



THE FEDERATION OF WOMEN'S INSTITUTES OF NORTHERN IRELAND

Health and Safety Policy

The Federation of Women's Institutes of Northern Ireland (the Federation) is an organisation which encourages women to take a more effective part in the community through its network in Northern Ireland of Women's Institutes. The Federation and its Institutes organise a wide range of meetings and events throughout the year with the aim of providing an environment for women to meet socially, enjoy the wide range of activities on offer and work to improve not just their lives but those of their families and community.

Aims

1. The purpose of this policy is to outline the duty and responsibility of members of the Federation and its WIs in relation to Health and Safety (H&S).
2. All members have the right to meet in a safe environment free from harm.

Objectives

1. To provide a safe and comfortable meeting venue for members
2. To ensure that potential hazards and risks are identified
3. To ensure that evacuation facilities are available
4. To comply with the health and safety procedures set out in the Federation Handbook.

Context

1. A risk assessment will be undertaken before any potential meeting or activity.
2. Members and visitors will be informed of fire exits and alarms as necessary and a muster station identified for all potential venues.
3. Ensure first aid equipment is available and operational.
4. Ensure that venues/activities are suitable for those with a disability or mobility issues.
5. Ensure that members or visitors with allergies or other dietary needs are identified and appropriate action taken.
6. Enquire at potential venue the location of all safety procedures

Role of Federation and Institute organisers

1. Refer to the Federation Handbook for guidance
2. Carry out risk assessments
3. Inform members and visitors of any identified potential hazards
4. Announce at the commencement of each meeting the safety check provided by the Federation.
5. Be aware of any slip and trip hazards and take appropriate action

Training

1. Members will be made aware of basic first aid.
2. If necessary, representative members will be trained in food safety.