

HEALTH & SAFETY POLICY

(Abbreviated and Adapted for Guernsey Committee Members)
(Full document available on MS Society Website)

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SECTION 1



Health & Safety Statement

The Multiple Sclerosis Society of Great Britain and Northern Ireland, hereinafter referred to as the Society, is committed to the health, safety, and welfare of our employees, volunteers, visitors, and others who may be affected by our activities.

It is our policy to make health and safety an integral part of our overall management structure and, as Chief Executive, I will ensure that the Board of Trustees is kept apprised of all matters pertaining to health and safety. To help fulfil our responsibilities and adopt current best practice, competent people will be appointed to the Society to assist us and, where appropriate, specialists from outside the Society will be used.

Furthermore, the Society will comply with the requirements set out in the Health and Safety at Work etc Act 1974 and all other relevant legislation in order to ensure a safe working environment for all. In working towards this end, we believe that it is essential for the success of this policy that everyone accepts their personal responsibilities, and that there is active co-operation and dialogue between trustees, management, employees and volunteers in promoting and maintaining safe working conditions.

The Society's policy will be reviewed annually and updated as required in response to developments in legislation and best practice.

Simon Gillespie
Chief Executive
July 2006

SECTION 2

Organisational Responsibilities

The Board of Trustees

The Board of Trustees of the MS Society of Great Britain and Northern Ireland has ultimate legal responsibility for the management of health and safety within the Society as a whole. The Board has chosen to delegate operational management of health and safety but is unable to delegate its legal responsibility.

Branch Chair

The Chair person of each branch committee is responsible for ensuring that:

- branch volunteers are aware of and adhere to the Society's Health & Safety Policy
- all activities undertaken by the branch are subject to risk assessment as described in the Society's Health & Safety Policy
- the health and safety file is kept up to date
- all risk assessments and health and safety audits are completed and submitted to the Health & Safety Manager
- all accidents and incidents (as defined in the Accident Book) are reported to the Health & Safety Manager as soon as practicable

Branch Committee Members

Each branch committee member is responsible for ensuring that all:

- adequate support and assistance is rendered to the branch chair for the satisfactory completion of health and safety documentation

- activities planned or considered by the branch are subject to the required risk assessment
- accidents and incidents (as defined in the Accident Book) are reported to the branch chair as soon as practicable

Employees and Volunteers

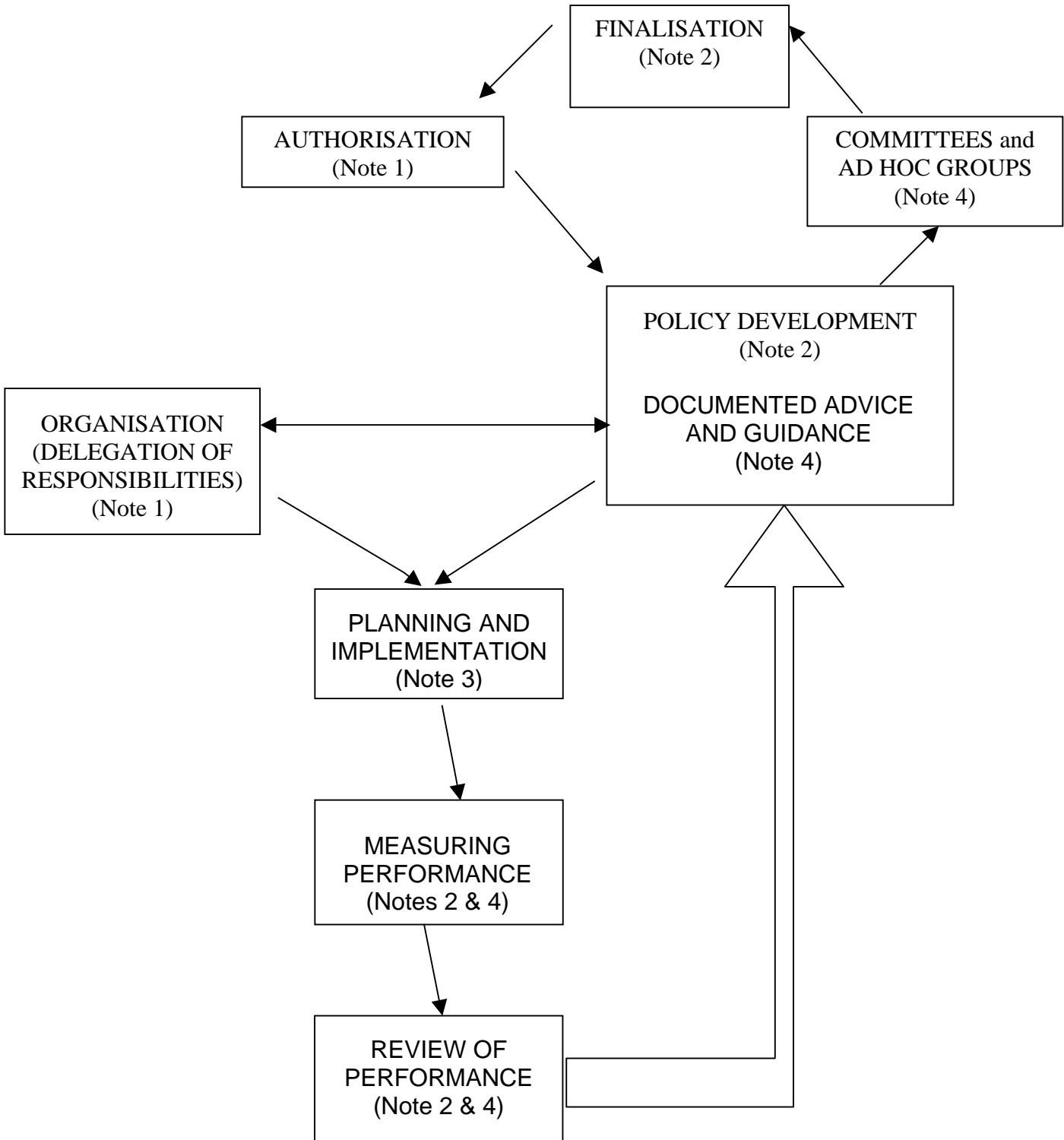
Employees and volunteers have a legal duty to cooperate with branch officers to achieve safe and healthy working conditions and to take reasonable care for their own health and safety and that of others. To comply with this requirement all employees and volunteers must:

- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their activities on behalf of the Society
- work in accordance with information provided, complying with safety instructions and directions laid down by the Society
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety purposes
- report to a responsible person without delay anything which may cause a hazard or any shortcomings in existing safety arrangements, and to report any breach of the rules for health and safety
- undertake any health and safety training provided and not undertake any task for which authorisation and/or training has not been given
- ensure that accidents and near misses in which they are involved are recorded in the appropriate accident book (held by the Branch Chair), and reported to the Branch Chair as soon as practicable
- Any volunteer who notices a health and safety problem that they cannot safely correct themselves must, as soon as practicable, report the matter to the Branch Chair

• Section 3

Arrangements and Procedures for the Management of Health & Safety at the MS Society

SCHEMATIC DIAGRAM OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM



SECTION 4

GUIDANCE, INFORMATION, AND ADVICE

The Health and Safety at Work etc Act 1974 and comparable local legislation is further enacted through numerous Regulations, Statutes, Codes of Practice and Approved Documents. Furthermore, health and safety is subject to change through repeal, amendment and review, often as a result of court cases.

It is important that the Society is to be able to access and provide the most up to date and relevant guidance, advice and information, therefore:

The Health and Safety Manager will:

- ensure the Society's health and safety policy is maintained and kept up to date
- maintain and keep up to date all supporting guidance, advice and information and make it accessible to all volunteers, managers, and staff with health and safety responsibilities.
- provide prompt and clear explanations to health and safety queries
- provide and maintain the Health and Safety Advice Line 020 8438 0929
- provide a set of practical summary guides to enable branches to identify and assist with key risk areas.