



HEALTH AND SAFETY POLICY

General Statement of Policy, Duties & Responsibilities

Policy Statement

Aladiah Consult acknowledges its health and safety obligations to provide a safe working environment for all workers and visitors. This includes compliance with relevant legislation such as the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Throughout this policy, terms like "staff" and "workers" encompass both paid employees and volunteers.

Our policy aims to prioritise the health and safety of everyone at our premises, including committee members, volunteers, staff, and visitors. To achieve this, we commit to:

- Taking practical steps to ensure the well-being of all individuals on our premises.
- Providing adequate working conditions and facilities to minimize health and safety risks.
- Encouraging cooperation in identifying hazards and reporting unsafe conditions.
- Maintaining safe equipment, systems, and arrangements for handling substances.
- Offering comprehensive training and supervision to promote hazard avoidance and personal safety.
- Conducting risk assessments regularly, especially for vulnerable groups like new or expectant mothers and young workers.
- Sharing information about potential risks with other employers whose workers may be on our premises.
- This policy, subject to review by the Management Committee annually, outlines our commitment to fulfilling statutory duties and promoting a culture of safety for all stakeholders.

Statutory Duty of Aladiah Consult

Aladiah Consult is dedicated to ensuring the health, safety, and welfare of its workers and visitors. Specifically, we pledge to:

- Maintain safe workplaces free from health risks.
- Provide safe machinery and establish proper work procedures.
- Handle articles and substances safely.
- Offer necessary training and supervision to workers and volunteers.
- Conduct risk assessments and implement appropriate safety measures.
- Record significant findings of risk assessments and health and safety measures.
- Appoint competent individuals to assist with health and safety responsibilities.
- Establish emergency procedures and provide adequate first aid facilities.
- Ensure compliance with health, safety, and welfare requirements in the workplace.
- Control exposure to hazardous substances and mitigate risks effectively.
- Provide necessary protective clothing and equipment free of charge.
- Ensure the provision and maintenance of safety signs.

Statutory Duty of Aladiah Consult Workers

Employees and volunteers are also legally obligated to:

- Take reasonable care for their own health and safety and that of others.
- Cooperate with the organization on health and safety matters.
- Use provided work items correctly and report any concerns promptly.
- Refrain from interfering with safety provisions or misusing safety equipment.
- Report injuries, accidents, or dangerous occurrences promptly.

Policy for Visitors and Contractors

Upon arrival, visitors and contractors must sign in and follow safety protocols, including evacuation procedures. Contractors are expected to report safety concerns to the designated representative for investigation.

Organisation of Health and Safety

A Health and Safety Sub-committee is appointed to oversee safety matters, conduct inspections, and ensure compliance with policies and regulations.

Health and Safety Rules

Workers are required to adhere to general safety rules, report accidents, and follow safety protocols for equipment use, maintenance, hygiene, and waste disposal.

First Aid and Accident Reporting

Procedures for first aid provision and accident reporting are outlined in the accident reporting policy, including the responsibilities of staff and the reporting process.

Fire Drills and Evacuation Procedures

Fire drill procedures and evacuation protocols are established, with clear instructions for personnel in case of fire or bomb threats.

Arrangement and Procedures

The Health and Safety Officer is responsible for implementing safety policies and procedures, including risk assessments and inspections.

Display Screen Equipment

Guidelines for users of display screen equipment are provided, including entitlement to eye tests and reimbursement for spectacles if required solely for work-related use.

Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- o Is already a user for a significant part of his/her work
- o Is about to start using display screen equipment for a significant part of his/her work
- o Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- o It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles. If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

We expect all stakeholders to adhere to this policy, which is available upon request, to ensure the safety and well-being of everyone at Aladiah Consult.

Date Reviewed: September 2023

Person responsible for updating this policy: Grace Famuyibo

Next Review Date: September 2024