Health and Safety Policy and Arrangements

Policy and procedure

Organisation	Moment of Truth Well-being Group Ltd
Owner	Sharon Boyd, Director
Status	Version 1.0 | September 2026 | Review September 2027
Approval	Approved by: Sharon Boyd Date: 01/09/26
Complete before issue	Registered office, named deputies, contact routes and role-specific details

Statement

MOT will, so far as reasonably practicable, protect workers, clients, children, visitors and others affected by its work. This policy covers offices, schools, community sites, home/remote work, travel and online services.

Roles

Role	Duties
Directors	Overall accountability, competent advice, resources and review.
Health and Safety Lead	Lea Cole ; coordinates assessments, inspections, incidents and training.
Managers	Implement controls, consult workers and correct unsafe conditions.
Workers	Take reasonable care, follow controls, use equipment safely and report hazards.
Host/landlord	Site controls as agreed; MOT verifies interfaces rather than assuming transfer of all duties.

Arrangements

- Suitable and sufficient risk assessments, including stress, lone work, violence, young workers, pregnancy, disability, remote work and display screens.
- Safe premises, access/egress, fire arrangements, electrical safety, maintenance, welfare, first aid and emergency contacts.
- Incident, accident and near-miss reporting; preserve evidence and determine whether RIDDOR reporting is required.
- Consult workers and provide information, instruction, training and supervision.
- Personal emergency evacuation plans and reasonable adjustments where required.
- Contractor checks, insurance and coordination with landlords, schools and community venues.
- Infection prevention proportionate to current public-health guidance and service risk.

Emergency and review

Anyone may stop work and move to safety where there is serious and imminent danger. Call emergency services where needed, notify the responsible manager and record the incident. Review annually and after material change, incident, enforcement advice or new premises.

Legal and professional reference points

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- RIDDOR 2013
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Equality Act 2010

Legal and guidance check completed September 2026. Review sooner if law, guidance, contracts, services or organisational arrangements change.