

# The Mediterranean Mission to Seafarers

## Health & Safety Policy 2020

The Mediterranean Mission to Seafarers (MMS) will ensure that systems are in place which will allow us to maintain, monitor and, where necessary, improve safety performance. Included in these systems will be means to allow communication and consultation on health and safety matters between people at all levels, e.g. Chaplains, Ship Welfare Visitors, Volunteers.

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their role safely. The policy and the way it has operated will be reviewed at least annually and more often if the business changes in nature or size.

### MMS Health and Safety Policy Statement

The MMS will:

- Establish and implement a health and safety management system to manage the risks associated with our premises and activities.
- Provide resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging people to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment
- Communicate and consult with people on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for people to enable them to fulfil their role safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Provide health surveillance for people where appropriate, and maintain records.
- Co-operate with other organisations in the port to ensure that we are aware of any risks associated with our activities in the port.

It is the duty of everyone when carrying out their role to:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others who may be affected by what we do or fail to do.
- Co-operate so that we can all comply with our legal duties.
- Ensure we do not interfere with or misuse anything provided in the interests of health and safety.

**Signed Chairman**

.....*IDTarrant*.....

**Date**

.....10<sup>th</sup> November 2020.....

## **Responsibilities**

Overall and final responsibility for health and safety is that of the:  
Mediterranean Mission to Seafarers

Day-to-day responsibility for ensuring this policy is put into practice is the responsibility of everyone associated with the MMS.

They must:

- Co-operate with their colleagues and other organisations on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person.
- All accidents must be reported to the Chairman and an entry recorded in the accident book.

## **Arrangements**

Health & safety risks arising from our activities:

- Risk assessments will be undertaken by the MMS Committee, delegated as necessary, and findings recorded in the Port Chaplaincy Handbook, removing risks as appropriate.
- Action required to remove/control risks will be approved by the Chairman.
- Assessments will be reviewed every 12 months or when the activity changes, whichever is soonest.

## **Accidents, First Aid and work-related health**

- All accidents and injuries are to be recorded in the Accident Book, which is kept by the Port Chaplain.

### ***Action in the event of an accident – First Aid Procedures***

In the event of an accident causing injury, the nearest qualified first aider within the port should be contacted, and the appropriate Emergency Service(s) contacted as necessary. The accident should be reported to the Chairman.

Less serious accidents, and any other incident that might in slightly different circumstances have caused an injury, should also be reported to the Chairman. Such minor accidents and "near miss" incidents often highlight items that require remedial action. The purpose of reporting accidents and incidents is NOT to apportion blame, but to discover and correct health and safety problems. All accidents and near misses will be investigated by the Chairman.

## **Emergency Procedures – Fire and Evacuation**

### ***Action in the event of fire***

If you notice a fire you should immediately raise the alarm.

**Fire extinguishing equipment** is provided in the Flying Angel, but should only be used:

- by those trained in its use
- if the fire is very small
- if by so doing you do not place yourself in any danger
- after raising the alarm and ensuring that the fire brigade have been called

***Calling the Fire Brigade***

The person raising the alarm should ensure that the Fire Brigade are summoned by dialling 190 from a telephone. (Ambulance 190, Police 199)

***Fire Precautions***

The staircases in the Flying Angel building forms the escape route and must be kept clear of obstructions at all times. They should not contain anything that could itself be the source of fire, or which is flammable.

**Information, Instruction and Supervision**

- All Chaplains and Volunteers are to sign the H&S Policy cover sheet to indicate they have read and understood all of the above.

**Signed Chairman**

.....*IDTarrant*.....

**Date**

.....10<sup>th</sup> November 2020.....