



## **HEALTH AND SAFETY POLICY**

### **GENERAL STATEMENT OF POLICY**

With regard to matters of health and safety at work, it is the objective of Amigos Worldwide:-

- To provide and promote a healthy and safe working environment with due regard to premises, equipment, systems and procedures.
- As far as is practicable, to ensure that hazards to the health and safety of all staff, volunteers, clients and visitors are eliminated and controlled.
- To ensure that all staff are aware of their statutory obligations to take reasonable care for the health and safety of themselves and others and to observe all pertinent rules and procedures.
- To avoid accidents by fostering a healthy and safe working environment and to prevent any recurrence of accidents / dangerous incidents by detailed investigation of the causes.
- To ensure, through a process of continuous review, that Amigos Worldwide is in compliance with all statutory requirements on matters of health and safety at work and in particular, the practical implications of any legislated changes.
- This policy applies to all staff working for or on behalf of Amigos Worldwide.
- Staff are reminded that health and safety at work will be enhanced by the diligence, awareness and co-operation of all parties.

### **RESPONSIBILITIES**

Overall responsibility for Health and Safety in Amigos Worldwide is that of Amigos Worldwide Trustees. Phil Pugsley and The Trustees are responsible for seeing this policy is carried out.

All employees have the responsibility to co-operate with the management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or manager notices a health or safety problem, which they are not able to correct, they must immediately tell the appropriate person named above.

### **ACCIDENTS**

As required by law, the project co-ordinator must ensure that the following types of accidents are reported to the appropriate authority:-

Accidental death or serious injury to an employee, volunteer or other person on the premises - report to the appropriate Environmental Health Department immediately.

Over 3 day injury (accident resulting in member of staff being unable to perform normal duties for more than 3 consecutive days) - report to the Incident Contact Centre (ICC) or the local enforcing authority. The contact details for ICC are on the Incident at Work Poster in the office.

Within our charity it is the responsibility of the project co-ordinator or office administrator to report any incident.

## **FIRST AID**

Amigos Worldwide has selected certain members of staff as first-aid officers. These staff have or are in the process of receiving appropriate first aid training and their names are displayed on the health and safety notice board in the upstairs office. The first aid box is kept in the same office and also a separate box in the kitchen.

If you are taken ill and require attention or if you encounter another member of staff who is unwell, you should immediately contact the nearest first aid officer.

Should the first-aid officer who is attending you, feel that your condition is serious an ambulance will be called. Alternatively, arrangements will be made for you to be taken home in a car or by taxi.

## **FIRE**

It is important that every member of staff should familiarise themselves with the projects fire procedures. In particular they should know what to do in the event of a fire, how to raise an alarm, evacuation procedures, location and purpose of the different fire fighting equipment. Every member of staff will be asked to familiarise themselves with these instructions every 6 months.

Each fire officer has complete authority, in the event of a fire or on hearing the fire alarm, to order the evacuation of the building.

## **TRAINING**

The Project Co-ordinator is responsible for Health and Safety training. Wherever necessary, additional specific training will be provided.

## **ELECTRICITY**

The Project Co-ordinator is responsible for ensuring that all electrical appliances and all documentation conform to Electricity at Work Regulations 1989. The area of PAT testing is currently being looked into and this policy will be amended to reflect Amigos Worldwide's policy in due course.

## **HAZARDS**

A staff training policy has been written concerning our policy on risk assessments and the procedure to be followed when carrying out risk assessments. Staff will be required to read and familiarise themselves with these instructions every 6 months and records will be kept of when this reading has taken place. To comply with current legislation, Amigos Worldwide needs to have written copies of all completed risk assessments and prior to any new task or activity being undertaken a new risk assessment should be completed.

Paperwork will be kept as follows:-

- Completed Basic Risk Assessments to be kept in the upstairs office in the Health & Safety file.
- Completed Full Risk Assessments to be kept in the upstairs office in the Health and Safety file.
- A separate file exists for Health and Safety in the Kitchen which will include all risk assessments for this area together with cleaning rotas etc.

Health & Safety will always be an ongoing issue therefore this document is likely to change or be added to hence the importance of reading the documentation every 6 months.