

**NB – All our Health & Safety Policies are project specific. This is specific to the GOAL\_Saltley.**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

Signed: \_\_\_\_\_

(Employer)

Date:

Review Date: January 2021

## Responsibilities

1. Overall and final responsibility for health and safety is that of Yasmin Akhtar.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Fakharah Masoom.
3. All learners have to:
  - Ø Co-operate with supervisors and trainers on health and safety matters;
  - Ø Not interfere with anything provided to safeguard their health and safety;
  - Ø Take reasonable care of their own health and safety; and
  - Ø Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and Safety risk arising from our work activities

- Risk assessments will be undertaken by Yasmin Akhtar
- The findings of the risk assessments will be reported to the Centre Manager
- Action required to remove / control risks will be approved by the Centre Manager
- Yasmin Akhtar will be responsible for ensuring that the required action is implemented
- Assessments will be reviewed during each training session
- Use of equipment will be explained to all learners at the start of the programme (including, adjustable screen on the laptop and safe distance between screen and laptop)
- Laptop's / PC's will not be used for more than three hours at any given time and regular breaks will take place
- Proper care will be enforced for ladies who are pregnant or suffering from any other health issues

## Accidents, first aid and work-related ill health

- The first aid box can be found in the training room and administration office at all times.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the training room.
- Yasmin Akhtar is responsible for reporting accidents to the enforcing authority.

## Emergency procedures - fire and evacuation

- Yasmin Akhtar will ensure that escape routes are checked on a regular basis.

## Monitoring

- To check the working conditions of each delivery centre and ensure our safe working practices are being followed we will:
  - View and where possible obtain a copy of the centres Health & Safety policy during the initial site evaluation. This will be kept in the delivery centres file.
  - Anything which does not comply with the centres Health & Safety policy will be notified to the centre manager by Yasmin Akhtar. This will be noted and stored in the delivery centres file.