

Health & Safety Policy

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Version: V2

Prepared by: Zainul Sachak

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Approved by : Dr Khalid Anis 12th August 2020

Next review date:

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This is the Health and Safety Policy Statement of ISB, in accordance with Health and Safety at Work Act 1974.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities
- to consult with our staff and designated volunteer leads on matters affecting their health and safety.
- to ensure that safe practices are in place relating to our residential events.
- to provide and maintain safe equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction and supervision for all staff and volunteers.
- to ensure all staff and designated volunteer leads 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.
- to review and revise this policy as necessary at regular intervals.

1. Responsibilities

Overall and final responsibility for health and safety is that of the Shura (Governing body of ISB) and the Senior Management Team of ISB.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to **ISB H&S Coordinator**.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas, Project Leads, Branch Coordinators and Designated Safeguarding Leads.

However, all staff, members and volunteers have to:

- co-operate with Event Coordinators and Project Leads on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety.
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2. Health and safety risks arising from our project activities.

Risk assessments will be undertaken by ISB H&S Coordinator or Project Leads as appropriate to the activity or event. The findings of the risk assessments will be reported to the Chair/Shura. Action required to remove/control risks will be approved by ISB H&S Coordinator.

The ISB H&S Coordinator will be responsible for ensuring the action required is implemented. Chair/Shura will check that the implemented actions have

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removed/reduced the risks. Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

3. Consultation with staff and members

ISB will consult with staff and volunteers on the following:

- Any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures.
- Arrangements for getting competent people to help satisfy health and safety laws.
- The information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures.
- Planning and organising health and safety training and the health and safety consequences for them of any new technology we plan to introduce.
- The information provided to staff and volunteers will be in a form that can be easily understood.
- ISB will consult directly with staff/volunteers through team meetings and face-to-face discussions.
- ISB will allow enough time for staff/volunteers to consider the issues and give informed responses.
- Employees are encouraged to ask questions, raise concerns, and make recommendations.
- ISB will take staff/volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

4. Safe equipment

- Will be responsible for identifying all equipment needing maintenance.
- Will be responsible for ensuring effective maintenance procedures are drawn up.
- Chair/Shura will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the ISB H&S Coordinator immediately.
- Will check that new equipment meets health and safety standards before it is purchased.

5. Safe handling and use of substances.

The ISB H&S Coordinator will check that new substances can be used safely before they are purchased. ISB does not currently use or store any substances which need a COSHH assessment.

6. Information, instruction, and supervision

- Leaflets are issued by the ISB H&S Coordinator.
- Health and safety advice are available from the ISB H&S Coordinator.

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- Supervision of interns/trainees/volunteers will be arranged/undertaken/monitored by ISB H&S Coordinator
- The ISB H&S Coordinator and Chair/Shura is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

7. Competency for tasks and training

- Induction training will be provided for all new Shura members and staff by the ISB H&S Coordinator.
- Job specific training is not required for any jobs within ISB.
- Training records are kept at/by the Office Administrator.
- Training will be identified, arranged, and monitored by ISB H&S Coordinator.

8. Accidents, first aid and work-related ill health

- Health surveillance is not required in relation to any jobs at ISB.
- The first aid box(es) is/are kept by Branch Coordinators and Project Leads for YM and Campus.
- The appointed person(s)/first aider(s) is (Name and job title)
- All accidents and cases of work-related ill health are to be recorded in the online Accident Reporting form accessible through the ISB website.
- DSL Shura is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

9. Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:
- Carry out inspections and spot checks.
- Investigate any accidents or sickness absences that occur.
- ISB H&S Coordinator is responsible for investigating accidents.
- ISB H&S Coordinator and Chair/Shura is responsible for investigating work-related causes of sickness absences of any staff.
- ISB H&S Coordinator and Chair/Shura is responsible for acting on investigation findings to prevent a recurrence.

10. Emergency procedures – fire and evacuation (Designated office only)

- The ISB H&S Coordinator is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by ISB H&S Coordinator every day.
- Fire extinguishers are maintained and checked by the Coordinator every year.
- Alarms are tested by ISB H&S Coordinator every week.
- Emergency evacuation drills are the responsibility of ISB H&S Coordinator and will be tested every week.

Fire Drill Procedure:

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A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers in the office.

11. Building maintenance (Designated Office only)

- The office must be maintained in a condition, which is safe, and without risk to Health and Safety.
- The contractors appointed by the Senior Management Team will monitor the condition of premises on a regular basis. They will advise on all matters relating to maintenance improvements and structural changes. Where repairs are needed, care should be taken to ensure that only competent persons are used to carry out such repairs. The advice of the Contractors must be sought where necessary.

12. Good Housekeeping

All premises used by ISB must be kept in a condition, which is safe and without risk to health. An essential part of this commitment is: -

- the provision of daily cleaning and refuse disposal.
- Cleaning should be carried out at least once a week and refuse collection weekly.
- All refuse must be removed from the Centre weekly and placed in secure compounds to await collection.
- Any contractor working on the premises is responsible to monitor Health and Safety of their own staff.
- All people within the building must take reasonable care to ensure that the premises are kept as clean and tidy as possible.
- All litter should be placed in the appropriate recycling waste bins as provided.
- Lights must be switched off by any user after finishing any activity in the premises.

13. Heating and Ventilation (Designated Office only)

During the cold periods, the main halls should be maintained at a minimum temperature of 16C from the official starting time of the session. During warmer weather, the temperature should be kept below 27 C, so far as is reasonably possible. If appropriate windows may be opened.

14. Electrical equipment

Before any electrical equipment is used i.e., electrical heaters, kettles or any portable electrical devices, the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by a recognised electrical contractor. The contractor who carried out such tests will also carry out minor repairs where necessary and also take out of service any items, which do not meet with safety standards.

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Only electrical items, which have been approved by the contractors, may be used within the premises. If any person is in doubt as to the suitability of any equipment, advice should be sought.

15. Electrical and Portable Testing / Electrical Supply Testing

This will be carried out in accordance with recommendations made under the Electricity at Work Regulations 1989 Section 4, which states:

'Tests should be carried out to prevent danger, all systems shall be maintained so as to prevent, so far as it is reasonably possible, such danger'.

Checks will be carried out on all portable equipment as follows:

An annual visible audit. All staff have a responsibility to view equipment within their own work area and report any problems in respect to worn wiring, loose connections and operational problems to the Head who will be responsible to report it to the Maintenance Executive and follow up if repairs have been done.

16. Furniture and Equipment

All equipment purchased for use in ISB must be suitable for use at work. If there are enquiries about suitability these should be made to the Administrator in the first instance.

All items of furniture have a limited life therefore it is essential that regular visual checks be carried out as part of the annual safety audit.

The Senior Management Team will be made available to support the ISB H&S Coordinator with all tasks due to the legal obligation of the ISB and supporting ISB H&S Coordinator in post with day to day running of the centre.

Signed...Dr Khalid Anis Date...12th August 2020

Date of next review.....11TH August 2021