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# HOPE2FAMILIES SAFEGUARDING POLICY

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**Health and safety**

**70 Long Commons Coleraine**  
**Coleraine, BT52 1LH**  
**07856201383**  
**wildfireministrys@gmail.com**

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## Health and Safety

### About this policy

It is the policy of Hope2Families to pursue and promote all measures which shall aim to ensure and protect the health and safety of all volunteers and any other persons connected with our operations.

### Status of this policy

We have consulted with staff members in respect of the creation and implementation of this policy.

### Our Health and safety standards

This implementation of this policy will fulfil any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all staff and volunteers.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out any operations, is protected so far as is reasonably practicable.
- That sufficient members are implemented by us to prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.
- Provision of clear and adequate information, instructions and training to all staff members to ensure that they are competent to carry out their work in a responsible and safe manner.
- Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of staff members and others.
- That we maintain safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for staff members to carry out the duties of their role with us.

### Health and safety information

Health and safety officer

The person who has the overall responsibility for overseeing our health and safety duties is MARC TAYLOR

### Risk assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change, risk assessments shall be reviewed. This shall be the responsibility of MARC TAYLOR.

### Training

Staff members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary, we will ensure suitable training and relevant arrangements are in place to cover staff members engaged in work that is remote from our main site.

This shall be the responsibility of MARC TAYLOR

### **Fire safety**

Staff members and volunteers should be familiarised with our fire safety procedures.

All relevant and necessary signage and fire equipment for the protection and safety of all staff members and any other persons entering and present on our premise will be displayed clearly and updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our safety risk assessments are kept up to date regularly.

The person with overall responsibility for fire safety is MARC TAYLOR

### **First-aid and accidents**

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any incidents.

First aid boxes can be located at the kitchen and front desk. Our first-aid notice contains relevant information in relation to first aid. First aid notice is located in the kitchen and front desk. All accidents or workplace injuries should be reported to our first aid point of contact.

First aid point of reference is MARC TAYLOR  
Public health emergencies and infectious diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated. Staff members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases. In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

All matters relating to the prevention of infectious diseases and any public health emergency shall be the responsibility of MARC TAYLOR.

### **Public facilities**

All relevant facilities shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through system routine inspection and cleaning and will take appropriate action where any defects are uncovered.

This shall be the responsibility of MARC TAYLOR

### **Duties of staff members**

All staff members and volunteers have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environment. All staff members and volunteers have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.

- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Report any accident, injury or other condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Use any equipment with relevant care as laid out by the instructions.
- Assist with any necessary investigation of accidents with the aim of introducing new measures to prevent reoccurrence.

### **Updates to policy**

This policy shall be reviewed annually and shall be updated where appropriate.

### **Signature on behalf of Hope2Families**

Signed: Marc Taylor

Date: 20 September 2022

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## Contact details:

### Nominated child protection lead:

Marc Taylor

**07514993163**

**wildfireministrys@gmail.com**

### Deputy child protection lead:

Heather Taylor

**07856201383**

**wildfireministrys@gmail.com**

### NSPCC Helpline

**0808 800 5000**

**We are committed to reviewing our policy and good practice annually.**

**This policy was last reviewed on:**

..... **24th May 2022** .....(date)

**Signed:** ..... *Marc Taylor* .....

***[this will be signed by the most senior person with responsibility for safeguarding in our charity, for example the safeguarding lead on our board of trustees].***

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**Find out more about:**

<https://www.hseni.gov.uk>

<https://www.nidirect.gov.uk/contacts/health-and-safety-executive-northern-ireland>