



As-Suffa Trust

Health and Safety Policy

Last Review Date: September 2018

Next Review Date: September 2020

1.0 Policy Statement

- 1.1 As-Suffa Trust is committed to maintain safe and healthy working conditions at all As-Suffa premises and all operational sites for staff, students, volunteers, visitors, contractors and service users.
- 1.2 This policy will outline responsibilities and procedures in regards to general health and safety.
- 1.3 This policy will be kept under review on a two yearly basis and as when required.

2.0 Areas of work

- 2.1 As-Suffa Trust has three premises where main/general activities take place. The premises are:
 - 2.1.1 As-Suffa Institute, 156 High Street, Aston, Birmingham, B64UX
 - 2.1.2 As-Suffa Institute (*Charity Registered Address*), 25 Park Lane, Aston, Birmingham, B6 5DA
 - 2.1.3 As-Suffa Outreach, Arch 22, Lionel St, Birmingham, B3 1AQ
- 2.2 Projects and activities co-ordinated by As-Suffa Outreach operate at various locations across the UK. These are referred to as *operational sites*. These sites are not necessarily owned by As-Suffa Trust but may be booked, hired, leased, offered to, or rented by As-Suffa Trust.
- 2.3 Projects and activities that take place in third party venues and premises are referred to as *activity sites*.

3.0 Responsibilities

3.1 *The Board of Trustees*

Responsibilities of the Board are:

- 3.1.1 To ensure the charity is compliant with the provisions of Health and Safety at Work Act 1974 and relevant health and safety legislation.
- 3.1.2 Monitoring and reviewing the health and safety policy at least every two years and as when required.
- 3.1.3 Reviewing reports of inspections, assist in safe work systems and discuss new regulation received from the HSE or other relevant bodies.
- 3.1.4 To ensure the management is aware of the policy and that they understand their responsibilities.
- 3.1.5 Informing the management of any changes, amendments, implementation and procedures under this policy.
- 3.1.6 To ensure all relevant staff and volunteers, where applicable, are competently trained in health and safety awareness.

3.2 *Management (SM)*

The management consists of:

- HR Dept
- Administrators
- Project Managers
- Maktab Head
- Course Director
- Fundraising & Event Coordinators
- Volunteer Leads

Responsibilities of members of the management are:

- 3.2.1 To be familiar with the As-Suffa health and safety policy.
- 3.2.2 To take reasonable care of their own health and safety and any other person (adult/young) who is under their management.
- 3.2.3 To ensure all staff or volunteers under their management are aware and compliant with the As-Suffa health and safety policy.
- 3.2.4 To ensure relevant staff or volunteers are competently trained for their work area.
- 3.2.5 Induct new staff or volunteers to health and safety and make them aware of the health and safety policy and procedures.
- 3.2.6 To liaise and co-operate with the health and safety officer in regards to any health and safety issues.
- 3.2.7 As well as being aware of the As-Suffa Health and safety policy, be aware of corresponding policies such as the As-Suffa Fire Safety and First Aid policies and procedures.

3.3 *Health and Safety Officer*

In general, the responsibilities of the health and safety officer(s) are:

- 3.3.1 To ensure management are aware of their health and safety responsibilities.
- 3.3.2 To carry out yearly safety inspections and risk assessments of all working areas and activities where applicable.
- 3.3.3 To inform management of any health and safety concerns within their work areas and the actions required.
- 3.3.4 To ensure all major health and safety issues are highlighted to the Board of trustees.
- 3.3.5 To produce and maintain health and safety documentation and reports.
- 3.3.6 The Health and Safety Officer is: Yassar Taj

3.4 *Maktab Head*

Responsibilities of Maktab head are:

- 3.4.1 Overall responsibility for the detailed health and safety arrangements within As-Suffa Maktab lies with the Maktab head. In the absence of the Maktab head, the responsibility of the health and safety is upon the Deputy Maktab head.
- 3.4.2 To ensure all staff or volunteers operating within As-Suffa Maktab are aware and compliant with the As-Suffa health and safety policy.
- 3.4.3 To ensure all staff or volunteers within As-Suffa Maktab are competently trained for their work area.
- 3.4.4 To liaise and co-operate with the health and safety officer in regards to any health and safety issues.
- 3.4.5 To ensure the premises is a safe environment for staff, volunteers, children and visitors.
- 3.4.6 Induct new staff or volunteers to health and safety and make them aware of the health and safety policy and procedures.
- 3.4.7 The Maktab Head is: Mohammad Islam

3.5 *Staff*

Responsibilities of staff (employees/self-employed/contractors/workers/casual workers) are:

- 3.5.1 To ensure they are aware and compliant with the As-Suffa health and safety policy.
- 3.5.2 To co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 3.5.3 To implement health and safety policies and procedures as directed by the management and board of trustees.
- 3.5.4 Immediately report to the relevant member of SM (Management) whenever they notice a health and safety issue or if they have a concern for their well-being and of others.

3.6 *Volunteer Lead*

General responsibilities of volunteer lead are:

- 3.6.1 To be aware of the As-Suffa Health and Safety Policy.
- 3.6.2 To follow instructions given to them by management in regards to health and safety.
- 3.6.3 Immediately report to the relevant member of SM (Management) whenever they notice a health and safety issue or if they have a concern for their well-being and of others.
- 3.6.4 Ensure the environment they are leading is safe and secure for volunteers and service users.
- 3.6.5 Ensure current volunteers are aware of the health and safety policy and procedures.
- 3.6.6 Induct new volunteers and make them aware of the health and safety policy and procedures.
- 3.6.7 Carry out tasks in accordance to health and safety procedures.
- 3.6.8 Record all accidents in the accident book.
- 3.6.9 To be aware and make volunteers under their management aware of fire safety and emergency evacuation procedures for their environment. Further details regarding this policy and its procedures can be found in the As-Suffa Fire Safety Policy.

3.7 *Volunteers*

General responsibilities of volunteers are:

- 3.7.1 To be aware of the As-Suffa Health and Safety Policy.
- 3.7.2 To follow instructions given to them by staff or volunteer leads in regards to health and safety.
- 3.7.3 Immediately report to the relevant member of SM (Management) whenever they notice a health and safety issue or if they have a concern for their well-being and of others.
- 3.7.4 Carry out tasks in accordance to health and safety procedures.
- 3.7.5 To be aware of fire safety and emergency evacuation procedures for their environment.

4.0 Procedures

4.1 *Fire Safety*

- 4.1.1 All exits should be marked and kept free from obstructions at all As-Suffa premises and operational sites.
- 4.1.2 All fire extinguishers and fire blankets should be marked with appropriate signs and instructions.
- 4.1.3 Fire safety equipment should be checked regularly and records should be kept for both As-Suffa premises and operational sites, if applicable.
- 4.1.4 Fire alarms should be checked on regular basis by relevant persons for both As-Suffa premises and operational sites, if applicable.
- 4.1.5 Fire drills should be held minimum twice a year and recorded in the fire practice book for both As-Suffa premises and operation sites, if applicable.
- 4.1.6 In the event of a fire, all persons within As-Suffa premises and operational sites must evacuate and congregate in their designated assembly points.
- 4.1.7 Delegated person(s) must ensure the safety and quick evacuation of all individuals within the premises.
- 4.1.8 Further details of policies and procedures can be found in the As-Suffa Fire Safety Policy.

4.2 *First Aid*

- 4.2.1 Appropriate amounts of First Aid boxes should be available and accessible at all As-Suffa premises and operational sites.
- 4.2.2 Amounts of First Aid boxes to be available and accessible will vary generally on amount of persons using the premises on a day to day basis.
- 4.2.3 Each As-Suffa operating site should have a First Aid box or provided by the venue/hire management.
- 4.2.4 When using hired venues and third party premises, First Aid boxes should be available and accessible via the third party/venue.
- 4.2.5 Each As-Suffa premises, operational sites and activity sites should have at least one staff member with First Aid training on site.
- 4.2.6 Sites where projects and activities are taking place for children should have one staff member or one volunteer with Paediatric First Aid training.
- 4.2.7 Relevant First Aid training will be given to individuals where required.
- 4.2.8 In a case where an accident occurs, where First Aid is required, only the first aider is allowed to apply appropriate first aid to injuries or call the emergency services based upon his/her assessment. No one else on site should be administering first aid without training and qualification.
- 4.2.9 Further details of policies and procedures can be found in the As-Suffa First Aid Policy.

4.3 Accidents

4.3.1 Reporting

- 4.3.1.1 When an accident occurs, a member of the management must be informed immediately.
- 4.3.1.2 All accidents must be recorded immediately by the relevant person in the accident book/incident form.
- 4.3.1.3 Accidents/incidents and near misses should be recorded as soon as possible whilst the circumstances are fresh. If this is not possible, the relevant person must record what happened and as to why the accident/incident was not recorded immediately.
- 4.3.1.4 Notifiable accidents and incidents must be recorded and passed to the appropriate agencies, such as RIDDOR.
- 4.3.1.5 The accident/incident book should be maintained at both As-Suffa premises, operational sites and taken to activity sites, if applicable.
- 4.3.1.6 Information on the accident/incident book must be kept confidential and placed in a secure place compliant to the Data Protection Act.
- 4.3.1.7 The accident/incident book will be monitored on a quarterly basis to ensure there is no repetition of accidents.
- 4.3.1.8 Letters should be given to parents when children have a bump on the head. (As-Suffa Maktab/As-Suffa Youth Club).

4.3.2 Incidents

- 4.3.2.1 In a situation where an accident has occurred, the first aider on site should be called immediately.
- 4.3.2.2 Only the first aider can decide on the course of action upon assessing the accident/injury.
- 4.3.2.3 If there is an emergency situation involving a child, an ambulance should be called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child should be accompanied by two members of staff or two members from the volunteer team. In a non-emergency situation, designated staff or volunteer leads can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

4.4 *As-Suffa Maktab*

4.4.1 *Arrival*

- 4.4.1.1 The main premises double doors should be open at 4:50pm and should close at 5:10pm during the activities of As-Suffa Maktab.
- 4.4.1.2 For earlier classes, the small entrance door should be open at 4:20pm and closed at 4:35pm. Opening and closing times are subject to change.
- 4.4.1.3 A member of the Maktab staff should be situated at the main double doors and the small entrance door whilst the doors are open and children are either entering or leaving the premises. Children who enter the premises should not be allowed to leave unless they are with their parents.
- 4.4.1.4 Any late comers should report to the Maktab Head's office. The Maktab Head's office is located through the small entrance door of the building. Parents must accompany their child to the office.
- 4.4.1.5 All Maktab children should enter the premises using the double doors located next to the car park except for the classes that take place earlier. Children attending the earlier class should use the small entrance door.
- 4.4.1.6 Parents must not use or park their cars on the side road, Old Park Close, adjacent to the As-Suffa premises, to drop off or pick up their children between the times stipulated under point 4.4.1.1.
- 4.4.1.7 It is the responsibility of the parent(s)/guardian(s) to look after their children attending As-Suffa Maktab until they have entered the premises.
- 4.4.1.8 It is necessary for parent(s)/guardian(s) to accompany their children until they have entered the premises. Dropping off children or leaving them on the side walk is not sufficient enough. Parents must ensure that their child has entered the As-Suffa premises and the Maktab staff member has acknowledged their child entering. As-Suffa Trust will not be responsible for any child's safety if they have not entered our premises whilst under the acknowledgement of one of our staff members.
- 4.4.1.9 If for some reason the relevant doors are not open on time and there is a delay, parent(s)/guardian(s) must continue to accompany their children until the doors are opened.

4.4.2 *Departure*

- 4.4.2.1 All children must be picked up by parent(s)/guardian(s) at 7pm unless we have stated a different finish time for various classes. A notice will be provided to parent(s)/guardian(s) if the finish time is different for their child's class.
- 4.4.2.2 All children must be picked up by parent(s)/guardian(s) for their journey back home unless we receive explicit permission from the parent(s)/guardian(s) to allow their children to make their own way home. Any such permission must be filled out on the '*Child's Journey Home*' form.
- 4.4.2.3 When picking up children, parent(s)/guardian(s) must make their way to the designated area for their child's class. Children will be waiting with their teacher for their parent(s)/guardian(s) to arrive and pick them up.
- 4.4.2.4 Parents must not use or park their cars on the side road, Old Park Close, adjacent to the As-Suffa premises, to pick up their children or for any other reason between the times 6:30pm-7:15pm.
- 4.4.2.5 If parent(s)/guardian(s) wish someone other than themselves to pick up their children, they must provide the details for that person beforehand.

4.4.3 *Classroom Safety*

- 4.4.3.1 Before children enter their classrooms, all Maktab teachers should ensure that their classrooms are a safe place for children. All hazards must be removed or risks are controlled by the Maktab teachers.
- 4.4.3.2 Any hazard which requires urgent attention must be immediately reported to the Maktab Head.
- 4.4.3.3 It is the responsibility of each Maktab teacher to ensure their classroom is tidy and fit for use before Maktab start time and after the finish time.
- 4.4.3.4 Maktab teachers must ensure children remove their bags and coats and hang them before the class starts.

4.4.4 *Corridor and Staircase Safety*

- 4.4.4.1 Corridors and staircases must remain clear at all times and free from any hazards that can cause trips and falls.
- 4.4.4.2 Children must be made aware to walk on the left side of any corridor and staircase.
- 4.4.4.3 No running is allowed on the corridor and on the staircases.
- 4.4.4.4 Children must adhere to the As-Suffa 'Corridor Code':
 - Show consideration for the safety of others on the corridor or stairway at all times.
 - Walk steadily on the left.
 - Running and pushing is prohibited.
 - Keep your bag close to yourself and do not swing it or throw it.
 - If you hear a teacher shouting "Stand still!", then do so at once.
 - At entrances and exits, queue patiently and quietly.

4.4.5 *Illnesses/Sickness*

- 4.4.5.1 If a child is ill or feeling sick, the teacher should send, take or allocate a mature student to take the child to the Maktab Head's office in the first instance.
- 4.4.5.2 The time of arrival and symptoms should be recorded by the Maktab Head.
- 4.4.5.3 Upon assessing the child's illness the Maktab Head can send the child back to the class or arrange with the parent(s)/guardian(s) to pick up their child.
- 4.4.5.4 Any prescribed medicine for children should be brought to the Maktab Head. It is child's responsibility to come to the Maktab Head's office at the appropriate time to take their medicine.

4.4.6 *Supervision*

- 4.4.6.1 Maktab children should be supervised where applicable.
- 4.4.6.2 Any child that has an accident or injury should be supervised until the first aider arrives and first aid is applied.
- 4.4.6.3 In an accident where the Maktab Head decides to send the child home, the child should be supervised until the parents arrive to collect him/her.
- 4.4.6.4 Any child that is ill or sick should be supervised until a decision has been made by the Maktab Head.

4.5 *As-Suffa Youth Club*

4.5.1 *Arrival*

- 4.5.1.1 The main premises, double doors, and the small door should be open at 10:50am and should close at 11:10am during the activities of As-Suffa Youth Club.
- 4.5.1.2 A volunteer of the Youth Club team should be situated at the main double doors and the small entrance door whilst the doors are open and children are either entering or leaving the premises. Children who enter the premises should not be allowed to leave unless they are with their parents.
- 4.5.1.3 Any late comers should report to the Youth Club lead on the day. Parents must accompany their child during this time.
- 4.5.1.4 Parents must not use or park their cars on the side road, Old Park Close, adjacent to the As-Suffa premises, to drop off or pick up their children between the times stipulated under point 4.5.1.1.
- 4.5.1.5 It is the responsibility of the parent(s)/guardian(s) to look after their children attending As-Suffa Youth Club until they have entered the premises.
- 4.5.1.6 It is necessary for parent(s)/guardian(s) to accompany their children until they have entered the premises. Dropping off children or leaving them on the side walk is not sufficient enough. Parents must ensure that their child has entered the As-Suffa premises and volunteers have acknowledged their child entering. As-Suffa Trust will not be responsible for any child's safety if they have not entered our premises whilst under the acknowledgement of one of our staff members.
- 4.5.1.7 If for some reason the relevant doors are not open on time and there is a delay, parent(s)/guardian(s) must continue to accompany their children until the doors are opened.

4.5.2 *Departure*

- 4.5.2.1 All children must be picked up by parent(s)/guardian(s) at 1pm unless we have stated a different finish time for various classes. A notice will be provided to parent(s)/guardian(s) if the finish time is different for their child's class.
- 4.5.2.2 All children must be picked up by parent(s)/guardian(s) for their journey back home unless we receive explicit permission from the parent(s)/guardian(s) to allow their children to make their own way home. Any such permission must be filled out on the '*Child's Journey Home*' form.
- 4.5.2.3 When picking up children, parent(s)/guardian(s) must make their way to the designated area for their child's class. Children will be waiting with their teacher for their parent(s)/guardian(s) to arrive and pick them up.

- 4.5.2.4 Parents must not use or park their cars on the side road, Old Park Close, adjacent to the As-Suffa premises, to pick up their children or for any other reason between the times 12:30pm-1:00pm.
- 4.5.2.5 If parent(s)/guardian(s) wish someone other than themselves to pick up their children, they must provide the details for that person beforehand.

4.5.3 *Classroom Safety*

- 4.5.3.1 Before children enter their classrooms, all Youth Club volunteers should ensure that their classrooms are a safe place for children. All hazards must be removed or risks are controlled by the Youth Club volunteer.
- 4.5.3.2 Any hazard which requires urgent attention must be immediately reported to the Volunteer Lead on the day.
- 4.5.3.3 It is the responsibility of each volunteer to ensure their classroom is tidy and fit for use before Youth Club start time and after the finish time.
- 4.5.3.4 Youth Club volunteers must ensure children remove their bags and coats and hang them before the class starts.

4.5.4 *Corridor and Staircase Safety*

- 4.5.4.1 Corridors and staircases must remain clear at all times and free from any hazards that can cause trips and falls.
- 4.5.4.2 Children must be made aware to walk on the left side of any corridor and staircase.
- 4.5.4.3 No running is allowed on the corridor and on the staircases.
- 4.5.4.4 Children must adhere to the As-Suffa 'Corridor Code':
- Show consideration for the safety of others on the corridor or stairway at all times.
 - Walk steadily on the left.
 - Running and pushing is prohibited.
 - Keep your bag close to yourself and do not swing it or throw it.
 - If you hear a volunteer shouting "Stand still!", then do so at once.
 - At entrances and exits, queue patiently and quietly.

4.5.5 *Illnesses/Sickness*

- 4.5.5.1 If a child is ill or feeling sick, the volunteer should send, take or allocate a mature student to take the child to the volunteer lead on the day.
- 4.5.5.2 The time of arrival and symptoms should be recorded by the volunteer lead.
- 4.5.5.3 Upon assessing the child's illness the volunteer lead can send the child back to the class or arrange with the parent(s)/guardian(s) to pick up their child.
- 4.5.5.4 Any prescribed medicine for children should be brought to the volunteer lead. It is child's responsibility to come to the volunteer lead at the appropriate time to take their medicine.

4.5.6 *Supervision*

- 4.5.6.1 Youth Club children should be supervised where applicable.
- 4.5.6.2 Any child that has an accident or injury should be supervised until the first aider arrives and first aid is applied.
- 4.5.6.3 In an accident where the volunteer lead decides to send the child home, the child should be supervised until the parents arrive to collect him/her.
- 4.5.6.4 Any child that is ill or sick should be supervised until a decision has been made by the volunteer lead.

4.6 Homeless Outreach

4.6.1 Operating Sites

- 4.6.1.1 All volunteer leads should ensure their designated operational site is a safe and secure environment for service users and As-Suffa volunteers at all times.
- 4.6.1.2 Each operating site should complete the Homeless Checklist per operational day.
- 4.6.1.3 All operating sites should run through the quarterly site Homeless checklist. This can be requested from the volunteer lead.
- 4.6.1.4 Before any activities start the volunteer lead should ensure the following:
 - 4.6.1.4.1 All entrances and fire exits are clear and usable.
 - 4.6.1.4.2 The premises is clean, safe and fit for use.
 - 4.6.1.4.3 There is at least one first aider on site.
 - 4.6.1.4.4 There is adequate amount of lighting, heating and ventilation.
 - 4.6.1.4.5 Volunteers have appropriate P.P.E (Personal Protective Equipment), if required.
 - 4.6.1.4.6 Food is stored and served according to food health and safety regulation.
 - 4.6.1.4.7 Ensure there is a queue control for the service users.

4.6.2 Handling Food Procedures

- 4.6.2.1 Health, hygiene and food safety must be considered at all times.
- 4.6.2.2 All guidelines and procedures under the Health and Hygiene section of this policy must be adhered to. Please refer to Section 5.0 of this document.
- 4.6.2.3 All packed food must be collected on time and distributed within 4 hours from being cooked fresh.
- 4.6.2.4 Staff and volunteers should immediately report to a member of the SM if they have any concerns about health and food safety.

4.7 Food Bank Outreach

4.7.1 Facilities

- 4.7.1.1 Floors, walls and ceilings should be kept in good condition. Where required, cleaning and repairs should be made within an appropriate time.
- 4.7.1.2 Adequate lighting should be available in hand-washing areas, toilet rooms, areas where food or food ingredients are examined, sorted or stored, and areas where utensils are cleaned. Shielded lights should be considered to protect against broken glass falling onto unpackaged food.

- 4.7.1.3 Where packed food is stored, the store room should be ventilated well enough so that condensation does not form and water does not drip onto food or food preparation surfaces.
- 4.7.1.4 Food should not be stored under plumbing pipes or other pipes that could leak their contents onto food or food preparation surfaces.
- 4.7.1.5 All food products should be stored at least 6 inches (15 cm) above the floor to prevent contamination.

5.0 Health/Food/Hygiene

5.1 Food Storage

When storing food:

- 5.1.1 Food can be stored in fridges/cupboards and store rooms located at both As-Suffa premises and operational sites.
- 5.1.2 Ensure food is not prepared by the caterer too far in advance of any service.
- 5.1.3 Ensure that perishable food is kept refrigerated
- 5.1.4 Food items should not be stored on the floor.
- 5.1.5 Food must be served within 4 hours after being cooked fresh.
- 5.1.6 Fresh food may be refrigerated for 24 hours after staying in room temperature for 1 hour of being cooked.

5.2 Food Handlers

All food handlers should:

- 5.2.1 Co-operate with the food provider whilst packing food to ensure that all aspects of food safety are adhered to.
- 5.2.2 Report to a member of the SM of any issues they believe could result in food borne illness or disease.
- 5.2.3 When handling packed food ensure that the packaging is not damaged whilst handling or delivery.
- 5.2.4 Any handling of hot food or cooking food must in compliance with relevant food and hygiene regulations.

5.3 Food Hygiene

- 5.3.1 When food is being handled, the handler should ensure that they are wearing clean clothes and keep themselves clean at all times.
- 5.3.2 Hands should be washed thoroughly, in particular; before handling food, after using the toilet and after blowing nose.
- 5.3.3 If a person is suffering from any skin, nose, throat, stomach or bowel trouble including sickness or diarrhoea or an infected wound, they should not be

involved in food preparation or service for 48 hours after symptoms have stopped.

- 5.3.4 All cuts and sores should be covered with a waterproof, high visibility dressing.
- 5.3.5 Unnecessary handling of food should be avoided.
- 5.3.6 Smoking, eating, drinking, coughing or sneezing over food should be avoided at all times.
- 5.3.7 All equipment and surfaces should be kept clean at all times.

5.4 *Personal Hygiene*

- 5.4.1 Good personal hygiene must be maintained at all times.
- 5.4.2 Nails should be short with no nail varnish when packing food. False or acrylic nails are not acceptable if preparing food or packing food.
- 5.4.3 Staff and volunteers should wash and sanitise their hands regularly when handling food.
- 5.4.4 A person with a beard or long hair should be wearing a beard or hair net when preparing and cooking food.
- 5.4.5 Handling, preparing or cooking food should not resume after visiting the toilet without first washing hands.
- 5.4.6 Eating food, drinking beverages or using tobacco in any form in areas where food is exposed or in areas used for washing equipment or utensils should be avoided at all times.
- 5.4.7 No person should work with food while ill with a disease that is communicable through food (e.g. Hepatitis A). Operators of food banks should be particularly vigilant with regard to persons with symptoms such as diarrhoea, vomiting, jaundice, or infected cuts.

5.5 *Food Suppliers*

- 5.5.1 All food suppliers used by As-Suffa Trust should be registered as a food business and must comply with food safety standards. Any food supplier who is using their home as a food business premises should be compliant with the same food safety regulations.

5.6 *Notifiable and Infectious Diseases*

- 5.6.1 Staff and volunteers should inform a member of the SM if they become aware of an infectious disease.
- 5.6.2 Any infectious disease are to be reported to the Outreach Project Manager who will then inform the relevant agencies.

5.7 Medicine

- 5.7.1 It is As-Suffa Trust's policy for staff and volunteers not to administer medicine to anybody.
- 5.7.2 Medicine can be administered in the case of chronic illness (i.e. back pain, headache etc.) after consent from the individual or consent from parents for their child.

5.8 Smoking

- 5.8.1 As-Suffa Trust has a strict no smoking policy within all of its premises and operational sites.
- 5.8.2 Staff and volunteers are not allowed to smoke whilst taking part in any As-Suffa Trust activities.

5.9 Cleaning

- 5.9.1 It is the responsibility of the management to monitor the cleanliness of all As-Suffa premises and operational sites.
- 5.9.2 Appropriate equipment should be used to clean premises and equipment in general. Guidance should be sought from a member of the SM.

5.10 Equipment/Utensils

- 5.10.1 All surfaces and equipment should be cleaned at intervals as necessary.
- 5.10.2 Equipment and utensils should be handled in a manner that protects them from contamination.
- 5.10.3 All single service articles (disposable paper/plastic cutlery, etc.) should be used only once.
- 5.10.4 Before using any cleaning equipment/utensils, the instructions/manual should be read and understood. Guidance should be sought from a SM member or volunteer lead.

5.11 Protecting Food from Spoilage and contamination

- 5.11.1.1 Potential hazardous foods should not be temperature-abused.
- 5.11.1.2 The following temperatures must be maintained:

Refrigeration storage temperatures 4°C (40°F) or colder

Frozen food temperature -18°C(0°F) or colder

5.12 Food Labelling

- 5.12.1 Due to food allergies or sensitivities, ingredient labels are required for products that are broken down into smaller units or repackaged. If the product that is being repackaged has an expiry/best before date, this date must be transferred or copied onto the repackaged item.

5.13 Allergies and Sensitivities

- 5.13.1 Information on whether common allergens found in (in specific the 14 allergens listed in Annex II from the Food Standard Agency Technical Guidance document) prepared/cooked/packed food from food distributors should be sought before distribution.
- 5.13.2 Food allergy notices should be present and viewable for service users or customers for food that contain these common allergens that are being distributed/sold by As-Suffa Trust.
- 5.13.3 Common symptoms/reactions, but not restricted to, may be evident in the skin (such as hives, rashes, itchiness or swellings), the gut (such as reflux, vomiting, tummy pains, wind, diarrhoea and constipation), the airways (such as nasal congestion, shortness of breath or a tight chest), painful joints, headaches or through generally feeling unwell.
- 5.13.4 Where service users enquire about potential food allergens in the food distributed by As-Suffa Trust, staff and volunteers should only advise based upon the authentic information they have obtained. Staff and volunteers should not be advising on food allergens found in food distributed by As-Suffa Trust if they are not certain. Guidance should be sought from a member of the SM.

5.14 Salvageable Food

- 5.14.1 Foods donated as a result of flood, fire, smoke, etc. are highly hazardous and should not be accepted.
- 5.14.2 Over dated food or food passed their shelf life should not be accepted and distributed.
- 5.14.3 Donated food must not have an expiry date of less than a month. All food must exceed at least one month expiration date.

5.15 Sanitary Facilities and Controls

- 5.15.1 Toilet facilities including rooms and fixtures should be kept in clean and usable condition all times.
- 5.15.2 Such rooms should not open directly into an area where unpackaged food is handled or stored.
- 5.15.3 As-Suffa Outreach-Food Bank should have adequate, conveniently located hand-washing facilities which are equipped with liquid soap in a dispenser and single-service towelling or other effective hand-drying devices.

5.16 Garbage and Refuse

- 5.16.1 All refuse should be kept in leak-proof, non-absorbent containers, which should be kept covered with tight-fitting lids when stored or not in continuous use.
- 5.16.2 Each container room or storage area should be thoroughly cleaned after the emptying or removal of refuse.
- 5.16.3 All refuse from each premises and operational sites should be disposed of often, enough to prevent hygiene issues.

5.17 Pest control

- 5.17.1 Effective measures should be taken to prevent rodents, insects, pets and other animals from entering any As-Suffa Trust premises and operational sites.
- 5.17.2 If pests are found, appropriate measure should be taken to remove the pest problem by contacting an appropriate pest removing service.
- 5.17.3 Staff and volunteers should inform a member of staff if they are suspicious of pest problems.

5.18 Transport

- 5.18.1 Vehicles used to transport food should be maintained in a clean and sanitary condition to protect food from contamination.
- 5.18.2 All food should be kept covered and secured whilst being transported.
- 5.18.3 Clean containers/packaging for transporting (i.e. boxes for tinned food) should be used.
- 5.18.4 Appropriate temperatures should be maintained when transporting food that requires regulated temperatures.
- 5.18.5 A vehicle that has been used for transporting refuse must not be used to transport food until it has been thoroughly cleaned.

6.0 Risk Assessment

6.1 *Areas of Assessments*

- 6.1.1 Risk assessments should be conducted for All As-Suffa Trust premises, operational sites and activity sites where appropriate.
- 6.1.2 Risk assessment should be conducted for all activities taking place at As-Suffa Trust premises, operational sites and activity sites. This also includes work areas for staff and volunteers.
- 6.1.3 Risk assessments should be conducted when new equipment has been installed. This is not restricted to office or IT equipment.

6.2 *Risk Assessors*

- 6.2.1 Risk assessments should be carried out by a health and safety officer or a person with sufficient knowledge and information about significant/potential hazards, risk control and general health and safety.
- 6.2.2 Event co-ordinators, volunteer leads and other relevant persons can be trained to carry out risk assessments for their work areas and activities. Training can be provided by a certified trainer, health and safety officer or a person with advanced knowledge and information about significant/potential hazards, risk control and general health and safety.

6.3 *Implementation*

- 6.3.1 Completed risk assessments should be printed and stored in a folder within the relevant premises or operational sites.
- 6.3.2 Completed risk assessments should be made accessible to the board of trustees, members of the management, staff and volunteer leads.
- 6.3.3 Where appropriate, staff, volunteers and service users should be made aware of risk assessments that are relevant for their work areas and activities.

6.4 *Monitoring and Review*

- 6.4.1 Risk assessments should be reviewed on every two years by the board of trustees.

7.0 Manual Handling

7.1 Introduction

- 7.1.1 Statistics show that manual handling is one of the most common causes of absence through injury in the workplace.
- 7.1.2 Any staff member, volunteer, contractor or student who are in a situation that requires manual handling should abide by the procedures below.
- 7.1.3 These procedures are in place to reduce risk of manual handling injuries and provide guidance on the measure that should be taken to ensure safe lifting and carrying in the workplace.
- 7.1.4 Under the Manual Handling Operations Regulations 1992 (MOHR), manual handling is interpreted as the transporting or supporting of any load.

7.2 The Task

- 7.2.1 Before manual handling the following points should be considered:
 - 7.2.1.1 Bending and stooping to lift a load significantly increases the risk of a back injury.
 - 7.2.1.2 Items should ideally be lifted from no higher than knee-height to no higher than shoulder height.
 - 7.2.1.3 Outside this range, lifting capacity is reduced and the risk of injury is increased.
 - 7.2.1.4 When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used.
 - 7.2.1.5 Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferred, particularly where the back can rest against a fixed object to give leverage.
 - 7.2.1.6 Carrying distances should be minimised, especially if the task is regularly repeated.
 - 7.2.1.7 Repetitive tasks should be avoided whenever possible.
 - 7.2.1.8 Tasks which involves lifting and carrying should be done in such a way as to allow for significant rest breaks (rotation of tasks) of to avoid fatigue.
 - 7.2.1.9 Avoid tasks which require twisting the body where ever possible.

7.3 *The Load*

- 7.3.1 The Load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision.
- 7.3.2 An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in the centre of gravity is likely to result in over balancing.
- 7.3.3 Ensure there is a secure hand hold, using gloves were necessary to protect against sharp edges or splinters.
- 7.3.4 Whilst ensuring that all considerations of lifting a load are met, such as health, strength, fitness, any load that exceeds 20kg should not be lifted by one individual. You should ask for assistance from a fellow colleague who also meets the considerations of lifting a load of 20kg.

7.4 *The Individual*

- 7.4.1 Consider your age, body weight and physical fitness before handling or lifiting load.
- 7.4.2 Think about your personal limitation, do not attempt to handle those which are beyond your capability.
- 7.4.3 Assistance must be sought where this is necessary.
- 7.4.4 Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, such as a pregnant women.
- 7.4.5 Ensure you have significant knowledge and understanding of the work in order to reduce the risk of injury.
- 7.4.6 Before lifting ensure that you have suitable instruction, training and information to undertake the task with minimum risk.

7.5 *The Working Environment*

- 7.5.1 Ensure adequate space is available to enable the activity to be conducted in safety and the transportation route must be free from obstruction.
- 7.5.2 Lighting, heating and weather conditions must be taken into account.
- 7.5.3 Ensure floors and other working services are in a safe condition, and adequate ventilation is in place, particularly where there is no natural ventilation
- 7.5.4 Assistance must be sought where this is necessary.

7.6 *Other Factors*

- 7.6.1 Consideration of the use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of personal protective equipment restricts safe and easy movement, this should be reported.
- 7.6.2 Constant interruptions from other employees must be avoided, as this can reduce the concentration of an individual.

7.7 *Responsibilities*

7.7.1 Management:

- 7.7.1.1 Manual handling assessments are carried out where relevant and records are kept safely.
- 7.7.1.2 Employees or volunteers under their management are properly supervised when lifting load.
- 7.7.1.3 Adequate information and training is provided to persons carrying out manual handling activities.
- 7.7.1.4 Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- 7.7.1.5 Ensure employees and volunteers adhere to safe systems of work.
- 7.7.1.6 Ensure employees or volunteers undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- 7.7.1.7 Special arrangements are made, when necessary, for individuals with health conditions who could be adversely affected by manual handling operations.

7.7.2 Employees:

- 7.7.2.1 Report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity.
- 7.7.2.2 Comply with instruction and training which has been provided for safe manual handling activities.
- 7.7.2.3 Ensure their own health and safety is not put at risk when carrying out manual handling activities.
- 7.7.2.4 Use equipment which has been provided to minimise the risk from manual handling activities.
- 7.7.2.5 Any problems relating to the activities are reported to a responsible person.

7.8 *Information and Training*

- 7.8.1 Suitable information and training, will be provided to persons who are required to carry out manual handling activities.
- 7.8.2 Training needs will be identified and reviewed.
- 7.8.3 Refresher training will also be given at reasonable intervals where appropriate.
- 7.8.4 Employees and volunteers will be informed of the approximate weight of loads which are handled and objects which have eccentric weight distribution. A Manual Handling at Work guide will be provided where appropriate.

7.9 *Safe System of Work*

- 7.9.1 Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:
 - 7.9.1.1 Ensure that formalised systems of work have been designed for the work activity are complied with.
 - 7.9.1.2 Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment.
 - 7.9.1.3 Heavy items are stored between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
 - 7.9.1.4 Use the legs and knees to bend and lift - do not stoop or bend the back.
 - 7.9.1.5 Avoid tasks which require stretching or twisting.
 - 7.9.1.6 Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.
 - 7.9.1.7 Ensure that there are no sharp, hot or cold edges which could cause injury.
 - 7.9.1.8 Ensure that walkways are free from obstructions.
 - 7.9.1.9 Make full and proper use of personal protective equipment.
 - 7.9.1.10 Report any problems or concerns associated with manual handling operations to a member of the management without delay.

8.0 House Keeping

8.1 *Introduction*

- 8.1.1 Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards.
- 8.1.2 Low standards often result from poor working practices and/or organisational deficiencies within the workplace.
- 8.1.3 As-Suffa Trust recognises the need to ensure that adequate standards of housekeeping are achieved.
- 8.1.4 Housekeeping applies to all As-Suffa Trust premises, operational sites and activity sites.
- 8.1.5 The information in this section is designed to ensure that As-Suffa Trust attains the highest possible standards and is in accordance with its commitment to provide a safe place of work for its employees and volunteers.

8.2 *Poor Working Practices*

8.2.1 Examples of poor working practices include, but not limited to:

- 8.2.1.1 untidiness;
- 8.2.1.2 lack of thought or consideration by the individual; or
- 8.2.1.3 ignoring rules and procedures set by the organisation

8.2.2 Poor housekeeping resulting from organisational arrangements includes:

- 8.2.2.1 insufficient space for a given work activity;
- 8.2.2.2 inadequate storage facilities;
- 8.2.2.3 lack of training or information;
- 8.2.2.4 poor supervision;
- 8.2.2.5 infrequency; or
- 8.2.2.6 inefficiency of cleaning arrangement

8.3 *General Housekeeping Procedures*

- 8.3.1.1 Clean up your workplace during and at the end of your working day.
- 8.3.1.2 Clean up any spillages immediately when they occur.
- 8.3.1.3 Ensure corridors, entrances, exits, in particular fire exits and routes, are not blocked and that they are kept clear at all times.
- 8.3.1.4 Report any housekeeping issues to a member of the management.

8.4 *Housekeeping Arrangement*

8.4.1 To ensure housekeeping is maintained and managed at all premises, operational sites and activity sites, members of the management will:

- 8.4.1.1 Inspect workplaces on a regular basis to identify area where standards require improvement.
- 8.4.1.2 Storage areas will be defined with the premises or sites
- 8.4.1.3 Requirements should be reviewed periodically and whenever refurbishment takes place
- 8.4.1.4 Articles and substances should be stored in defined areas at all times.

8.5 *Waste collection removal*

8.5.1 At each premises, operational sites and activity sites, where applicable, the following task should be carried out:

- 8.5.1.1 floors cleaned on a regular or rota basis;
- 8.5.1.2 waste bins emptied when full;
- 8.5.1.3 rubbish to be kept in suitable containers and should not be allowed to overflow;
- 8.5.1.4 combustible waste should be kept away from ignition sources; and
- 8.5.1.5 large items of rubbish that pose a particular hazard, such as obsolete items of furniture, should be removed without delay.

8.6 *Responsibilities*

8.6.1 Management:

8.6.1.1 Members of the management should ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times.

8.6.1.2 Responsibilities include:

- 8.6.1.2.1 ensuring that walkways and floors are clear of obstacles;
- 8.6.1.2.2 articles are stored appropriately; and
- 8.6.1.2.3 checking that housekeeping standards are maintained.

8.6.2 Employees/Volunteers:

8.6.2.1 Responsible for keeping their workplace tidy, adhering to organisation's housekeeping policy and reporting problems of storage or articles causing obstruction to member of management.

9.0 *Outdoor Activities*

9.1 Outdoor activities (events, lectures, retreats etc.) should be carefully researched and planned by a member of SM. Venues should be visited, if applicable, by the event coordinators.

9.2 Appropriate risk assessment should be conducted before the activity takes place.

9.3 It is the duty of the individual coordinating the activity to ensure all reasonable research, planning, risk assessments have taken place and that other members of the SM, volunteers and where applicable, the service users, are fully briefed about the activity and the expectations in regards to health and safety and fire safety.

10.0 Contractors

- 10.1 All contractors are expected to report their arrival before commencing work and departure when leaving within any As-Suffa premises, operational or activity site.
- 10.2 Unsafe practice by contractors must be stopped and reported to a member of SM.
- 10.3 All contract must agree and abide by the As-Suffa Health and Safety policy and procedures.

11.0 Visitors

- 11.1 All visitors are expected to report their arrival before commencing work and departure when leaving within any As-Suffa premises, operational or activity site.
- 11.2 All visitors visiting As-Suffa premises or operational sites must observe the Health and Safety policy.

12.0 Building Maintenance

- 12.1 All As-Suffa Trust premises and operational sites should be maintained in a healthy and safe work condition.
- 12.2 All As-Suffa Trust premises and operation sites should be surveyed on an annual basis for any major maintenance work.
- 12.3 All As-Suffa Trust premises and operation sites should be monitored for regular maintenance work or major maintenance work.

13.0 Electrical Safety

- 13.1 Staff and volunteers are expected to check electrical equipment before use and report damage to a member of the SM.
- 13.2 Any faulty equipment is to be removed and labelled "Faulty Do Not Use".
- 13.3 Electrical equipment and appliances are to be tested and certified where applicable.
- 13.4 No electrical equipment should be introduced to any premises without prior consent from a member of the SM.
- 13.5 Any person who is in doubt of the suitability of any equipment should seek advice from the management.

14.0 Gas Appliances

- 14.1 Staff and volunteers are expected to check gas appliances before use and report any damage to a member of the SM.
- 14.2 When using gas appliances, ensure to turn the gas appliance off when finished.
- 14.3 Gas appliance must only be used for cooking purposes.
- 14.4 For using safety gas mechanisms, ensure that fresh air fan is switched on in order for the gas to be used where applicable.

15.0 Heating and Ventilation

- 15.1 Sufficient heating is to be provided at all premises and operational sites where applicable.
- 15.2 Where heating is not adequate portable heaters or fan heaters should be provided.

16.0 Control of Substances Hazardous to Health

- 16.1 Any substances marked as dangerous are to be stored safely and secure from children.
- 16.2 Staff and volunteers should ensure that instructions are followed when using any such substances.
- 16.3 Cleaning substance should be stored safely and secure in cupboards or locked storerooms.
- 16.4 Management must be informed if potential COSHHE items are to be brought in and where they will be used.

17.0 Equipment

- 17.1 It is the responsibility of all staff and volunteers to ensure that equipment is in good working order before use.
- 17.2 All equipment should be maintained and stored safely.
- 17.3 Any faulty equipment should be withdrawn from use and reported to a member of the SM.
- 17.4 The following points about equipment should be noted:
 - 17.4.1 Staple guns are not to be used by children and must always be stored in a drawer when not in use.
 - 17.4.2 Ladders are to be kept in secure storerooms. These are checked during a health and safety inspection. Staff and volunteers are advised to use ladders and not chairs when work is required to be above the ground.
 - 17.4.3 I.T equipment should be compliant with relevant regulations. It is the responsibility of all staff and volunteers to check their workstation before use.

18.0 Display Screen Equipment (DE)

- 18.1 A Display Screen Equipment (DSE) checklist should be carried out by the member of the management for any new employee(s) or volunteer(s) who will be required to use a DSE.
- 18.2 Appropriate action should be taken to ensure the health and welfare of the employee or volunteer.

19.0 Security

- 19.1 Staff and volunteers are expected to observe basic security such as locking doors, windows, storing equipment etc.
- 19.2 Staff, volunteers and service users are encouraged to be aware of strangers on the premises and operational sites.
- 19.3 Unknown visitors are required to provide identification and their purpose being there.
- 19.4 Visitors are requested to enter As-Suffa Trust premises and operational sites through the main entrance(s) or reception area(s).
- 19.5 Push pads and keypads on doors are used to prevent unauthorised entry.
- 19.6 Staff and volunteers who remain after closing time are advised to ensure their rooms are locked when leaving the premises.
- 19.7 It is the duty of the last member of staff or volunteer leaving the premises or operational site to ensure all the windows and doors are locked and the security alarm has been activated.
- 19.8 Any act of violence or any form of abuse towards a member of staff, volunteer or service user is to be reported to the management.
- 19.9 All incidents involving violence or abuse should be reported immediately to the management and recorded in the incident book. Violence and abuse will not be tolerated and will be reported to the police.

As-Suffa Trust Health and Safety Policy Agreement

I have read and understood the As-Suffa Health and Safety Policy. I accept and agree to abide by this Policy which can be subject to change on a yearly basis or as when required.

Full Name:	
Signature:	
Date:	

The Board of Trustees have accepted and intended to implement this version of the As-Suffa Health and Safety Policy.

Trustee Signatures:	
Shaykh Zahir Mahmood (Chair)	
Arif Mahmood (Secretary)	
Tahir Mahmood (Treasurer)	
Date:	