

**THE MINISTRY OF PARENTING** (A Community Interest Company)  
**Promoting Creativity in Parenting Support**

The Ministry of Parenting (CIC)  
Nags Corner, Wiston Road,  
Nayland , Nr Colchester , C06 4LT

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## **Health and Safety Policy**

A Health and Safety Policy is a legal requirement under the Health and Safety at work Act 1974. Its purpose is to describe, in simple terms, The Ministry of Parenting (CIC)'s general aims towards health and safety.

Improved health and safety can only occur with the cooperation and communication of all members of staff at The Ministry of Parenting (CIC).

The Policy of The Ministry of Parenting (CIC) is to promote the health, safety and welfare of all its staff, visitors, contractors and members of the public on The Ministry of Parenting (CIC) premises and to protect them elsewhere from any adverse effect on their health or safety arising from The Ministry of Parenting (CIC)'s activities.

### **Our Statement of general policy is:**

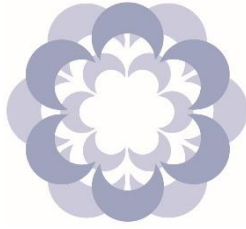
- To provide adequate control of the health and safety risks arising from work activities.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of equipment.
- To provide information, instruction and supervision for employees.
- To ensure all employees 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.
- To review and revise this policy as necessary at regular intervals.

### **Overall and final responsibility for health and safety is that of:**

Jeannie Gordon (Director)

### **All other employees of The Ministry of Parenting (CIC). must:**

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person.



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- As an employee of The Ministry of Parenting (CIC) you have legal responsibilities to take care of the health and safety of yourself and others, and you must cooperate with this policy statement to comply with the law.
- If you find an area which you think is a potential hazard or will put someone at risk then you must report this immediately to: Jeannie Gordon

### **Risk Assessments**

Risk Assessments should be carried out regularly to ensure there are no hazards in the workplace. This is the responsibility of Jeannie Gordon as the named Health and Safety Officer; however, as an employee of The Ministry of Parenting (CIC) you are responsible for informing her of any potential dangers.

Jeannie Gordon is in charge of approving action to remove/control risks and also to ensure that the course of action is implemented.

These assessments will be reviewed on a yearly basis, or when the work activity changes, whichever is soonest.

Employees must ensure they take due care and attention at all times whilst working at The Ministry of Parenting (CIC).

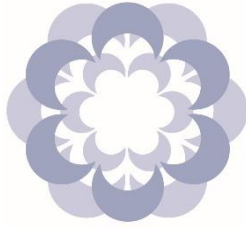
There are many common risks in the workplace that all employees of The Ministry of Parenting (CIC) need to be aware of.

Risk assessments are re-evaluated and then compared with the accident book to ensure there are no places in which suitable measures are being taken to reduce accidents.

### **The Office**

All employees who use a computer for extended periods of time must be aware of the risks involved. A very common work-related illness is Repetitive Strain Injury (RSI). This can occur when employees are doing the same movement many times a day. It often occurs in the joints; wrists, elbows or fingers and can be very painful.

Headaches and muscular eye strain can also be a side effect of using computer equipment in the office and therefore employees are encouraged to take regular breaks, and to get some fresh air in their lunch break.



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Appropriate chairs and desks have been provided to ensure that employees are maintaining the correct posture whilst in the workplace; each chair can be altered to different heights to improve the employees comfort whilst at work.

Storage of any dangerous, hazardous or electronic equipment must be stored away appropriately; away from sunlight and any liquids.

Tea and coffee making facilities are provided, however employees must keep the areas clean and free of spillages.

### **Training /Group Venues**

When training is carried out at venues then the responsibility for health and safety is contracted out to either the facilitator or commissioning organisation of that workshop or group.

### **Information, Instruction and Supervision**

Supervision of new employees will be arranged by and monitored by Jeannie Gordon and Debbi Barnes (Directors)

When employees are working at other locations then they must abide by the rules and regulations of that property or organisation.

### **Competency and tasks for training**

Induction training will be given by one of the directors for all new employees and job specific training will be given where necessary. Training records will be kept for all employees at The Ministry of Parenting (CIC) and if any employee feels the need for further training then they should speak to Jeannie Gordon and/or Debbi Barnes (Directors)

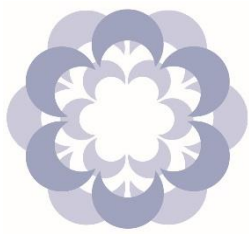
### **Accidents, First Aid and Work Related Ill Health**

There are first aid boxes located in the office and where necessary facilitators must take a first aid box with them to other venues unless one is already provided.

All accidents and cases of work-related ill health are to be recorded in the accident book; the book is kept in the office at all times.

### **Emergency Procedures – fire and evacuation**

Fire and emergency evacuation procedures are located in the communal corridors at Nags Corner.



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Fire extinguishers are placed near each staircase in the building and alarms are tested regularly. In the event of a fire at Nags Corner all employees and visitors are to report to the fire evacuation point at the rear of the building in the car park.