DONCASTER KHIDMAH

HEALTH & SAFETY POLICY

Purpose
To provide and maintain a safe and healthy environment, working conditions, equipment, and systems of work in our workplace

Responsibility to Update: The Directors **Date of Approval:** November 2026

Date of Review: October 2027

It is our policy to provide adequate control of the health and safety risks arising from in house and outreach work activities. We will provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.
It is also our policy to consult with our staff/sessional tutors and volunteers on matters affecting their health, safety and wellbeing, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed every three years.

Responsibilities

Doncaster Khidmah CIC's company directors have overall responsibility for health and safety in the organisation. All directors are responsible for ensuring that all matters relating to health and safety are addressed within the organisation and that the policy is kept up to date and reviewed regularly.

Syed Miah is responsible for the implementation of the Health & Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed because of the risk assessments. He also has day-to-day responsibility for ensuring that the health and safety policy is put into practice and that any controls are put into practice or are carried out.

All sessional tutors have the responsibility to co-operate with the organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others. All sessional tutors have a responsibility to let the directors know if there is a matter relating to health and safety that should be brought to their attention for action.

Risk Assessments

The Directors shall be responsible for undertaking risk assessments as required by the Health and Safety at Work Act 2015. Risk assessments will be undertaken for all workers, work activities, premises and outings. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health, safety and wellbeing. Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff/sessional tutor or volunteer joins the organisation, new equipment is installed, new systems of work are set up and every time the business utilises new premises. The results of any risk assessment shall be recorded and kept at the registered office.

Risk assessments will be determined using the following procedures:

Step 1: Look for the hazards

A hazard is anything that could cause harm. It could be cables across the floor, a slippery or uneven surface, or the weather – these are all unsafe conditions. Unsafe actions could be a hazard as well.

Step 2: Who might be harmed and how?

Knowing who may be harmed and how they may be harmed means the risk can be evaluated. Risk is the chance of someone being harmed by the hazard. For example, walking along a wall a foot (around 30cm) from the ground has little risk, but walking along a six-foot (around 182cm) wall with no railings has a high risk of harm.

Step 3: How are the risks controlled?

The next step is working out how to control the risk i.e. how to reduce it. When deciding how risks are going to be controlled, it's useful to work through the following questions: Can the hazard be removed entirely? Is there a less risky option? What can be done to reduce the risk of people being in contact with the hazard? What instructions and supervision are needed? Is protective or safety equipment available to reduce risk?

Step 4: Record and communicate

Risk assessments need to be documented and shared with people involved. Documenting it helps think it through and is easier to review. It also makes sure that decisions made are clear and well communicated. See appendix A for an example risk assessment.

Step 5: Review and revise plans where needed

Risk assessments should also be reviewed every 12 months as a minimum to see if anything's changed and updated as needed, again making sure any changes are clearly explained to those involved.

Accidents, First Aid, Ill Health & Near Misses

- The location of the first aid boxes will be identified at the venue.
- The nominated First Aider at each venue will be identified.
- Each tutor will carry a portable first aid box when delivering on an outreach basis.
- All injuries, incidents, and dangerous occurrences at work involving tutors, clients, other workers or members of the public will be reported and recorded in the accident book. The accident book is kept at the registered office
- Major accidents or incidents will be reported to RIDDOR as outlined in their regulations 2013.

Emergency Procedures; Fire & Evacuation

The directors are responsible for ensuring that the Fire Risk Assessment has been completed by the venue prior to booking of premises. This includes checking of escape routes; fire extinguishers are maintained, and alarms tested on a regular basis.

Display Screens & Electrical Equipment

The directors are responsible for ensuring that display screen equipment workstations are assessed and that records of the assessments are kept and maintained. They are also responsible for ensuring any electrical equipment is PAT tested. Assessments will be reviewed every year, when the work activity changes, and every time a new venue is used.

Driving at Work

It is the policy of the organisation to ensure that staff/sessional tutors who are required to drive as part of their work activities are competent to drive, have a full driving licence and the relevant business insurance. All staff/sessional tutors are responsible for ensuring that any car accident is reported to Syed Miah. It is the organisation's policy to ensure that an employee using their own vehicle for the purpose of work must also have insurance that covers them for business use. Syed Miah will be responsible for ensuring that staff have insurance that covers them for business use and is also responsible for keeping and maintaining records of any such checks.

Lone Workers

It is the policy of this organisation that staff/sessional tutors who visit other premises, should make sure the company directors know where they are going and when they will be back and should record their visit in their electronic diary. It is the organisation's policy to advise tutors who visit other premises, to take a mobile phone with them.

Public Liability Insurance

It is the responsibility of the directors to ensure the organisation has adequate Public Liability Insurance and that a copy of the policy is made available to all third parties.

DONCASTER KHIDMAH

Example Risk Assessment

Meeting Place	Flourish Enterprises St Catherine's House	Date of risk assessment	20/03/2024	Name of person doing this risk assessment	Syed Miah
		Date of next review	20/03/2025		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. **The risk** is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	**Controls** are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep **checking** throughout the activity in case you need to change what you're doing or even **stop** the activity. This is a great place to add comments which will be used as part of the review.
INDOOR ACTIVITIES (ST CATHERINES)			
Biscuit decorating - Allergies	Volunteer, young people, visitors	Ensure there is a sign saying that the biscuits contain, gluten & dairy Buy basic biscuits with limited ingredients	
All Arts & crafts - Scissors, paper cuts	Volunteer, young people, visitors	Ensure that all children are supervised by an adult. Keep count of the amount of scissors so none are missing. Ensure there is a first aid kit available.	
Glass engraving - Glass Hazard	Volunteer, young people, visitors	Ensure an adult is always present. Careful of glass shattering. Keep a dustpan and brush nearby.	
craft kits - plastic	Volunteer, young people, visitors	Ensure that all wrappers are put into the bin and are not a tripping hazard.	
Henna/face painting - Allergic reaction	Volunteer, young people, visitors	Henna artist to ask if the customer has had henna done before. Ensure customers are aware of the process.	