



Health and Safety Policy

Appendix 1 – Covid19 Addendum

Aims

- Identify and manage Health and Safety risks arising from our organisation's activities.
- Consult with our staff and volunteers on matters affecting their Health and Safety, including work related stress.
- Provide information, instruction and supervision for staff and volunteers.
- Ensure that all staff and volunteers are competent to carry out their tasks and to provide them with adequate training.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.

Responsibilities

The overall and final responsibility for health and safety is that of Leicester Mammas CIC Directors. The day-to-day responsibility for ensuring this policy is put into practice is the Programme Lead. This is currently: Sally Etheridge (07580159278). In her absence, contact one of the Directors, whose details are to be found at the end of this policy.

All staff and volunteers must:

- Co-operate with the Project Lead and with one another 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 (as detailed in this policy).

Risk Assessments

- Risk assessments will be undertaken as required by the Project lead and will be accessible on the organisation's shared drive.
- Risk assessments will be shared with staff and volunteers involved and any concerns raised with the Directors.
- Action required to remove or control the risks will be undertaken by the Project lead.
- Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

In order to reduce risks to workers, procedures/guidelines which should be followed by all workers, have been drawn up regarding the following areas:

- Lone Working – Appendix 1
- Infection Control
- Safe handling and Lifting
- Work-related stress
- Copies of the procedures/guidelines are accessible on the organisation's website and shared drive.
- All new staff and volunteers will be made aware of the Policies at their Induction.

Smoking

The risks of passive smoking are extremely hazardous for babies and children. Mamas should never smoke before or during any activity carried out on behalf of the group.

Health and Safety Training

- Induction training will be arranged for all Mamas once they have been accredited, and will be reviewed and consulted on at regular intervals.
- Training needs and refresher training is identified and arranged by the Committee, in consultation with all Mamas. Where such training becomes available, all Mamas will be informed by the Programme Lead, and invited to access it as appropriate.

- Training records are kept by the organisation. It is the responsibility of all Mamas to keep their Training Profile up to date.

Supervision and Keeping Up to date with Breastfeeding and Peer Support Skills

- It is the responsibility of all Mamas to keep up to date with their skills and understanding of the role.
- It is the responsibility of the relevant Project Lead to support and supervise staff and volunteers involved.
- Attending annual training updates is an important commitment for all Mamas once graduated.

Work-related stress

- Risk assessments should include consideration and identification of workplace stressors.
- No staff or volunteer is obliged to carry out responsibilities which she feels unable to do. Guidance will always be given for all roles carried out, and supervision and support will be freely available.
- All Mamas are mothers themselves and need to balance their responsibilities with other commitments and their children's needs.
- Any staff member or volunteer finding it difficult to balance these responsibilities, is encouraged to speak with the Programme Lead or any Director.
- Raising concerns about the balance of responsibility will always be taken seriously.
- Confidentiality will be assured.

Delivery of Services/Activities

Mamas may volunteer in a variety of community settings, including, but not restricted to:

- Community Centre's
- Children, Young People and Family Centre's (CYPFCs)

- Health Clinics
 - Sports & Leisure Centre's
 - Libraries and Musuems
 - Café's and other Public places
 - Schools
 - Online activities
- It is the responsibility of the Programme Lead, or appropriate Project Lead, in collaboration with staff at the Community Setting concerned, to clarify the arrangements for delivery of Mammas activities, and to ensure all Mammas involved are aware of them.
 - Where a Mamma is approached by a person representing a Community Setting, requesting our services, it is important that she liaises fully with the Directors and Project Leads to ensure all parties are satisfied with the arrangements.
 - Mammas may also become Volunteer Breastfeeding Supporters for University Hospital Leicester. This entails registering with the Volunteer Service at UHL and attending their Volunteer Induction and Procedures. Any work carried out as a UHL Volunteer Breastfeeding Supporter will be in accordance with UHL's Volunteer Policies. The service is delivered in conjunction with UHL Infant Feeding team.

Safety Procedures in Settings

- It is the responsibility of Mammas to check the following on arrival at any premises where activities are carried out on behalf of the group, and provide details to all attendees:
- Location of fire exits
- Details of the emergency evacuation procedure

Incident Reporting Procedures

In the event of an accident or incident, the Project Lead is responsible for completing an Incident Report Form – accessible on the organisation's one drive.

All service users / learners are responsible for: co-operating with Mammias on health and safety matters by:

- Not interfering with anything provided to safeguard their health and safety
- Taking reasonable care of their own health and safety
- Reporting all health and safety concerns to a member of staff

Children and Babies of Mammias staff and volunteers

Mammias' babies or children may need to accompany them on occasion during activities carried out on behalf of the organisation.

- Children remain the responsibility of their parent at all times
- Children shall be always supervised by their parent.
- Where possible, it is preferable for other arrangements to be made for the care of children' However, this is at the discretion of the mother, who knows her child best.
- Babies in arms are always welcome to accompany their mother during her activities.

Children and Babies of service users and at training sessions

Mammias do not provide crèche facilities during activities provided by the organization.

- Children remain the responsibility of their parent at all times
- Children shall be supervised by their parent at all times

- Where possible, it is preferable for other arrangements to be made for the care of children, such as staying with a father or family member or friend. However, this is at the discretion of the mother, who knows her child best
- Babies in arms are always welcome to accompany service users, or during training for prospective Peer supporters

Monitoring

- Directors will continue to monitor health and safety practices on an ongoing basis.
- The person responsible for investigating accidents is the Project Lead in conjunction with the Directors.
- The Directors are responsible for acting on the findings of the investigation to prevent recurrence.

Guidelines on Lifting and Handling

There is some lifting and handling involved in most activities.

To reduce the risk of injury the following guidelines should be followed:

- Staff and volunteers are not required to lift or handle any object which they perceive would put themselves at risk of injury.
- Assistance or guidance should be sought from another worker.
- Use aids, e.g. sack, cart/trolley.
- Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a “human chain”.
- Follow the good handling techniques as advised.
- If in doubt, do not lift the object and speak to the Project Lead for guidance.

Door-to-door Leafleting Work

It is unlikely that door-to-door leafleting would be undertaken by any Mamas.

However, if you are intending to do door-to-door leafleting, please follow these guidelines –

Another worker should be informed of where you are going and when you are expected to have

completed your work. Details of the area to be covered should be passed to the Programme Lead.
Where possible work in pairs and stay in close contact with your partner.
Arrange for your child or children to be cared for at home or with a friend, rather than have them accompany you
Carry a mobile phone and/or personal alarm.
Do not enter any premises or area which you perceive may be threatening to you.
Do not work in the dark, or in any areas which are particularly secluded.

Attending External Meetings

Be aware of your personal safety if you are attending activities/events on behalf of Mammas in the evening.
Try to walk to car parks or public transport stations with other people you know, or call a taxi if you perceive you could be at risk.

Approved by Leicester Mammas CIC Directors

Signed: S J Etheridge
Name: Sally Etheridge
Position: Director
Updated on: 02/03/2023
Review Date: 02/03/2024

Appendix 1

Health & Safety Policy

Covid 19 Addendum

Mammas recognizes and accepts its responsibility as a provider of services and will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration with government guidelines.

Addendum objectives:

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare