



## **Sudanese Community Oxford**

### **Health And Safety Policy**

**2022-2023**

Sudanese Community is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, Sudanese Community is committed to:

Providing adequate control of the health and safety risks arising from our activities through a risk assessment process

consulting with our workers on matters affecting their health and safety

Providing and maintaining safe premises and equipment

Ensuring information, support and guidance is provided on the safe handling and use of substances

Ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision

Preventing accidents and cases of work-related ill health

Maintaining safe and healthy working conditions

Reviewing and revising this policy as necessary at regular intervals.

### **The Sudanese Community Board/Management Committee**

The Board/Management Committee is ultimately responsible for the Health and Safety policy and practice of Sudanese Community. Their role is to:

Ensure a policy is in place.

Ensure roles are allocated for its enactment.

Monitor and review the policy annually.

Consider reports of accidents and incidents.

Consider training needs.

Ensure adequate resources are allocated for Health and Safety training.



## Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Sudanese Community with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into Sudanese Community building, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

## Accident Reporting

It is the responsibility of the Sudanese Community to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in H&S folder and the Accident Book is kept in H&S folder.
- All accidents will be investigated by **H&S Officer** and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

## Procedures and Guidelines

Whilst the Sudanese Community Board has overall responsibility for Health and Safety, the **H&S Officer** is responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues
- Ensure the **First Aid Officer** and the Fire Safety Officer are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues



Reporting any Health and Safety issues or incidents to the Board  
Ensuring that Health and Safety information is included in new volunteer inductions

## Risk Assessment

All Sudanese Community's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept by (Health and Safety Officer) and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

Whilst every risk assessment is different, it is likely that they will cover the need for:

Consent and Information forms for young people

Information and emergency contact details for workers

Continuous implementation of Sudanese Community Child Protection Policy and Procedures

Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club

Appropriate insurance for all activities

Adequate worker ratios, training and supervision for all activities

SUDANESE COMMUNITY OXFORD