

## HEALTH & SAFETY POLICY

The National Association of Student Money Advisers (NASMA) recognises its duty to provide a safe place of work and training, and a healthy working and learning environment. We understand how these are essential elements of a successful organisation. We believe that excellence in the management of health and safety is a fundamental part of our continued development as a professional member-led organisation.

### The NASMA statement of general policy is:

- to comply with health and safety legislation and codes of practice;
- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our members and employees on matters affecting their health and safety;
- to ensure NASMA Company Directors/Charity Trustees, employees and event delegates are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, and have access to competent specialist advice;
- to provide and maintain safe equipment;
- to ensure safe handling and use of substances;
- 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; and
- to review and revise this policy as necessary at regular intervals.

### Policy

When organising training and development events NASMA will consult with the venue on their health and safety policy and practices. Before finalising a booking the NASMA Company Directors/Charity Trustees will be satisfied that appropriate mechanisms are in place for ensuring the health and safety of trainers and delegates at events.

NASMA will provide facilitators for training events. One responsibility of the facilitator will be to check that venues and trainers are taking account of health and safety in their working practices.

NASMA will ensure that members, employees and event delegates are informed of and understand their personal responsibility to act safely and responsibly, and that they are encouraged to contribute to the continuous improvement of health and safety standards.

### Monitoring

NASMA will record issues relating to health and safety arising during the year, and will include mention of any such incidences in Annual Reports.

This policy will be reviewed annually.

*Last Reviewed: August 2011*