	<p style="text-align: center;"> <b>The Salvation Army</b>  <b>United Kingdom Territory with the Republic of Ireland</b>  <b>Policy</b>  <b>Local Health &amp; Safety Policy Template</b> </p>	<p> <b>Document No.</b>  <b>SM03</b>    <b>Version No.</b> 7    <b>Issued:</b> 1st  <b>March 2021</b>    <b>Review by:</b> 1st  <b>April 2022</b> </p>
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### What is a local Health & Safety Policy?

A health and safety policy is a public declaration of intent by an organisation regarding its legal and ethical position about health, safety and welfare of people in it and affected by it. This local policy template allows the person in charge of local mission activities in a given programme to describe what arrangements they have in place for ensuring safe mission within the framework of the overall territorial H&S policy.

Name of Programme: Noah's Ark  
Nursery

Date Policy Implemented: 01.11.2021

Date Policy To Be Reviewed: 01.11.2022

Overall leadership for safe mission will be taken by (name & role): MICHELLE MACEY MANAGER

Day to day responsibility for putting this policy into practice will be taken by (name & role): MICHELLE MACEY MANAGER

Location of "Health & Safety - What You Need To Know" Poster: ON WALL IN DOORWAY OF NURSERY

### Our Approach to Health & Safety - Safe Mission.

Our approach to ensuring H&S from our activities is set out in our Territorial H&S policy SM01 available on our Net Consent policy management software.

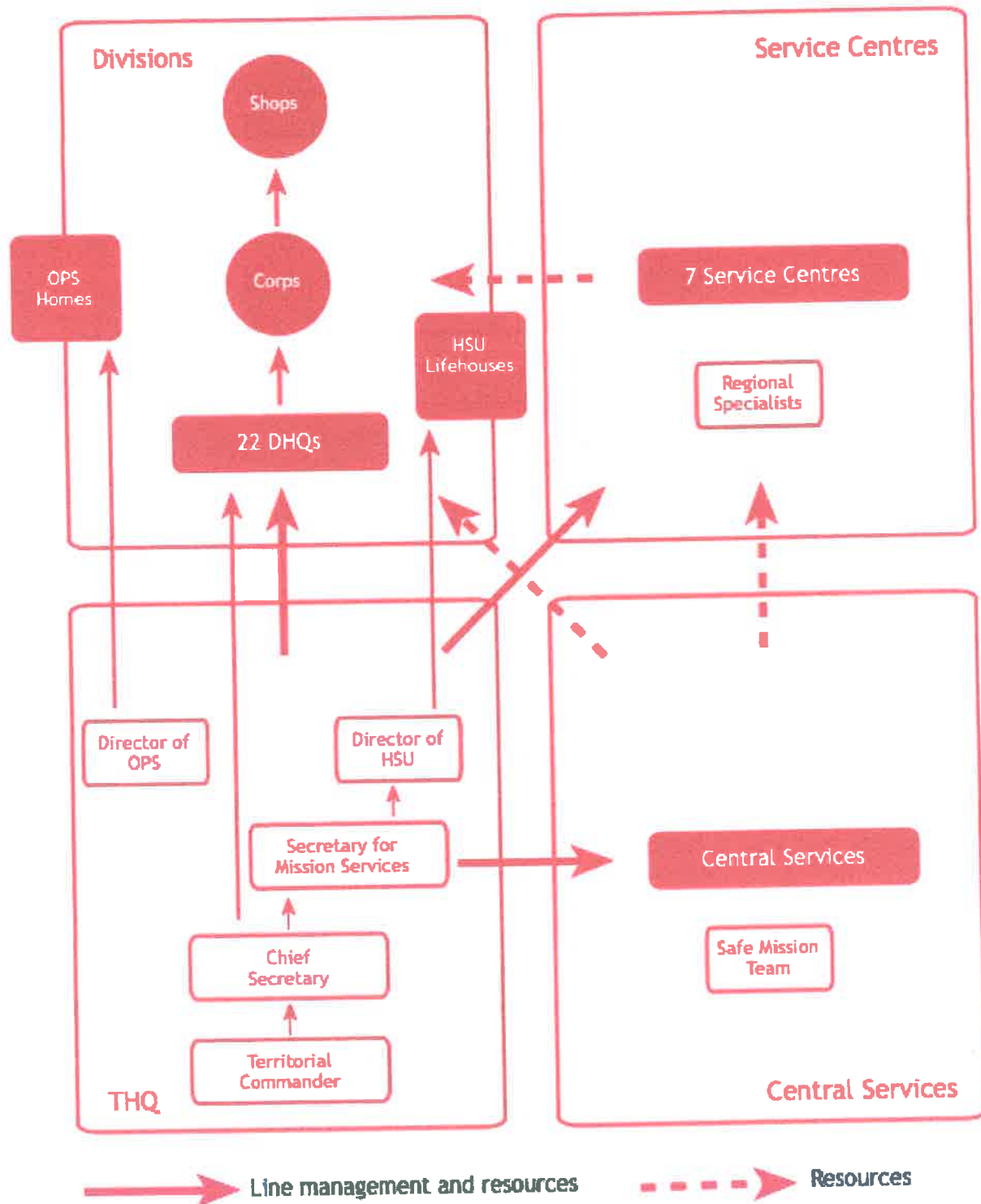
In summary our objectives are:

- to undertake the mission of The Salvation Army in a safe way, so far as is reasonably practicable. The mission first. Safety always.
- to plan our activities, pre-empt foreseeable risks and take steps to prevent or reduce them.
- to provide and maintain safe and healthy environment for our employees, volunteers, contractors, and members of the public.
- to provide and maintain safe plant and equipment.
- to ensure safe use, storage, and handling of hazardous substances.
- to comply with all relevant applicable legal, contractual and other requirements
- to provide appropriate information, through various internal communication systems, instruction, and supervision of employees and volunteers.

- to ensure that officers, employees and volunteers are competent to do the tasks that they are appointed to do and are given adequate training where necessary.
- to prevent injury and cases of ill health from mission activities.
- to consult with employees on matters affecting their safety and health.

to review our policy and the arrangements for implementing it at regular intervals, with a view to the continual improvement of health and safety management and performance.

Diagram Showing Organisational Arrangements



## Persons with Specific Roles

For example, planning for safe mission, carrying out risk assessments, fire safety checks, food safety checks, and coordinating first aid personnel & materials. There may be many more roles depending upon the size and nature of the programme.

Name	Responsibilities
MICHELLE MACEY / DEVON MORGAN	Planning Safe Mission activities (risk assessment)
MICHELLE MACEY	Fire Folder Checks
MICHELLE MACEY / TANYA SWEATMAN	Food Hygiene Checks (e.g. fridge temperatures)
ASHLEIGH HAMILTON	Coordinating First Aid personnel and materials
DEVON MORGAN	ENVIRONMENT RISK ASSESSMENTS
DEVON MORGAN	EVALUATION OF INCIDENT AND ACCIDENT FORMS

## Membership of Corps Council Or H&S Committee

Name	Job Title or Role	Position (e.g. Chair, Secretary, Member or Representative)

This document must be displayed in a prominent place and made available to interested parties on request.

## Safe Mission Resources

Further information can be found on the Safe Mission web resource, which is available to all Salvation Army officers and staff at <https://ourhub.salvationarmy.org.uk/SafeMission/Pages/default.aspx> When accessing it in a

UKT building there should be no security login needed. When accessing it on any other computer your internet browser will ask you to put in your normal UKI login and password.