders will receive certified training, and first aid kits will be maintained and checked regularly. Emergency procedures will be displayed prominently at each location.

#### **8. Fire Safety and Evacuation Procedures**

Fire safety measures will include risk assessments, clearly marked exits, regular fire drills, and appropriate fire-fighting equipment. Staff and volunteers will be trained in evacuation procedures. All venues, including third-party locations, must meet local fire regulations.

#### **9. Workplace Environment and Equipment Safety**

All equipment, vehicles, and facilities used for MHW Foundation CIO activities must be safe, regularly maintained, and used in accordance with manufacturer guidelines. The working environment must provide adequate lighting, ventilation, and welfare facilities. Faulty equipment must be reported and removed from use immediately.



## **10. Lone Working and Off-Site Activities**

Staff and volunteers who work alone or off-site must follow agreed lone working procedures, including informing a designated contact of their location, expected duration, and any identified risks. Regular communication and emergency contacts must be maintained. Risk assessments will be completed for all off-site or home-based work.

## **11. Training and Supervision**

All staff, volunteers, and trustees will receive appropriate training on health and safety, fire safety, first aid, and emergency procedures. Refresher training will be provided annually or when roles change. Supervisors will ensure that all individuals are competent and confident in their safety responsibilities.

## **12. Stress and Wellbeing at Work**

MHW Foundation CIO recognises the importance of mental health and wellbeing in maintaining a safe workplace. The organisation will promote open communication, provide access to support, and take reasonable steps to prevent workplace stress and burnout. Wellbeing will be monitored through supervision and staff feedback.

## **13. Infectious Disease Control**

Reasonable measures will be taken to prevent and manage the spread of infectious diseases, including COVID-19. This includes maintaining hygiene standards, providing PPE when appropriate, and following government or NHS guidance. Remote working or online alternatives may be offered when public health restrictions apply.

## **14. Monitoring, Review, and Continuous Improvement**

The Health & Safety Lead will review incident reports, risk assessments, and feedback quarterly. The Board of Trustees will review this policy annually to ensure compliance with legislation, best practice, and changes in operational activity.

## **15. Links to Other Policies**

This policy should be read in conjunction with:

- Safeguarding Policy (Adults and Children)
- Behaviour Management Policy
- Whistleblowing Policy
- Data Protection and Privacy Policy
- Equality, Diversity & Inclusion Policy
- Risk Management Policy (where applicable)



## **16. Trustee Sign-Off**

This Health & Safety Policy was approved and adopted by the Trustees of MHW Foundation CIO on 12 October 2025.

Signed: *A Young* (Anthony Young, Chair of Trustees)

Dated: 12 October 2025