

## **Health and Safety Policy Statement**

The trustees of The MARS Trust are ultimately responsible for ensuring that all activities of the organisation are conducted in a manner which adheres to sound Health and Safety principles and practices.

When we visit schools, we are operating under the supervision of school staff and subject to the school's policies that are in place.

1 Duty towards employees:

As a responsible employer The MARS Trust has a duty of care to:

- Provide a safe place of work
- Provide a safe system of work
- Recruit competent and safety conscious staff
- Consult employees on matters affecting their Health and Safety

2 All employees and volunteers of The MARS Trust share a responsibility to ensure that they work or volunteer in a manner and environment which is healthy and safe for them and for the safety of others who may be affected by what we do or fail to do.

3 All employees and volunteers must comply with all reasonable instructions in respect of health and safe working practices.

4 Responsibilities for Volunteers:

- All volunteers have the responsibility to report any hazards or safety concerns or incidents/accidents to a member of MARS staff.

5 Responsibilities for MARS Staff:

- All MARS staff have the responsibility to ensure the safety of all activities which they and their volunteers are engaged in whilst on The MARS Trust business, in line with the school's policies.
- All MARS staff have the responsibility to ensure that the school's reporting procedures are adhered to in the event of any safety incident or concern during the visit.
- All MARS staff have the responsibility to report to The Operations Manager on any of the following:
  - Funding required to minimize hazards
  - Patterns of accident/incidents

6 Responsibilities of the Operations Manager:

- The Operations Manager is responsible for ensuring that MARS staff and volunteers comply with their responsibilities as outlined above.
- The Operations Manager is responsible for consulting with employees on matters affecting their Health and Safety.
- The Operations Manager is responsible for promoting an open attitude to health and safety issues, encouraging staff and volunteers to identify and report issues so that everyone can contribute to creating and maintaining a safe working environment.
- The Operations Manager has the responsibility to report to the trustees regarding:
  - Proposed changes in policy/procedure
  - Unbudgeted financial commitments arising out of Health and Safety issues
  - General Health and Safety matters

7 Responsibilities for Trustees:

- The trustees are responsible for all policies and procedures and must approve changes to this, as all other policies.
- The trustees are entitled to seek reports on any activity within The MARS Trust regarding Health and Safety matters.

8 Baseline Requirements:

- All employees/volunteers will receive a copy of this policy and procedures and all subsequent amendments.
- Each location used regularly by The MARS Trust staff will have a trained First Aid representative, and a First Aid kit – provided by the school or host organisation.
- All incidents are to be recorded according to the policies of the school or venue being used at the time. Those requiring First Aid should be recorded in the Accident Book held at each location.
- All accident/incidents leading to hospital admission will be notified immediately to the Operations Manager who will in turn notify the trustees.

9 Review of this policy:

This policy will be reviewed regularly by the trustees of The MARS Trust