

## **MS Research: Health and Safety Policy**

### **Introduction**

MS Research is concerned for the safety and wellbeing of all those raising funds for the charity and those they come in to contact with.

MS Research accepts its responsibilities for ensuring health, safety and welfare at work. MS Research believes that achieving high standards in health, safety and welfare is important to the success of the organisation.

MS Research intends to comply in every respect with the Health and Safety at Work Act and all Regulations made under it. To achieve this, MS Research will ensure the safety and wellbeing of all employees and volunteers. It will also ensure the safety of non-employees who could be affected by the operations of MS Research, so far as it reasonably practicable. The rest of this policy explains how this will be done.

MS Research will comply with all aspects of current legislation on Health and Safety as required by the Act and Regulations.

The Chairman, as the person finally responsible for health and safety, will ensure that sufficient funds and resources are allocated to ensure that this Policy can be effectively incorporated into the organisation's activities. This policy is enforced on a day to day basis.

Employees and volunteers will be encouraged to share the responsibility for health and safety at work. They will also be provided with the relevant information and the training that they need for this purpose.

This Policy will be reviewed every year.

### **MS Research offices**

MS Research offices are based within NHS property in Bristol, so the NHS Health and Safety Policy will regulate the charity office.

The purpose of this Health and Safety Policy is to provide guidance as to how to manage health and safety at events and for fundraising.

### **Insurance**

The primary concern of MS Research is the safety and wellbeing of all those raising funds for the charity and those they come into contact with. The charity has public liability insurance that covers most public events. MS Research public liability insurance is **only** valid if the event is registered with the charity. All those raising funds on behalf of MS Research must therefore provide the charity with all the details of the events.

MS Research public liability insurance does not cover events that come under the heading of extreme sports or leisure activities. This includes events like bungee jumps, abseils,

parachute jumps etc. For these, the organiser of the event will have their own appropriate insurance, and this will generally be charged to each entrant as part of the entry fee. The same applies to most publicly run events such as half marathons, 10K runs, bike rides etc. Although these are not extreme sports they generally involve large crowds in public places and will be covered accordingly. Always check the level of insurance and identify the policy holder before participating in the event. .

### **Risk assessment.**

Those who are organising events for MS Research need to take care of their own safety and those around them.

### ***Identifying hazards and risks***

A hazard is something which has the potential to cause harm – perhaps damage to premises or vehicles or injury to people. The risk that something poses is a simple calculation which involves:

- The amount of harm that could occur (low/medium/high)  
with
- The likelihood that harm may actually come about (low/medium/high)

Using a simple 1-2-3 scale for low/medium/high it is possible to assign hazards and risks a score. To assess the risk the two scores (one for hazard and one for risk) are multiplied together. The higher the result indicates that those hazards should be dealt with first.

### ***Hazard spotting***

When certain activities are planned the organiser or a nominated person must be alert to potential hazards. The more people with input to this procedure the better,

### ***Risk Assessment***

As each hazard is identified, it must be given a risk rating. Once high risks have been identified a decision needs to be made as to how to manage the risk.

Hazards at events may be trailing wires, or wet and slippery floors. To minimise the risk of someone tripping the wire should be re-routed, covered by heavy duty tape or rubberised wire protectors; wet floors should be allowed to dry before people walk on them.

It is a legal obligation that MS Research assess the risks presented, and an effort is made to control those risks.

Assessment of risk needs to be conducted when planning events, so that hazards can be identified

### ***Assessing a venue***

When running an event the venue needs to be assessed to ensure it is as safe as possible.

### ***Evacuation plan***

The planned venue should have an Emergency Evacuation Plan, and a copy should be obtained in advance. Consider access issues such as the width of doorways and routes to fire escapes. Pay particular attention to outside fire escapes from upper floors. Assess the outside of all the emergency exits; there may be a step down or an inappropriate ramp. If people need assistance when evacuating the premises, someone needs to be assigned to help.

### ***Insurance***

Ask to see a copy of the venue's Third Party Liability Insurance Certificate, and make sure it is in date.

### ***Equipment***

If any equipment is to be used, ensure it is in a safe and useable condition. If it is electrical check it has been tested recently.

### ***Attendees***

Assess the people who will be attending the venue. If wheelchair users are expected, find out how many, will they require assistance and are any particularly large wheelchairs going to be used. Will people walking with sticks or walking aids need assistance?

### ***High visibility jackets***

MS Research hold high visibility jackets for marshals at events. These should be used where appropriate.

### ***Moving and handling***

Ideally operations which involve moving and handling should be eliminated or measures taken to adapt tasks to either reduce the amount of moving and handling, or allow the use of automated or mechanical aids.

### ***Moving and handling instructions***

- Bend the knees to reach the item
- Keep the back as straight as possible
- Test the load by lifting one corner
- Lift smoothly, using the leg muscles as much as possible
- Keep the load as close to the body as possible, bearing in mind that it may contain sharp objects or sharp corners
- Make sure the path is clear
- Don't turn until upright
- Put the load down as soon as you can slowly and smoothly, bending the knees in the same way as picking up the object.
- Position the load properly once it has been put down.

### ***Working alone***

In some instances it may be necessary for people to work alone or in an unfamiliar setting.

Whenever possible try to avoid one to one meetings but if unavoidable:

- Make sure that someone knows where the person is going, who the meeting is with and when they intend to return.
- Prepare for difficult meeting and plan how to deal with them.
- Do not enter a building, particularly someone's home, if not comfortable or safe.
- Where possible, instigate a "buddy" system for particularly difficult meetings, and ask someone to check at pre-arranged times
- Be aware of how difficult situations can develop and think twice before saying anything in a temper.

## **Collections**

If participating in a collection please observe the instructions made by the person organising the collection with respect to safety. In the unlikely event of somebody trying to take a collecting tin or bucket, **DO NOT RESIST**. Let go and report the incident. We would rather the loss of some donations than harm should come to someone.