

## Health and Safety Policy

### Policy statement

#### Part 1: Statement of intent

This is the health and safety policy statement of: Grace and Favour Ministries

Our health and safety policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our activity venue
- Provide clear instructions and information, and adequate training, to ensure all volunteers are competent to do their work
- Provide personal protective equipment
- Consult with our volunteers on matters relating to health and safety
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

Signed: *Nancy Clarke-Hall*

Print name: Nancy Clarke-Hall, Marketing Officer

Date: 1st August 2026

Review date: 1st August 2027

#### Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Nancy Clarke-Hall, Marketing Officer

2. Day-to-day responsibility for ensuring this policy is put into practice:

Isong Abraham Akpan, Operations Officer

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Isong Abraham Akpan, Operations Officer - safety, risk assessments, consulting volunteers, accidents, first aid and work-related ill-health
- Isong Abraham Akpan, Operations Officer - maintaining equipment, information, instruction and supervision, training

**Grace and Favour Ministries, Health & Safety Policy**

- Nancy Clarke-Hall, Marketing Officer – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

**4. All Volunteers should:**

- co-operate with Officers in charge of health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

**Part 3: Arrangements for health and safety****Risk assessment**

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

**Training**

- We will give health and safety induction and provide appropriate training to all volunteers.
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for volunteers who work remotely.

**Consultation**

- We will consult volunteers routinely on health and safety matters as they arise and formerly when we review health and safety.

**Evacuation**

- We will make sure escape routes are kept clear and always have clear signage.
- We will make sure evacuation plans are tested and reviewed from time to time if necessary.