

ACTION FOR HEALTH, EDUCATION AND DEVELOPMENT (AHEAD)

HEALTH AND SAFETY POLICY

AHEAD recognises and accepts its responsibility as an employer for providing safe and healthy work places and working environment to its employees and volunteers in accordance with statutory requirements.

AHEAD will take all steps within its powers to meet its responsibility. It will pay particular attention to the provision and maintenance of:

- (a) Safe and healthy working conditions in accordance with the statutory requirements.
- (b) Equipment and systems of work that are safe.
- (c) Sufficient information, instructions, training, and supervision to enable all employees and volunteers to avoid hazards and contribute positively to their own health and safety at work.
- (d) Adequate welfare facilities.
- (e) Monitoring of potential hazards.

Overall, responsibility of fulfilling AHEAD's general policy of health and safety rests with Elfneh Bariso (appointed by the Management Committee). He or she will ensure that all employees and volunteers discharge their responsibilities for ensuring safe conditions of work in their working environment. He or she will provide technical advice on health and safety matters and ensures that sufficient numbers of employees are trained in First Aid.

All employees and volunteers are reminded of their own duties to take care of their own safety and that of all other persons who may be affected by their acts or omission at work.

First Aid equipment is available and stored at Harmony Hall.

These guidelines will be issued to all staff and volunteers. They cover the necessary practical arrangements to implement AHEAD's Health and Safety Policy and will be subject to regular monitoring and review.

All staff and volunteers are encouraged to attend courses on health and safety aspects relating to their work, including First Aid, infection control and hygiene.

All staff and volunteers must report any faulty equipment or other potential hazards in the use of equipment or materials to their line manager immediately.

All work related accidents to staff, volunteers, and members of the public must be recorded in the Accident Book. This record must include the full names and occupations of the people involved and witnesses, the nature of the injuries or conditions resulting and a description of the circumstances.

All staff and volunteers must report near accidents to their line managers immediately.

A Health and Safety sub-committee including members from the Management Committee, Staff and Volunteers will monitor the implementation of these guidelines. This committee will meet at least every two months and if necessary more frequently. It will have the power to inspect all working areas and to call meetings with members of staff. Minutes of the Health and Safety sub-committee will be available to staff and volunteers.

Breach of Health and Safety policy by staff or volunteers will be treated as a disciplinary offence and may lead to suspension or termination of contract as gross misconduct.