



Whitechapel Mission

Bringing hope where there is despair



Health and Safety Policy

This statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974 as a statement of the general policy of the Whitechapel Mission with respect to the health and safety at work of the staff and volunteers of the Whitechapel Mission and of others.

1. Statutory Duty of the Whitechapel Mission

The Whitechapel Mission has a duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of its staff & volunteers and, in particular to:

- 1.1. Provide and maintain equipment and systems of work that are safe and without risks to health;
- 1.2. Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 1.3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the staff and volunteers;
- 1.4. Maintain any place of work under the Whitechapel Mission control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;
- 1.5. Provide and maintain a working environment for the staff members and volunteers that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

2. Statutory Duty of the Employees

Every member of staff and every volunteer has, while at work, the duty to:

- 2.1. Take reasonable care for the health and safety of himself or herself and of other persons who may be affected by his or her acts or omissions at work;
- 2.2. Co-operate with the Whitechapel Mission so far as is necessary to enable any duty or requirement imposed on the Whitechapel Mission or upon any other person by or under any relevant statutory provision to be performed or complied with.

3. Policy Statement

It is the policy of the Whitechapel Mission to promote the health and safety at work of the staff, volunteers and of all visitors to the premises of the Whitechapel Mission and to that intent to:

- 3.1. Take all reasonably practicable steps to safeguard the health, safety and welfare of the staff, volunteers and visitors to the Whitechapel Mission's premises.
- 3.2. Provide adequate working conditions for staff and volunteers with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- 3.3. Encourage staff and volunteers to co-operate with the Whitechapel Mission in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- 3.4. Encourage each member of staff and each volunteer to accept his or her own responsibility not to endanger himself or herself or others and actively to assist in fulfilling the requirements and spirit of the legislation.

Since 1876, The Whitechapel Mission has been called to serve the men and women caught in the cycles of poverty, hopelessness and dependencies of many kinds, and to see their lives transformed to hope, joy and lasting productivity.

4. Health and Safety Rules

All staff and volunteers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any specific rules which the Whitechapel Mission may publish from time to time.

5. Accident Book

Any injury suffered by a member of staff or volunteer in the course of his or her work/volunteering, however slight, must be recorded together with such other particulars as are a requirement by statutory regulations in the accident book maintained by the Whitechapel Mission.

6. Fire Procedures

All members of staff must familiarise themselves with fire escape routes and procedures and all volunteers must follow the directions of the Whitechapel Mission staff in relation to fire.

7. Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Whitechapel Mission and any directions for the use of such must be followed precisely.

8. Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

9. PAT (Portable Appliance Testing)

Any portable appliance used by volunteers to be tested quarterly, and not annually as legally required.

10. Working at Heights

No member of staff or volunteer of the Whitechapel Mission may undertake work above six feet from floor level, [or ground level if working outside], without having been fully trained in the use of any equipment needed to reach the working area required. If you are required to use a ladder, and the work you are required to do necessitates your being at a height where your feet are more than six feet above ground level, this work should only be carried out with a colleague aiding and assisting you. As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

11. Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

12. Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

13. Drink and Drugs

The use of intoxicants at the Whitechapel Mission is forbidden. No member of staff or volunteer may undertake his or her duties if under the influence of drink or drugs, except in the case of drugs when he or she is under medical supervision.

Tony Miller

Director

7th April 2022