

# HEALTH AND SAFETY POLICY

---

## **Rationale**

Yuvanis Foundation committee members are committed to providing and maintaining safe and healthy working conditions for all employees, volunteers and youth group members. Our policy is to ensure:

- Safe equipment
- Safe use of articles and substances in the workplace
- Safe access and egress to the place of work
- A safe and healthy working environment

We shall provide the necessary information, instruction, training and supervision to help achieve this.

## **1. Health and Safety Organisation**

- Overall responsibility for health and safety rests with the Yuvanis Youth committee members.
- The health and safety officer (HSO) will act as the competent person under the MHSW regulations and will:
  - Undertake regular (at least bimonthly) inspections of the workplace
    - Make recommendations to the management committee for changes in safety
    - Ensure that any necessary repairs are brought to the attention of Committee members who will refer them to the person responsible for these matters at whatever premises we are using
    - Note down and act upon safety suggestions from others
    - Recognize the limits of their own competence and consult other competent persons where appropriate.
- Fire marshals will supervise the evacuation of the premises in the event of fire, serious or imminent danger or other emergency

## **2. Consultation With Trade Unions**

The committee members will, if requested to do so, consult with trade unions representing staff with their work for the Yuvanis Youth. We will also consult staff directly with regard to health and safety and all other employment matters.

### **3. Risk Assessment**

The identification of hazards, the assessment of risks, and their prevention and control through appropriate measures, will be the basis for ensuring the health, safety and welfare of employees, volunteers and youth group members.

The principal hazards identified at the workplace are:

- Fire
- Electrical equipment
- Storage of materials
- General tidiness
- Security of entrance to the building

Our policy is to follow the standard hierarchy of prevention and control measures, i.e. elimination and substitution first. Our aim is to eliminate risks as far as possible by all appropriate means.

The HSO will carry out risk assessments of the premises every six months

The leaders of each Yuvanis Youth activity will also carry out risk assessments for any visits that members take part in.

### **4. Health And Safety Training**

Induction training will be provided to new employees and volunteers and will include details of fire precautions, first aid arrangements, safe use of equipment, and procedures for raising health and safety problems.

### **5. Monitoring and Review**

Any prevention and control measures implemented as a result of the risk assessments will be monitored by the HSO to check their effectiveness and reviewed and revised promptly in the light of any problems.

Reporting systems are in place to ensure that problems can be identified and dealt with before long-term ill health develops.

The health and safety policy will be reviewed every year and a safety report will be made by the HSO to the annual general meeting detailing:

- Any accidents, violent incidents, dangerous occurrences, near misses
- Any occupationally related ill health or circumstances giving rise to concern
- Any improvements to the safety of the working environment
- Any alterations to this safety policy

## **6. Responsibilities of Employees**

All employed staff and volunteers have a responsibility to have regard for their own safety and that of others. They also have a responsibility to inform the HSO of any serious or imminent danger and of any shortcomings in the measures to protect health and safety.

The Yuvanis Youth committee members positively encourage employees and volunteers to make suggestions as to how health and safety protection arrangements may be improved. All suggestions will be recorded by the HSO who will make recommendations about any changes based on these suggestions.

## **7. First Aid**

A first aid box will be provided and supplies regularly checked and maintained.

Members of staff will be encouraged to undertake first aid training. The location of the first aid box and details of the first aiders will be posted up for the information of staff, volunteers and youth group members.

The first aider is: **Hafizur Rahman Hussain**

## **8. Reporting of accidents, injuries and ill-health**

An accident book will be provided for the reporting of:

- All accidents and incidents resulting in injury, disease, pain or discomfort
- All incidents of harassment. Abuse, threats or physical violence
- All near misses and situations posing a potential risk to health and safety

The HSO will inspect accident and incident records at least once a month, identify any problems which need further investigation and make recommendations about any changes needed.

## **9. Sickness records**

The HSO will review sickness records periodically to identify any ill health, which could be work-related, such as stress. The information will not be used in any other way.

#### **10. Treatment of people injured at work**

While our aim is to ensure that people's health and safety at work is protected, any employee suffering a work -related injury or ill-health condition will be treated sympathetically and will not suffer detriment or discrimination.

**Date of approval:** May 2021

**Date of implementation:** May 2021

**Date of last review:** February 2024