

Bahar Women’s Association

Health and Safety: Policies and Procedures

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# Policy Statement

Bahar AFG Women’s Association (hereinafter referred to as “the Organisation”) recognises and accepts responsibility for ensuring the health, safety, and welfare of all employees and independent contractors at work, and of all visitors to work premises, so far as is reasonably practicable.

The Organisation is committed to the following: -

1. Maintaining safe and healthy working conditions;
2. Providing adequate facilities and support to meet the needs of all visitors, staff, and service users;
3. Providing and maintaining safe equipment and tools where necessary;
4. Frequently consulting with the Organisation staff on matters affecting their health and safety;
5. Ensuring the competence of all employees, volunteers, and independent contractors to perform their tasks satisfactorily and without exposing others to unnecessary risk;
6. Implementing emergency evacuation procedures in case of fire or other dangerous incidents;
7. Preventing accidents and cases of work-related ill health by minimising risks arising from poor working conditions;
8. Developing and promoting a positive health and safety culture by raising awareness amongst staff of the health and safety aspects of their work and the environment in which it is carried out.

The procedures contained in this policy are consistent with the requirements under health and safety at work regulations and legislation.

This policy should be read alongside the Organisation’s policies and procedures on: -

* Safeguarding Adults,
* Safeguarding Children, and
* Equality and Diversity.

# Management Responsibilities

## Key Roles for Safeguarding Health and Safety

The Designated Safeguarding Officer (DSO) and the Deputy DSO are responsible for ensuring the day-to-day compliance with the procedures contained in this policy.

The DSO and the Deputy are also responsible for ensuring that the procedures contained in this policy are widely communicated to all staff, service users, and independent contractors as appropriate.

The DSO and the Deputy are also in charge of monitoring the effectiveness of the procedures contained in this policy by regularly consulting all Organisation staff.

The DSO and the Deputy have the duty to ensure that all equipment needing maintenance are carried out properly and that all Organisation staff, service users, and independent contractors are reasonably warned of any hazards that may arise from use of faulty and/or deteriorated equipment.

The contact details of the DSO and the Deputy are as follows: -

Designated Safeguarding Officer

Name: Bahar

Mobile number: 07 815 506 017

Email address: baharafg.wa@live.com

Deputy Designated Safeguarding Officer

Name:

Mobile number:

Email address:

## Organisation Staff Responsibilities

All Organisation staff (including employees and volunteers alike) have a duty to take reasonable care of their own health and safety at work and that of any other people (including colleagues and service users) who may be affected by their acts.

All Organisation staff are required to comply with the procedures contained in this policy and to co-operate with the DSO in safeguarding the health and safety of all.

All Organisation staff are prohibited from interfering or meddling with any equipment or tools that may be provided to safeguard their health and safety.

All Organisation staff have a duty to report any health and safety concerns to the DSO as soon as possible. Staff are also encouraged to bring to the notice of the DSO any areas where the policy may appear to be inadequate.

### Staff Training and Supervision

Health and safety training for staff may be provided where deemed necessary by the DSO.

### Breach of Staff Duty to Take Care

The failure of any Organisation staff to fulfil their obligations under this policy, exposing him/herself and/or others to unnecessary risk will be regarded as a matter to be dealt with under disciplinary procedures. Counselling with the staff in question will usually be regarded as sufficient. However, further measures may be implemented by the DSO where deemed appropriate.

# Distributing and Reviewing Policies and Procedures

The Organisation recognises the duty to publish and display all policies and procedures for easy access to all staff, service users, and members of the public.

The Organisation undertakes to review all policies and procedures annually or as appropriate in light of the introduction of any new regulations or legislation. Where changes to the policy are issued, it is the responsibility of the DSO and the Deputy to ensure suitable arrangements are in place to communicate the changes to all Organisation staff, service users, and independent contractors as appropriate.

All relevant health and safety information will be distributed appropriately, making use of notice boards, the internet, and/or warning signs.

The following steps will be taken to ensure that all relevant parties will have easy access to policies and procedures: - [to be reviewed]

1. Making references to and familiarising new staff with policies and procedures during induction;
2. Display of policies and procedures on the Organisation’s website, and
3. Distribution of copies to all staff and service users or direction to access to policies and procedures on the Organisation’s website.

Particularly care will be taken to ensure effective communication of risks and precautions to those who may potentially be at greater risk including, but not exclusively, children, people with disabilities, pregnant women, and those whose first language is not English.

# Health and Safety Monitoring, Inspections, and Investigations

Where necessary, investigations of accidents and work-related illnesses will be conducted by the DSO or any appropriate person appointed by the DSO.

The DSO herself, or any appropriate person as appointed by the DSO, may also conduct routine checks and inspections to ensure safe working practices and conditions.

## Safe Equipment

The DSO and all other Organisation staff are responsible for identifying any equipment needing maintenance. All Organisations staff must report to the DSO as soon as possible upon identifying any fault or deterioration of any equipment.

## Risk Assessment

Risk assessment of the Organisation’s work activities will be conducted to ensure the provision and maintenance of the following: -

1. A healthy and safe working environment;
2. Safe work appliances and systems of work;
3. Adequate staff training and supervision to ensure the health and safety of all staff, service users, independent contractors, and visitors.

The DSO and the Deputy have an ongoing responsibility to identify and to eliminate workplace hazards where practicable. The following risk assessment steps must be taken periodically at all places of work: -

1. Identify the hazards, taking into account the different age groups and disabilities of those who may be involved;
2. Evaluate the risks and identify what precautions can be taken to reduce the risk of harm;
3. Record the findings and implement the precautions;
4. Ensure effective communication of precautions and risks to all individuals involved;
5. Review the assessment and update as necessary.

### Looking After Crash and Nursery Children of Service Users

The Organisation undertakes to look after the children of service users while their mothers are in training and/or class.

In accordance with the provisions set out above, the Organisation seeks to ensure that the environment in which children are looked after is safe with regards to their age.

Responsibility over children remain with parents and the Organisation staff may interrupt the mother of the child concerned during lessons where deemed necessary to calm the child.

### Class Outings, Excursions, and In-House Activities

The Organisation may hold events such as weekend excursions and other in-house activities such as potluck parties. In such cases, separate risk assessments must be carried out and approved by the DSO. The DSO is responsible to ensure that precautions are taken to remove/reduce risks to health and safety, and that precautions are effectively communicated to all those who will be present.

For activities and excursions which are held regularly, risk assessment must be reviewed every two months.

For new activities and/or excursions, a new risk assessment will be carried out by anyone appointed by the DSO and must be recorded pro forma and reported to the DSO.

All staff are responsible for notifying the DSO if additional risks not already recorded appear. The DSO will then have a duty to amend the risk assessment and to implement precautions as appropriate.

# Accidents, First Aid, and Other Work-Related Illnesses

First aid boxes are kept in [where]. [who] is responsible for ensuring that all First Aid boxes are adequately and properly stocked.

All accidents and cases of work-related illnesses must be recorded [how] which are kept locked away [where]. All staff are responsible for reporting accidents, work-related illnesses and dangerous occurrences involving themselves pro-forma and to the DSO.

To ensure good hygiene practices, [what is provided where?]

The Trained First Aid Officer of the Organisation is Sanaz, who may be contacted by phone at +44 7427 54 2009.

The closest pharmacy to Organisation’s main office at Little London Community Centre, Oatland Lane is Lloyds Pharmacy at 263 Chapeltown Rd, LS7 3EX.

# Food and Beverage Hygiene

The Organisation is not involved in the preparation and sale of food and beverages, thus there is no need for the Organisation to be registered with the Health and Safety Inspectorate.

All Organisation staff are allowed to bring food and beverages for their personal consumption to the office, and may use the appliances available in the office kitchen including the refrigerator. [how often is the kitchen cleaned?] [how often is the fridge being cleared?]

[who is responsible for restocking and checking the food that is provided in the office?]