

Our statement of general policy is:

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

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

Date: \_\_\_\_\_

Review Date: January 2021

## Responsibilities

1. Overall and final responsibility for health and safety is that of Yasmin Akhtar and the day-to-day responsibility for ensuring this policy is put into practice is delegated to Yasmin Akhtar.
2. All volunteers 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 risks arising from our work activities

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

- Ø The first aid box is kept in the kitchen.
- Ø All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the main training room.
- Ø Project staff is responsible for reporting accidents to the enforcing authority.

## Emergency procedures - fire and evacuation

- Ø Project staff will ensure that escape routes are checked during the initial site evaluation.

# Monitoring

Ø To check the working conditions of each satellite hub 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 satellite centres file.
- Anything which does not comply with the centres Health & Safety policy will be notified to the centre manager by Project staff. This will be noted and stored in the delivery centres file.