

Health & Safety Policy

Hope 4 ME & Fibro Northern Ireland is committed to ensuring the health, safety, and wellbeing of its volunteers and members.

Hope 4 ME & Fibro Northern Ireland regards the promotion of health and safety measures as a mutual objective for its Management Committee and volunteers at all levels in accordance with the Health and Safety at work order (NI) 1978.

We expect all committee members and volunteer members to cooperate and actively contribute to making Hope 4 ME & Fibro Northern Ireland a safe and health volunteer environment.

It is therefore Hope 4 ME & Fibro Northern Ireland's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards.

In particular Hope 4 M.E. Fibro Northern Ireland has a responsibility:

- To provide and maintain safe and healthy volunteering conditions
- To provide training and instruction to enable volunteers to perform their duties safely and efficiently.
- To maintain a constant and continuing interest in health and safety matters applicable to Hope 4 M.E. & Fibro Northern Ireland's activities, and to involve volunteers wherever possible.
- To carry out risk assessments for all volunteers

Volunteers have a duty to co-operate with this policy by:

- Volunteering safely and efficiently
- Using protective equipment as required
- Reporting incidents that may lead to injury or damage.
- By adhering to Hope 4 M.E. & Fibro Northern Ireland's Health & Safety Policy and procedures.
- By assisting in the investigation of accidents with the object of introducing measures to prevent recurrence.

Insurance

Hope 4 M.E. & Fibro Northern Ireland will ensure that the organisation has up-to-date Volunteers Insurance and Public Liability Insurance. Information on our current insurance document can be obtained from the Treasurer.

Responsibilities

The Management committee will have overall responsibility for health & safety.

The Chairperson and Health & Safety Officer shall be responsible for reviewing the health & safety policy and Risk Assessment every 3 months.

The Health & Safety Officer will be responsible for logging any accidents in the accident/injury report form and notifying the Chairperson.

As a volunteer, you must:

- Adhere to the Health & Safety Policies and Procedures
- Take reasonable care of your own and others health and safety
- Report incidents or hazards which could lead to injury or damage
- Report faulty or damaged equipment
- Use any protective equipment provided

First Aid

Hope 4 M.E. & Fibro Northern Ireland has a First Aid Kit and appointed First Aiders. In the event of an accident, call a First Aider. It is the responsibility of the Health & Safety Officer to keep the First Aid Kit well stocked and bring it to all Monthly meetings and outside events involving any members of Hope 4 M.E. & Fibro Northern Ireland: The Health & Safety Officer should be trained in basic First Aid.

Fire Safety

The Health & Safety Officer should introduce themselves to members at every Monthly Meeting and outside event. HE/SHE should inform all members of the fire procedure, by asking at reception in Mourne Country Hotel, or any other location involving members.