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## **WESSEX JAMAAT HEALTH & SAFETY POLICY & PROCEDURE**

### **POLICY STATEMENT**

WESSEX JAMAAT will provide and maintain safe and healthy working conditions, equipment and systems of work, and adequate welfare facilities for all employees. and volunteers We will provide such information, instruction, training and supervision as need for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities including visitors, clients, group members and other professionals.

The policy will be kept up to date to reflect any changes in the work or other circumstances of WESSEX JAMAAT or of any relevant health and safety standards. It will be reviewed annually to ensure that it continues to reflect the true work situation.

This policy and any other relevant documents forming part of this policy will be brought to the attention of new members of staff, whether paid or voluntary, on induction.

### **RESPONSIBILITIES:**

Overall responsibility for health and safety is assigned to the WESSEX JAMAAT Management Committee. The committee shall nominate a committee member who will report to the committee as she/he thinks necessary - at least annually. The Management Committee will seek to establish best practice in health and safety and recognises that legislative requirements form a minimum standard.

The implementation will include inspections, risk assessments, investigating dangerous occurrences, monitoring and maintaining equipment and keeping any required records. It is the Committee's responsibility to ensure adequate training is provided.

On a day to day level, if any worker notices a health and safety problem or sees room for improvement they should:

- Deal with it on the spot if it is within their power to do so
- If it is not within their power to solve it, they should discuss it with other workers or officials present and take any necessary steps

### **GENERAL ARRANGEMENTS:**

#### **Risk Assessments**

These will be carried out as instructed by the person nominated by the Executive Committee in compliance with the Management of Health and Safety at work Regulations 1992. A competent person will be nominated to carry out this task, which will cover all premises and contents controlled by this Association and all activities carried out within the workplace and during the course of work outside of the premises. The risks will be reviewed in accordance with the regulations whenever major changes occur or when circumstances indicate the need for a review. All risk assessments will be in writing and kept on file, available to all paid and voluntary workers.

#### **Inspections**





These will be carried out by the person nominated by the Committee or the Project Leader every 12 months. The results will be presented to the Committee and the staff.

### **Incidents**

- First aid boxes are kept by workers at outreach site
- The first-aider is the staff member on duty/Leader of individual groups.
- The person responsible for the up keep of the first aid boxes is the first –aider staff member
- The person responsible for reporting incidents is the staff member on duty in the first instance. Any incident/accident requiring a Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1985 (RIDDOR) Form must be brought to the attention of the Management Committee.
- The accident books are kept in with First Aid Box at out reach sites.
- Near misses will be recorded in the accident book

### **General Fire Safety**

Means of escape from out reach sites will be checked regularly as part of the risk assessment and the person responsible is the representative nominated by the Committee. Fire drills will be organised obtained from out reach site by the by the Committee's representative and carried out to risk assess any sites used by WESSEX JAMAAT.

All new staff, paid and voluntary, will receive on induction; on risk assessing any out reach sites used by WESSEX JAMAAT.

### **Security**

Risk Assessments, where appropriate, on lone working will be conducted as a matter of urgency.

### **Training**

Health and Safety training needs will be identified and raised by the paid and voluntary staff as a regular agenda item at staff meetings/supervision for referral to the Management Committee as appropriate. Identified training needs will be dealt with as a matter of urgency.

### **Visitors and Clients**

Responsibility for the health and safety of visitors and clients to WESSEX JAMAAT on a day to day basis lies with the duty workers.

### **Insurance**

This Association has, and will maintain, insurance cover against any disease or injury which employees may get as a result of their job. Also has and will maintain insurance cover for clients, volunteers and visitors who use the services and join in the activities of WESSEX JAMAAT

### **Hazards and Preventative Measures**

The Management Committee will identify specific hazard topics and develop written codes of practice to ensure safe working procedures. Codes of practice will recognise that legislation forms a minimum standard and will be part of the safety policy in the form of appendices.

### **Changes to the Policy**

Changes to this policy will be referred to relevant Management representatives where appropriate.

