

HEALTH AND SAFETY POLICY

Issue	Document Title	Date First Issued	Last Reviewed	Next Review	Responsibility of
03	Health and Safety Policy	August 2012	January 2020	January 2021	NASMA Board

The purpose of this policy is to establish general standards for health and safety at work and at NASMA events and has been prepared under the requirements of Health & Safety at Work legislation. NASMA fully recognises and accepts its duty to provide a safe place of work and a healthy working environment to staff, as well as a healthy and safe learning environment for its members. NASMA believes 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 and Arrangements is:

- to comply with health and safety legislation and codes of practice;
- to manage the health and safety risks in the workplace;
- to provide clear instructions, information and adequate training to ensure employees are competent to carry out their work;
- provide information, instruction and supervision for employees;
- engage and consult with employees on day-to-day health and safety conditions;
- ensure staff are aware of the emergency procedures in case of fire or other significant incident;
- manage the health and safety risks arising from NASMA activities (such as training events/annual conference);
- ensure NASMA Board Members, staff and event delegates are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues and to have access to specialist advice;
- maintain safe and healthy working conditions, provide and maintain safe equipment and ensure safe storage/use of substances

RESPONSIBILITIES:

The NASMA Board has overall final responsibility for health and safety.

The Safety Officer, Catherine Pickles, has day-to-day responsibility for ensuring this policy is put into practice, including liaising with external providers, i.e. Bruntwood Ltd., training providers and venues.

All employees and members should co-operate with NASMA on health and safety matters, take reasonable care of their own health and safety, and immediately report all health and safety concerns to an appropriate person.

ARRANGEMENTS FOR HEALTH AND SAFETY:

Within the NASMA Office –

We will ensure that all employees or visitors to the NASMA Office are familiar with evacuation plans, and that any requirement for a visitor to have a Personal Emergency Evacuation Plan (PEEP) is considered in advance of any visit.

We will ensure that all electronics, including portable electronics, are appropriately maintained, and tested where appropriate.

We will assess health and safety risks and undertake risk assessments where appropriate.

At NASMA Events, including regional meetings, training events, conference etc. –

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 Board will be satisfied that appropriate mechanisms are in place for ensuring the health and safety of trainers and delegates. This includes, but is not limited to, appropriate risk assessments, provision of first aid, handling dietary requirements/allergies and evacuation plans.

NASMA will provide facilitators for training events. One responsibility of the facilitator is to check that trainers are taking account of health and safety in their NASMA working practices, and that all participants are made aware of evacuation plans.

Regional Chairs and hosts will ensure the health and safety of participants at regional meetings. This includes, but is not limited to, appropriate risk assessments, provision of first aid, handling dietary requirements/allergies and evacuation plans.

NASMA will ensure that members, staff and event delegates are informed of and understand their personal responsibility and are encouraged to contribute to the continuous improvement of health & Safety standards.

MONITORING:

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

This policy will be reviewed annually.

NASMA Risk Assessment Proforma

Title:		Completed by:	Completion Date:	Reviewed By:	Latest Review Date:
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Work Activity	Hazard Identification	Persons at Risk	Initial Risk Assessment	Safe System of Work (SSW)	Further Action Required	Residual Risk Assessment