



POLICY IMPLEMENTATION HEALTH, SAFETY AND WELFARE

Shakiry Charity will monitor the general safety of the work environment and working practice by:

1. Identifying the Risks

- The manager will ensure that informal inspections at the workplace are carried out on a regular basis to ensure that the conditions of the Health & Safety Work Act of 1974 is adhered to, and The Management of Health and Safety at Work Regulations (2006 amendment and 1999) are met.
- Supervision of staff and volunteers, and discussion of working practices will be carried out on an ongoing basis by the manager.
- Shakiry Charity cannot assume responsibility for the safety and wellbeing of staff or volunteers who elect to work from home. Staff and volunteers working from home are requested to ensure that the environment in which they work (in this instance) is safe and free from risks and danger which may affect their health and wellbeing.

2. Developing Procedures to safely carry out tasks

The aim of these procedures will be to prevent accidents in the workplace “so far as is reasonably practicable”. The manager will be responsible for ensuring the following ongoing actions:

- Regular inspections of tasks and working practices are carried out to identify hazards in the work place.
- Risk assessments to be undertaken to identify tasks that carry a significant risk to the safety of staff, volunteers or service users. Assessments will be reviewed and up-dated on a regular basis. Suggestions from staff and volunteers will be welcomed by the manager and taken into consideration.
- Written procedures will offer guidance to staff and volunteers on the safest way to carry out tasks. Staff and volunteers will be provided with a copy of such procedures, and are required to read the procedures and acknowledge by way of signature that they understand the contents. Any member of staff or volunteer who does not understand any procedure must discuss his/her concerns with the Manager before signing the document.

3. Insurance

- Shakiry Charity embraces an insurance policy relevant to the activities of the organisation. The insurance policy provides cover for staff, volunteers and visitors to our workplace. This Policy is reviewed and renewed annually.



- Employees/Volunteers Liabilities Insurance is displayed on the general notice board in the entrance to Unit 1D office.

4. Training and Equipment to Minimise Risks

- When new guidance is issued regarding the performance of tasks, training will be carried out to ensure that staff and volunteers understand the new procedures.
- Training for new staff and volunteers and ongoing refresher courses will be offered and maintained.
- Training will be carried out in a structured way by a suitably qualified person with a thorough understanding of the subject to be presented.

5. Electrical Equipment

- Shakiry Charity will ensure that equipment meets the requirements of the Electricity at Work Regulations 1989. Electrical equipment was PAT tested in May 2019. All equipment will be maintained and checked by the employer on a regular basis.
- Our IT Consultant, Seyed Rasoul is the contact person in the event that problems occur with computers and printer.

6. Safety Policy

- The organisation's arrangements for carrying out the policy, ie who is responsible and for what, is he/she responsible is outlined in the Risk Assessment.
- This Health & Safety Policy, and the accompanying Risk Assessment is reviewed annually.
- All staff, volunteers and Trustees are provided with the annual updated Policy and Assessment, which they are expected to read, and sign off confirmation to that effect.

7. Duties to Third Parties:

Shakiry Charity endeavours to safeguard our staff and volunteers, as well as anyone who might be affected by our activities (eg the general public including students, contractors etc). Best practicable means should be taken to prevent noxious or offensive emissions into the atmosphere (affecting neighbours)

It is the responsibility of our landlord/owner of the premises to ensure that the general building and common areas are safe, with easy access and egress, and that there is no risk or danger to users and authorized visitors.



General Duties of Employees/Volunteers

Staff and volunteers must:

- Take reasonable care for his/her own health and safety.
- Take reasonable care for the health and safety of anyone who may be affected by his/her acts or omissions
- Co-operate with his/her employer or any person to enable legal obligations to be met.

Other Responsibilities:

- No person may misuse or interfere with anything provided in the interests of health, safety or welfare at work.
- Staff and volunteers cannot be charged for anything done or provided to comply with specific legal obligations. (Employer must provide safety equipment).
- Training in First Aid and Fire Safety will be made available to staff and volunteers. This may take the form of online training. Staff and volunteers are expected to attend.
- Any accidents or incidents occurring in the workplace must be recorded in the Accident & Incident Report Book.
- All workers are expected to take responsibility for safety in their immediate workspace, as well as common areas. This implies that the area should be free of loose computer, telephone and other wires to avoid any trips and accidents. Any spills should be cleaned up immediately to prevent any slips and falls.
- The overall Risk Assessment will be completed by a competent person(s) who have experience of the tasks being assessed. The compliance and support of all staff and volunteers is sought in order to prevent any health and safety risks, and to promote a safe workplace.
- Any risks, damages or dangers should be reported to the person(s) managing Health and Safety in the workplace.

The following people are responsible for carrying out assessment:

Name:	Kamil al-Sharifi	Position:	Vice-Chair
Name:	Pamela Adams	Position:	Admin Support
Assistant			
Date assessed:	09/11/2021	Review Date:	31/10/2022