

Manresa Link Health & Safety Guidance 2018

Please see the formal policy below.

Manresa Link does not own any premises.

When members plan retreats or other activities (e.g opening/closing meetings, quiet days, training courses etc.) at the premises of other organisations, those organisations will probably have a Health & Safety Policy in place already. So there is a need to check this, and to comply.

If they don't, the Manresa Link member(s) planning the event need to consider accessibility issues, and what risks might present about the possibility of injury/harm at the site chosen.

Explanation is needed at the beginning of retreats etc about facilities and about evacuation procedures.

Much activity by Manresa Link members involves one-to-one meetings with people who seek prayer-guidance/accompaniment in various forms.

Some such meetings take place in retreat houses, church meeting rooms, in private office spaces, in coffee houses.

But some meetings also take place in the homes of either the Manresa Link member, or that of the "pilgrim".

Everyone working with other people is responsible for making their own risk assessment about arrangements they make about where and when to meet pilgrims/retreatants.

But is advised that first one-to-one meetings with "pilgrims" should be in either a public space, or where there are other people in the immediate vicinity.

Thereafter, members who will meet pilgrims in private places should always make sure that someone else knows where and when they will be meeting, and with who. They should always report back to their contact, after the meeting, to confirm that ae safe and well.

Health & Safety Policy

This is the statement of general policy and arrangements for:		Manresa Link	
Overall and final responsibility for health and safety is with:	Max Jourdier	Day-to-day responsibility for ensuring this policy is put into practice is with:	John Price

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	John Price, Secretary	Manresa Link does not own any premises. Guidance is issued below about when arranging meetings at the premises of other organisations.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	John Price, Secretary	Completion of our own training course (in existence since the late 1980's), or agreed equivalent, is the only route to membership. There is constant monitoring of progress during the course. There is also an expectation that all members should engage in ongoing training/development and supervision if they are active in their capacity as members.
Engage and consult with employees on day-to-day health and safety conditions	John Price, Secretary	Guidance is issued above about the need for all Manresa Link members to risk assess where they meet retreatants. First meetings should usually be in a public place, or somewhere where other people are close by. Guides should also ensure that someone else knows when and where meetings will be held with retreatants.
Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment here .	N/A	We do not own premises
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	N/a	We do not own plant. Equipment etc.

Signed: * (Employer)		Date:	
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Health and safety law poster display location:	N/A	First-aid box location:	N/A	Accident book location:	N/A
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