



## Health & Safety Policy

### Voluntary & Community Organisation

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## **Health and Safety Policy**

### **1. Introduction**

1.1 The Yemeni Community Association (YCA) aims to ensure that employees, service users and volunteers work or use the YCA services at all times in a safe and healthy environment.

1.2 Many aspects of health and safety at work and in the provision of services and members of the public are covered by Acts of Parliament, European Community legislation and Local Authority regulations the YCA is required to comply with these and will ensure that information on them is available to employees, volunteers and service users on request.

1.3 Employees, service users and volunteers are all required to comply with the provisions of this policy. This policy applies to members of the public, contractors working on the YCA premises and members, clients, staff and volunteers of other organisations while on the YCA premises, whether or not they are involved in activities run by the YCA.

1.4 This document is supplemented by the Health and Safety policy of the YCA where the YCA is based. The YCA are subject to the guidelines and directives of this document as well as its own Health and Safety policy. Copies of the YCA document are available on request.

### **2. Implementing the Policy**

2.1 Legal responsibility for health and safety within The YCA lies with the Chairman.

2.2 The manager will be responsible for carrying out the relevant risk assessments necessary for The YCA to carry out its work safely and responsibly.

2.3 Health and safety requirements will be considered in any action undertaken by The YCA including the planning and development of new or existing services, building work, the introduction of new activities and the reorganisation or relocation of any aspect of

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The YCA work. Those requirements and any risk involved will be communicated to all those taking responsibility in a particular situation (including outside contractors) and plans for dealing with the risk will be jointly made and monitored.

2.4 A copy of the policy will be given to each employee and volunteer when they begin working for The YCA. A copy will be kept on the notice board at each project and a copy will be made available to any organisation using The YCA premises for its own activities.

### **3. Monitoring the policy**

3.1 The policy will be reviewed by The YCA on a yearly cycle and any recommendations for amendments made to the Board.

3.2 Monitoring and inspection will also be carried by outside agencies, for example electrical firms.

3.3 Individual employees, volunteers and service users can assist by reporting health and safety issues and potential risks to health to the manager or board.

### **4. Health and Safety of Employees, Volunteers and Service Users**

4.1 **Personal Safety:** The YCA recognises the safety of people using its offices and services as a priority. It will do everything in its power to protect people from assault and to prevent unauthorised entry into The YCA premises

4.2 **Stress:** The nature of The YCA work can be stressful. The YCA Committee will do all they can to reduce work-related stress and to offer support to employees and volunteers who are affected by stress.

4.3 **Physical Working Environment:** The work environment can also cause risk to the physical health of employees and volunteers . The YCA Committee will do all it can to keep the workplace in a safe and clean condition by cleaning maintenance and repair and regulations on heating, lighting, ventilation, cleanliness etc. will be observed, as set out in The Health & Safety policy and highlighted in office risk assessment.

4.4 **Particular risks to physical health** may be posed by the use of computers or the lifting of heavy or awkward loads. The YCA Committee will do all it can to ensure that

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employees and volunteers are trained in the correct use of equipment and that necessary adjustments are made to the work environment.

**4.5 Smoking:** The host building and The YCA office have a non-smoking policy.

**4.6 First Aid:** The YCA has a regularly maintained first aid box and a qualified first aid person is available on request through the building reception.

**4.7 Noise:** The YCA will do its best to ensure that no aspect of its work causes noise nuisance or damage to other people.

### **5. Fire Safety**

5.1 The YCA has a legal duty to ensure that adequate precautions are taken against the risk of fire. The YCA adheres to the fire safety advice as set out in the Health & Safety Policy of our landlord Salford City Council, and they are responsible for the maintenance of fire equipment, carrying out of fire drills and checking of fire exits. The fire procedure outlined by Salford City Council is prominently displayed in all of the offices of The YCA and all staff and volunteers are made aware of this and asked to familiarise themselves with it in case of an emergency.

### **6. Hazardous Substances**

The YCA will ensure that hazardous substances such as printer ink kept on its premises will be safely stored and handled in accordance with COSHH regulations.

### **7. Equipment**

Equipment, including electrical equipment will be appropriately tested and maintained and employees and volunteers will be instructed and trained in its use [see also risk assessment].

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### 8. Accidents and Infectious Diseases

8.1 Accidents will be recorded in an accident book. When these are serious or may lead to recommendations for action they will be reported to the board of trustees by the manager.

8.2 Accidents involving actual or potentially serious risk of harm to individuals and infectious diseases will be reported as required to the relevant statutory authority. The responsibility for reporting lies with the Chairman.

### 9. Information, Training and Supervision

9.1 Health & Safety responsibilities of all staff and volunteers will be outlined in the induction process for all new workers.

9.2 Adherence to The YCA policy and other relevant policies will be monitored through regular supervisions for staff and volunteers.

9.3 The Chairman is responsible for circulating information on health and safety matters to employees and volunteers. Employees and volunteers are expected to read what is circulated.

9.4 The Chairman will ensure that employees and volunteers are supervised in their work to the extent necessary for their safety.

Name(Printed): G.AUDHALI	Position: CHAIRMAN
Signature: GADRI AUDHALI	Date: 09/09/2017

Name(Printed):A.AHMED	Position: DEVELOPMENT WORKER
Signature: AMIRADIN AHMED	Date: 09/09/2017

**Last reviewed September 2017**