

SCHOOL AID UK CIO
Health & Safety Policy
August 2018

School Aid is a Registered Charity that collects donations of quality educational materials, furniture and equipment for transportation to African schools. The organisation relies heavily upon volunteers to carry out this work, and at present has four paid employees. The Trustees, who are also volunteers, are mindful of the need to do all that is reasonably practicable to protect the health, safety and welfare of present and future employees; and also those volunteers who work so hard for us along with others who might be affected by our undertaking [ref HSWA s3].

Whilst we understand that legally we are not obliged to have a written health and safety policy, since we employ fewer than 5 employees on site, nevertheless the Board of Trustees wish to formally demonstrate their commitment to health and safety management in the interests of the many volunteers who willingly give their time and effort to the organisation.

Our commitment is to:

- Keep up to date and comply with current health and safety legislation
- Prevent accidents and ill health arising from work activities
- Ensure that all staff and volunteers are provided with adequate training, information, instruction and supervision to carry out their work safely
- To listen to any concerns for matters of health and safety reported by employees or volunteers and act appropriately on these
- Provide a safe place of work and ensure that all equipment provided is well maintained and suitable for its intended use
- Provide adequate resources to maintain a safe and healthy workplace
- Review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety rests with the Trustees.

Day to day responsibility for ensuring this policy is put into practice is delegated to the General Manager

All employees and volunteers have a duty to:

- cooperate with the organisation on health & safety matters
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety and of other persons who may be affected by their acts or omissions at work.[ref HSWA s7]]

Arrangements for health and safety management

Risk Assessments will be undertaken the General Manager with assistance from professional advice where necessary. The findings of these assessments will be reported to the Trustees and will be reviewed annually: sooner if there are any significant changes, e.g. changes in work activity or following an accident/incident.

Information, instruction, training and supervision All volunteers will follow an induction programme and will be informed of the findings of the risk assessments that are relevant to their work activities. All new staff will be given instruction in safe manual handling techniques and other health and safety information relevant to their work. Task specific training will be provided where appropriate, e.g. Fork Lift Truck driving, First Aid, with records kept on file.

Accidents, first aid and work related ill health. All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the office. the General Manager, Operations Manager or in their absence the Office Admin Assistant is responsible for reporting the more serious accidents, diseases and dangerous occurrences to the enforcing authority when this is necessary:

- **Telephone:** 0845 3009923
- **Internet:** <http://www.riddor.gov.uk/>

The first aid box and the accident book are in the office. The trained first aiders currently are Clare Junak, Thomas Broom, James Whyper.

Consultation and Monitoring We will regularly consult with the Health & Safety Co-ordinator, the General Manager, on health and safety matters to ensure that any concerns from the workforce are addressed. To make sure our safe working practices are being followed we will review our policy and risk assessments at least annually or if there are any significant changes as outlined above.

Fire and emergency

Our fire risk assessment will be reviewed annually and fire drills carried out at least twice a year. Escape routes are checked daily by the Operations Manger and fire extinguishers are maintained and checked annually. Fire drills are held and recorded on a quarterly basis.