

Health & Safety Policy

Policy Statement

The health and safety of all the people who work and attend the Al-Emaan Centre is of fundamental importance and our aim is to provide a safe, secure and pleasant environment. Health and safety will be managed by:

- Controlling the health and safety risks at work
- Involving employees on health and safety issues that affect them
- Making sure that where employees work, and any equipment they use, is safe
- Making sure that dangerous substances are stored and used safely
- Making sure employees, especially new employees, have relevant information and training on health and safety
- Making sure employees can do their jobs and are properly trained
- Trying to stop accidents and work-related problems
- Regularly checking that working conditions are safe and healthy

This policy is in accordance with the Management of Health and Safety Regulations 1999.

Responsibilities

The Board of Trustees takes the overall and final responsibility for the health and safety of all members of staff and visitors.

The Management (including Trustees, Director of Operations and class/event supervisors) will implement this Health and Safety Policy on a day-to-day basis and will ensure that all staff are aware of the details contained within the policy. Staff are responsible for exercising due care with respect to themselves and others by following the policy as set out below.

All employees and visitors are expected to:

- co-operate with supervisors, managers and Trustees on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- report all health and safety concerns to an appropriate person

Health and safety risks arising from our work activities

Risk assessments will be undertaken by The Management. The findings of the risk assessments will be reported to Chair/Trustee. Action required to remove/control risks will be approved by the Director of Operations. The Director of Operations will be responsible for ensuring the action required is implemented. Chair/Trustees will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every two months or when the work activity changes, whichever is soonest.

Consultation with employees

The Al-Emaan Centre will consult with employees 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 employees will be in a form that can be easily understood.

Al-Emaan Centre Trustees and Management will consult directly with employees through team meetings and face- to-face discussions.

Al-Emaan Centre Trustees and Management will allow enough time for employees to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

Al-Emaan Centre Trustees and Management will take employees' 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.

Safe equipment

The Management and Facilities Manager will be responsible for identifying all damaged equipment or equipment needing maintenance.

The Management will be responsible for ensuring effective maintenance procedures are drawn up.

The Board of Trustees will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Management immediately. The Management will check that new equipment meets health and safety standards before it is purchased. Yearly checking of fire safety equipment and pat testing of all electrical appliances should be completed and recorded, as well as daily checks of the premises.

Safe handling and use of substances

The Management will check that new substances can be used safely before they are purchased. Al-Emaan Centre will make and store COSHH assessments for all cleaning products which require it.

Information, instruction and supervision

The Health and Safety Law poster is displayed in Main Office. Health and safety advice is available from The Management. Supervision of young workers/trainees will be arranged/undertaken/monitored by The Management.

The Board of Trustees is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by the Director of Operations. Job specific training is not required for any jobs within Al-Emaan Centre. Training records will be kept by the Director of Operations. Training will be identified, arranged and monitored by the Director of Operations.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Al-Emaan Centre. The first aid box is kept in the wall cabinet behind the mimbar. The appointed person(s)/first aider(s) are on the first aid poster displayed in the office. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Main Office, with tear out sheets stored separately in a folder in the Main Office.

All staff, Trustees and Management are responsible for reporting accidents, diseases and dangerous occurrences to the Director of Operations, who will report to the enforcing authority if/as necessary.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

- carry out inspections and spot checks: Facilities Manager, daily: fire safety and general safety
- investigate any accidents or sickness absences that occur. The Director of Operations is responsible for investigating accidents

The Director of Operations and The Board of Trustees are responsible for investigating work-related causes of sickness absences. The Director of Operations and The Board of Trustees are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The Management is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by the Facilities Manager every day and specifically for events. The front door of the Centre is left unlocked for large events and the exits and collection points are outlined in the introduction to each event. Fire extinguishers are maintained. Emergency evacuation drills are the responsibility of The Management.

Fire Drill Procedure

A Fire Drill Procedure is carried out monthly and the procedure is on display situated by the Fire Extinguisher.

Policy Review

The Director of Operations will report to the Board of Trustees on health and safety issues and this Health, Safety and Welfare Policy will be reviewed at least once every two years or at the request of the Trustees. Additionally, this Policy will be further reviewed should there be any substantive change to existing Health and Safety legislation.

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