

UNITY OF MIGRANT WORKERS (UMW)

Health and Safety Policy

(Charity no. 1213132 • London, UK)

This statement is issued in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

1. Statement of Intent

Unity of Migrant Workers (UMW) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all workers, volunteers, service users and visitors. We will:

- Provide a working environment for all workers and volunteers that is safe and without risks to health.
 - Ensure plant, equipment and systems of work are provided and maintained so they are safe and without risk to health.
 - Ensure service users, visitors and members of the public are not exposed to risks to their health and safety on any premises under our control or arising from our activities.
 - Provide such information, instruction, training and supervision as is necessary to secure health and safety at work.
 - Ensure the safe use, handling, storage and transport of articles and substances, with adequate information available on necessary conditions and precautions.
 - Provide safe access to and egress from all working areas.
 - Ensure accidents, incidents and near misses are reported, recorded, investigated and acted upon to prevent recurrence.
 - Review this policy and associated risk assessments at least annually and following any significant change or incident.
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2. Responsibilities

2.1 Trustees (the Board)

The Board of Trustees holds overall responsibility for health and safety within UMW. The Board will:

- Approve this policy and any subsequent revisions.
- Ensure UMW complies with relevant health and safety legislation.
- Ensure sufficient resources (time, budget, equipment) are allocated to manage health and safety.
- Ensure suitable insurance cover is in place.
- Monitor overall health and safety performance and significant incidents.

2.2 Managers / Project Leads

Managers and project leads are responsible for day-to-day implementation of this policy. They will:

- Carry out and regularly review risk assessments for activities, events and venues.
- Ensure staff and volunteers are briefed on relevant risks and control measures.
- Ensure equipment is suitable, maintained and used safely.
- Stop or suspend any work or activity they believe to be unsafe.
- Report significant health and safety concerns and incidents to the Board or designated lead.

2.3 All Workers and Volunteers

All workers and volunteers have a duty to:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Follow training, instructions, safe systems of work and local procedures.
- Use equipment, tools and personal protective equipment (PPE) correctly and as instructed.
- Report hazards, unsafe conditions, near-misses, accidents and incidents promptly to a manager or designated person.
- Cooperate with UMW on all health and safety matters.

2.4 Contractors and Visitors

- Contractors must follow UMW site rules and reasonable instructions while on our premises.
- Contractors remain responsible for the health and safety of their own operations and staff.
- Visitors must comply with any safety instructions given to them while on UMW premises or at UMW activities.

3. Implementation

UMW will implement this policy by:

- Completing suitable and sufficient risk assessments for our activities and venues (including outreach and off-site events) and recording significant findings.
- Maintaining adequate first-aid and fire safety arrangements, including trained personnel, equipment and clear procedures, and ensuring these are communicated to staff and volunteers.
- Keeping relevant records, such as:
 - Risk assessments
 - Training and induction records
 - Equipment inspections and maintenance

- Accident/incident and near-miss logs in line with data protection requirements.

4. Policy Dates and Display

Approved on: _____09/05/2025_____

Next review due: _____08/04/2026_____
(within 12 months of approval, or sooner if there is a significant change or incident)

This statement should be:

- Displayed on UMW noticeboards and/or in common areas; and
- Provided to all workers and volunteers as part of their induction.

Detailed procedures (risk assessment, incident reporting, fire safety, lone working, food safety where applicable, and any venue-specific rules) sit under this policy and must be followed at all times.