

# **HEALTH & SAFETY POLICY**



**PURPOSE OF LIFE (“Charity”)**

**POLICY STATEMENT, ORGANISATION,  
ARRANGEMENT AND POLICIES**

**ORIGINAL DATE ISSUED:**

**April 2019**

## SYSTEM CHANGES

---

Policy	Change/addition	Date

# CONTENTS

---

SYSTEM CHANGES .....2

HEALTH AND SAFETY POLICY STATEMENT .....4

HEALTH AND SAFETY ORGANISATION & RESPONSIBILITIES.....5

GENERAL RESPONSIBILITIES.....9

# HEALTH AND SAFETY POLICY STATEMENT

---

## Purpose of Life ("Charity")

It is our intention to ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by, our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives and becomes an integral part of everything we do.

### Our Statement:

We will adopt a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of 'business as usual'.

### Consultation and communication:

Whilst every volunteer, employee and contractor has a personal responsibility to control and minimise risks present in their own activities; we recognise that responsibility for the organisation of health and safety issues rests with the management team and we will liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe the spirit of our health and safety vision will be subject to procedures as per the charity policy.

In generating and maintaining our culture for health and safety, **the Senior Management team is responsible for:**

- Allocating responsibilities for health and safety to our volunteers and employees and partners as appropriate to the nature of each activity.
- Providing an adequate budget and resources for health and safety management.
- Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
- Leading from the top by demonstrating good health and safety practice, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately.
- Ensuring people are empowered to raise health and safety concerns with the management team.

### Competent workforce: our commitment is to:

- Appoint competent health and safety personnel and appropriate resources for deployment across the charity. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards.
- Provide the necessary information, instruction, supervision and training that ensures people are given the resources to perform their job and tasks safely.
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.

### Risk management: our commitment is to:

- Assess the risks associated to hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents. This commitment is extended to external agencies.
- Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety.
- Devise an emergency action plan for our organisation.
- Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work related ill-health developing.

Mohammad Sajad Hussain

23<sup>rd</sup> March 2019

# HEALTH AND SAFETY ORGANISATION & RESPONSIBILITIES

---

Health and Safety Scope of **Purpose of Life**

## Organisational Scope to Support the Policy

**Purpose of Life** have provided a scope to support the policy and we will endeavour to:

- Provide adequate control of health and safety risks arising from our work activities.
- Consult with and engage our volunteers and employees on matters affecting their health and safety.
- Ensure that safe plant and equipment is suitably maintained.
- Ensure that all volunteers and employed people can handle and use substances safely.
- Provide information, instruction and supervision for volunteers and employees as appropriate.
- Ensure that all volunteers and employees are competent to do the work, and provide adequate training as needed for the situation.
- Prevent accidents and cases of work related ill health.
- Maintain safe and healthy working conditions with the provision of suitable welfare facilities.
- Review and revise this policy as necessary or at regular intervals whichever comes first.

Signed: *Mohammad Sajad Hussain*

Position: Director

Date: 23<sup>rd</sup> March 2019

Next scheduled review date:

## Overall responsibility

The overall responsibility for health and safety in the organisation belongs to:

Name	Mohammad Sajad Hussain
Position	CEO and trustee

It is the responsibility of the above person to ensure that sufficient resources are available to ensure that the arrangements within this health and safety policy are implemented, monitored and are operating effectively.

Health and safety management in **Purpose of Life** will be the responsibility of **Mr Mohammad Sajad Hussain** who will:

- Develop a clear overall policy.
- Allocate responsibilities for managing safety at the appropriate levels.
- Develop and implement a health and safety plan for individual projects where appropriate.
- Check the implementation and effectiveness of each plan through a monitor and review system.
- Ensure all hazards are identified and risk assessments carried out to help design systems of work that minimise and/or control risk where appropriate.
- Provide supervision for all persons where there is a shortfall in experience or competence, young people and trainees.
- Review, monitor and audit the whole process continually, as necessary or sooner when the activity or conditions change that effect the risk with an aim to making continuous improvement.

## Named Responsibilities

The following person has been named as having responsibilities to assist in the delivery of this health and safety policy:

<b>Mohammad Sajad Hussain</b>	Insert name 1: This could be a person who has specialist skills required for the implementation of the health and safety policy
<b>Position</b>	Insert position: Trustee and Senior Management.
<b>Area of responsibility</b>	Insert the area of responsibility: e.g. supervising events, collections, inspecting the office for slip and trip hazards, performing risk assessments etc.

It is the responsibility of the above person to ensure that their named duties are carried out diligently in support of this health and safety policy.

## Training

Induction training will be provided for all new starters; further training will be provided, that relate to competence and activities and will include site specific inductions on project sites. Training may be delivered in any of the following formats:

- Toolbox talks
- Individually from a trustee, an expert from outside the organisation or another representative who will be considered suitable.
- Instructor led training on a pre-booked session covering a specific need.
- E-Learning

The training process is the responsibility of **Mohammad Sajad Hussain** who will be responsible for keeping training records and the prompting of refresher training. The charity has identified the following activities as requiring training:

<b>Activity</b>	<b>Training Description</b>	<b>Delivery Mechanism</b>
Charity Inductions	Cover all aspects of the charity	In-house

## Information, Communications and Consultation

If at least one person is employed either the health and safety law poster (What You Need to Know) should be displayed or each member of staff should be provided with a copy of the equivalent pocket card.

Health and safety information and support is available from **Mohammad Sajad Hussain**.

Where persons are working at sites owned or controlled by others, information relating to the hazards present, risk assessments, safe systems of work and any emergency procedures will be given to them.

## Accidents, First Aid and Emergencies

All accidents and near misses will be reported to **Mohammad Sajad Hussain** who will be responsible for the keeping of records and reporting accidents, diseases and dangerous occurrences to the enforcing authorities. When required by a risk assessment, health surveillance will be provided for volunteers and employees as part of the risk management process. Health surveillance records will be kept by **Mohammad Sajad Hussain** who will notify the volunteers and employees of any issues that they need to be aware of in terms of worker health.

The following action is to be taken in the event of the following emergencies:

Emergency	Action
Fire Alarm	Evacuate the building by the stairs and nearest fire exit door and assemble on <<explain location>>
Other emergencies i.e. gas release, bomb scare, electrical failure, structural failure, risks from neighbouring businesses, adverse weather considerations, etc. (delete or add a separate row as appropriate).	Describe your emergency plan for the individual situations that arise.

First Aid provision has been made and the following first aiders may be contacted if first aid is required:

First Aider	Location	Contact Details
Dr Muhammed Imran Hussain	16 Chapel Lane, Heckmondwike WF16 9JR	07878 621006

## Monitoring and Auditing

Monitoring and auditing will be undertaken as appropriate with an aim to making continuous improvement.

Auditing and monitoring will be the responsibility of **Mohammad Sajad Hussain** and will instruct a list of representatives to support the process.

## Hazardous Substances

All hazardous substances will be identified and assessed for risk and checked that they are safe to use prior to purchase. All hazardous substances used that have a significant risk will either be substituted with a less harmful alternative or controlled by designing safe systems of work and communicated to relevant people who are likely to use the product.

Assessments of hazardous substances will be reviewed annually or whenever changes occur that might alter the level of risk.

The person responsible for the above and the implementation of safe systems of work for using hazardous substances will be **Mohammad Sajad Hussain**

### **Storage and Handling**

Storage will be designed so that items are stable in storage and that shelving or racking will be suitable in terms of strength and position to allow safe storage. This will be the responsibility of **Mohammad Sajad Hussain**

Where items require handling the appropriate means of handling whether manual or mechanical will be designed and risk assessed prior to the start of the activity/project. Handling risk assessments and the design of safe systems will be the responsibility of **Mohammad Sajad Hussain**.



# GENERAL RESPONSIBILITIES

---

## General responsibilities of the Charity

- Make the workplace safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Provide adequate welfare facilities.
- Give information, instruction, training and supervision necessary for health and safety protection.

## Consultation responsibilities of the Charity

- **Consult volunteers and employees or safety representatives on health and safety matters including:**
  - Changes in procedures, equipment or ways of working.
  - Arrangements for getting competent people.
  - Providing information on likely risks and dangers.
  - Measures to reduce or remove the risks.
  - The overall health and safety plan.
  - The health and safety consequences of introducing new technology.

## The charity must:

- **Assess the risks.**
- **Make arrangements.**
- **Record the findings.**
- **Draw up a health and safety policy statement.**
- **Appoint someone competent.**
- **Set up emergency procedures.**
- **Provide adequate first-aid facilities.**
- Make sure that the **workplace** satisfies **health, safety and welfare** requirements.
- Make sure that **work equipment is suitable** for use.
- **Prevent or adequately control exposure** to substances.
- **Protect** against flammable or explosive hazards, **electrical equipment, noise and radiation.**
- **Avoid hazardous manual handling operations.**
- Provide **health surveillance where appropriate.**
- **Provide free, any protective clothing or equipment.**
- Ensure that appropriate **safety signs are provided.**
- **Report** certain **injuries, diseases and dangerous occurrences.**

## General responsibilities of the charity

- **Take reasonable care** for health and safety.
- **Correctly using work items.**
- **Not interfere with or misuse anything provided.**
- **Report all hazards, defects or concerns.**
- **Use all facilities for the purpose provided.**