

Health and Safety Policy for Staff, Volunteers and Visitors

Name of your

Address of the Gurdwara

Registered Charity Number XXXXX

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Health and Safety policy at Name of your Gurdwara and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with Rehat Maryada.

**HEALTH AND SAFETY –** POLICY AND GUIDANCE

**POLICY AND GUIDANCE**  **3**

1. GENERAL STATEMENT 4

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT 5

3. BUILDINGS 8

4. GOOD HOUSEKEEPING 9

5. WELFARE ARRANGEMENTS 12

6. PERSONAL SAFETY 13

7. HOMEWORKING 17

8. FIRE SAFETY 18

9. KITCHEN SAFETY 19

10. HYGIENE 20

11. FIRST AID AND ACCIDENT REPORTING 21

12. CHILDREN AND YOUNG PEOPLE 22

13. LIFTING AND HANDLING 23

14. STRESS MANAGEMENT 24

15. RISK ASSESSMENT 25

APPENDIX A1 Risk assessment form 27

APPENDIX A2 Fire Risk assessment form 28

APPENDIX A3 Statement of General policy 29

**Document Reference 30**

# 1. GENERAL STATEMENT

**This is the Health and Safety Policy Statement of:**

Name of your Gurdwara *(*XXXX*)*

Health and Safety at Work Act 1974

Our statement of general policy is:

* to provide adequate control of the health and safety risks arising from our work activities
* to consult with our employees, volunteers and visitors on matters affecting their health and safety
* to provide and maintain safe equipment
* to ensure safe handling and use of substances
* to provide information, instruction and supervision for employees, volunteers and visitors
* to ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
* to prevent accidents and cases of work-related ill health
* to maintain safe and healthy working conditions
* to review and revise this policy as necessary at regular intervals.

Signed:......................................................................

(On behalf of trustees and managing committee)

Date:..........................................

Review date:

# 2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

**2.1 The Management Committee**

1. The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.
2. The Management Committee including trustees as the employer, has overall and final responsibility for health and safety matters at XXXX and for ensuring that health and safety legislation is complied with.
3. The Management Committee will periodically review the operation of its health and safety policy. And will ensure:

* employees and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
* a risk assessment is undertaken and the results written up and made available to all employees and volunteers
* accidents are investigated and reported to the Management Committee immediately. This should be done when it is safe to do so
* there are arrangements in place to monitor the maintenance of the premises and equipment
* there are adequate arrangements to liaise and co-operate on health and safety matters with all stakeholders at the premises of SGSS
* ensuring that health and safety issues are put on the agenda of all temple meetings
  + 1. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

nominated Health and Safety Officer XXXXX (see appendix).

*The Management Committee can delegate responsibility for day-to-day tasks to someone else, e.g. committee member, volunteer, employee. Part of their responsibility will be keeping the Management Committee informed about health and safety matters.*

**2.2 All Employees and Volunteers**

2.2.1 All employees and volunteers have to:

* co-operate with nominated H&S officer and XXXX committee members and their employer on health and safety matters
* not interfere with anything provided to safeguard their health and safety
* follow the training you have received when using any work items your employer has given you
* take reasonable care of their own and other people’s health and safety
* report all health and safety concerns to nominated H&S officer, employer (as detailed in this policy statement) regardless whether persons are injured
* Co-operate with management to ensure that all relevant statutory regulations, policies and arrangements and procedure are adhered to, and ensure that the XXXX, as their employer, can carry out their legal responsibilities
* Take appropriate action within their powers of authority, to ensure that potential risks are prevented or minimized

**2.3 Fire Officer**

* + 1. The Management Committee will appoint a Fire Officer who shall receive appropriate training
    2. 2.3.2 The responsibilities of the Fire Officers are to:
* Be instructed on potential fire hazards and the use of firefighting equipment
* Arrange the testing of fire alarms and fire drills
* Assist with the efficient evacuation of staff and visitors
* liaise with the Fire Brigade at the assembly point
* Ensure staff and volunteers at SGSS are aware of the fire alarm and fire drill
* Be trained to tackle a fire-fighting apparatus where appropriates
* Raise issue regarding fire safety with the health and safety manager
* Assist with coordination of the response to an incident within the immediate vicinity

FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 9.

**2.4 First Aid Person**

2.4.1 At the time of issuing this policy, nominated First Aid Person (see appendix)has undertaken a recognized training course approved by the Health and Safety Executive (HSE) and is the first aid person for XXXX.

2.4.2 The trained responsible first aid person will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

2.4.3 Take charge of a situation where first aid is required

2.4.4 Call an ambulance if there is a serious injury or illness

2.4.5 Remain with the casualty until help arrives

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 11.

* 1. **Risk Assessment**

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been, and remain, effective.

2.5.1 The Management Committee will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff and volunteers. A separate Fire Risk assessment also should be done see Appendix A2. A copy will also be provided to the Trustees who should ensure remedial work is carried out.

2.5.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees and volunteers against risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees, volunteers and visitors of XXXX, and will cover all aspects of their work and visit to the premises.

SEE SECTION 15

**2.6 Training**

2.6.1 SGSS will ensure that new employees and volunteers receive information on health and safety as part of their induction.

* + 1. SGSS will organize training for employees and volunteers on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment. SGSS will also organize training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
    2. If employees and volunteers consider they have health and safety training needs they should inform the nominated H&S officer.

# 3. BUILDINGS

3.1 XXXX has a responsibility to provide a safe and healthy environment for staff, volunteers and visitors.

3.2 All the staff and volunteers of XXXX are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the nominated H&S officer.

**3.3 Examples of Hazards**

3.3.1 Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off top of cabinets, etc. A properly maintained, undamaged stepladder must be used. These are normally stored near the potato peeling machine.

1. Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage, which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

1. Damage to Fabric of Building, Windows, etc.:

All such damage must be reported immediately to the nominated H&S officer or to nominated Building Officer.

1. Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

# 4. GOOD HOUSEKEEPING

**4.1 Aisles & Gangways**

Aisles & gangways must be kept clear from obstructions, and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

**4.2 Smoking**

Smoking is strictly not allowed within the building or grounds of SGSS. This is part of the basic tenets of Sikhi also.

**4.3 Overcrowding**

XXXX will avoid unhealthy and overcrowded working conditions or overcrowding on the premises and will consult staff and volunteers. If the nominated H&S officer or a committee member feels there is a need he can ask for visitors to cooperate to reduce it. Under exceptional circumstances on H&S grounds visitors might be asked to leave. This will be a discretionary decision which can be taken by the H&S officer or a committee member.

**4.4 Ventilation**

XXXX will endeavor to provide a well-ventilated premises in which staff, volunteers have control over their local level of ventilation.

**4.5 Temperature**

In XXXX premises a minimum temperature of 160C must be maintained. Efforts will be made so far as is reasonably practical to ensure the building premises temperature does not rise to an uncomfortable level.

**4.6 Lighting**

Adequate lighting will be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

**4.7 Noise**

XXXX will endeavor to ensure that noise in its premises is kept to as low a level as is practicable.

**4.8 Office Atmospheric Pollutants**

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. The organisation will take reasonable precautions in ensuring that these levels are kept as low as possible. Employees and volunteers will not be expected to work in enclosed spaces with equipment that emits atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

**4.9 Equipment Storage and Usage**

* Equipment must not be left lying around but must be suitably stored
* No wires must be left trailing across floors.
* Nonflammable rubbish bins must be positioned at various points.
* All spills on the floors should be cleaned immediately.
* Except in emergencies, and with the permission of the H&S Officer, no paraffin, bar electric or calor gas fires will be used at the premises of XXXX.

**4.10 Electrical Installation and Equipment**

4.10.1 All building maintenance such as electrical work, carpentry, painting, etc. should be carried out by skilled people. Staff and volunteers should not endanger themselves and others by carrying out such work.

4.10.2 Broken, ineffective or damaged electrical equipment must be reported to the nominated H&S officer. Staff and volunteers should use electrical equipment in accordance with instructions.

4.10.3 It is a requirement that electrical installations are safe and regularly checked by a qualified electrician working to the current IEE regulations (BS 7671). In no circumstances should an untrained person attempt any electrical work.The electrical installation will be tested by a fully qualified electrician who has registration or membership to work on commercial installations with the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent body.

**4.11 Working at height**

4.11.1 Injuries are often caused by falls from:

* ladders
* scaffolding
* roofs and roof-edges - particularly fragile roofs
* gangways and catwalks
* vehicles

The poor selection, use and maintenance of equipment causes falls, e.g. using a ladder because it's easier than erecting a tower scaffold.

The Working at Height Regulations place duties on employers, to ensure:

* all work at height is properly planned
* those working at height are competent or supervised
* the risks of working on or near fragile surfaces are properly controlled
* equipment for working at height is properly inspected and maintained

Work at height should be avoided where possible and equipment should be used to prevent or minimize the consequences of falls where working at height is the only option. Staff and volunteers should take maximum care when doing this type of work. The use of professional insured companies is strongly recommended.

**4.12 On Site Parking Area**

There are only XXX on-site parking bays. When a religious service is ongoing or if there is any other function at the centre, one bay is reserved for the families who have booked the programme while the remaining three bays are strictly reserved for disabled parking. The management committee can its sole discretion clamp wrongly parked vehicle. If the halls are given out for private hire, the parking restrictions should be clearly mentioned to the hirer.

**4.12 Disabled Lift Maintenance**

The disabled lift needs to have annual maintenance check done on it. Currently we have a annual contract with Kone Lifts PLC. The maintenance certificate is provided by them which is stored in the locked cupboard in the main office.

# 5. WELFARE ARRANGEMENTS

**5.1 Toilet and Washing Facilities**

XXXX will ensure that suitable and sufficient toilets and washing facilities are provided for all staff, volunteers and visitors in accordance with the minimum requirements of Health & Safety legislation.

* The toilet will be in a separate, lockable room
* Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying

**5.2 Drinking Water**

An adequate supply of drinking water will be provided for all.

**5.3 Hours of Work**

The employees of should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

# 

# 6. PERSONAL SAFETY

**6.1 Office Security**

6.1.1 It is in the nature of the organization’s work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations. The following policy is concerned to minimize the risk to people working for XXXX.

6.1.2 Staff or volunteers who are working on their own have to allow access to casual visitors who have no appointment. If the visitor is under the influence of drugs or alcohol they can be asked to leave the premises immediately. If the visitors behavior is also cause for concern or of a violent or of aggressive nature the staff, volunteers can ask them to leave the premises immediately. If needed the advice of a trustee or of a senior executive member should be sought when safe to do so.

6.1.3 Where staff or volunteer are dealing with an individual but feel uneasy about being alone with him or her they have the right to refuse to make an appointment or give access if it would put them in that position. In these situations the management will put their trust in the feelings of the worker or volunteer.

6.1.4 All windows and entry doors will be lockable.

**6.2 WORKING AWAY FROM THE OFFICE**

6.2.1 Staff who are going to be working away from the office should make it clear to committee member where they will be, how long for and how they can be contacted.

6.2.2 If in the course of a trip away from the office plans change significantly, this should be communicated back to the committee member.

6.2.3 Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

**6.3 HOLDING OR CARRYING MONEY OR VALUABLES FOR THE ORGANISATION**

6.3.1 Staff or volunteers who carry money for XXXX have the right to be accompanied by another person.

6.3.2 Large amounts of cash, over and above petty cash should not be kept on the premises of XXXX. It should be banked at the earliest.

6.3.3 Visits to the bank should not be at a regular time.

6.3.4 Under no circumstances should staff or volunteers put themselves at risk on account of the property of XXXX. If money is demanded with threats it should be handed over.

**6.4 PERSONAL AWARENESS:**

There are lots of things we already do that keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to all staff as being helpful:

**WHILST OUT AND ABOUT:**

**Trust your intuition and listen to your feelings**. If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation.

**Be prepared**. Do you know whom to contact and what to do if a difficult situation arises? Find out and if there is no one designated, ask for a supervisor of manager to be nominated.

**Be observant**. Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.

**Assess potential risks**. Avoid dangerous short cuts, walk facing the traffic on the street side of pavements, think about where you park your car and remember where you have parked it.

**Make sure you have all relevant information with you**. Have you checked to see if there is a known problem with whom you are or where you are going?

**Look confident.** "Walking tall" and being aware of your surroundings deters assailants.

**Never stay in a situation where you think you may be at risk.** Don't feel you have to stay because of your work. You can see the visitor, arrange the visit or do the interview again. You can ask a colleague to come in or be with you. Don't be afraid to ask for help.

**Be aware of personal space** - yours and others. Encroaching on other peoples personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away.

**Don't get into lifts with people who make you feel uneasy.** If you are in a lift and feel uncomfortable, get out and use the stairs, or wait for another lift. Make sure you know where the emergency button is and stand where you can reach it.

**Don't accept lifts in vehicles from people you have no reason to trust.**

**Think about what you are wearing**. Can you run if you need to?

**IN DEALING WITH AGGRESSION**

If you find yourself in an aggressive situation, what can you do?

**Try to stay calm** if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

**Offer an angry person a range of options** from which they can choose the one they prefer. They will find it difficult to stay angry.

**Do not be aggressive back -** this is how anger can escalate into violence.

**Are you the best person to deal with this situation?** Going to get someone else is often helpful particularly if they can solve a problem that you can't.

**Get on the same level as the aggressor.** If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

**Keep your balance and keep your distance.**

**Do not touch someone who is angry.**

**Don't let your escape route be blocked.**

**Keep yourself between an escape route and an aggressor** so you can still get away.

**If the situation is dangerous, then get away as fast as you can.** Never remain alone with an actively violent person.

**If you cannot get away, then scream or use mobile phone to ask for help.**

**6.5 REPORTING AND RECORDING**

6.5.1 All incidents of aggression or violence should be reported to management and recorded in the accident book

6.5.2 Employers have a responsibility to provide a safe working environment. Staff, volunteers should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair, which can carry on long afterwards. The management committee of XXXX recognizes this and will be disposed to provide whatever support, counseling or time off work seems appropriate

# 7. HOMEWORKING

* 1. When employees, volunteers are carrying out work for XXXX at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace.
  2. It is the responsibility of the employee, volunteers to ensure that their home working environment and equipment used in the home is safe. A risk assessment in accordance with the guidance given in this policy should be carried out. Should advice be needed, advice should be sort from the nominated health and safety officer at XXXX.
  3. The employee, volunteer will be asked to indemnify the organisation from damages caused by accidents in the home.

# 8. FIRE SAFETY

**8.1 General**

1. It is not only the responsibility of the Fire Officer, but of all staff and members working at XXXX’s offices to be aware of fire hazards, to know the location of fire exists and the assembly point. Everyone must know the fire drill instructions and these will be part of the induction process for all new staff and volunteers.
2. Access to escape doors, extinguishers and other fire-fighting equipment must not be obstructed and the Fire Officer will be instructed on their use.

**8.2 Fire Drills**

1. XXXX’s Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. They are responsible for ensuring that staff and volunteers are aware of the evacuation procedures and has the power to remove obstructions from fire exists.
2. The fire alarms shall be tested at regular intervals by XXXX’s Fire Officer and staff will be notified of any testing taking place during office hours.
3. Visitors and all staff, including volunteers, must be made fully familiar with the escape routes and XXXX’s assembly point.

**8.3 Fire Drill Procedure**

If The Fire Alarm Sounds

* Evacuate the building immediately by the nearest exit
* Do not use the lift
* Give priority to the elderly and children
* If safe to do so remove your car from the car park
* If the nominated fire officer or a committee member is giving instructions please follow them
* As you come out of the main door ensure you stay on the pavement
* Ensure any visitors leave the building
* Do not put yourself at risk
* Assemble in Tavistock Road
* Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so

If You Discover a Fire

* Raise the alarm by operating the break glass switch at the nearest fire alarm call point. These are located in throughout the premises
* Evacuate the building immediately as above

**9. KITCHEN SAFETY**

**9.1 Slips**

As the kitchen is one of the most used area it is important all risks are identified and dealt with.

1. Slip accidents in kitchens are very common and injuries can be very serious, but slips don’t have to happen. It is important that right flooring is used and proper footwear is worn to prevent slips and injury.
2. What areas of the kitchen are we talking about?

We need to look at the working areas of the kitchen, where food is prepared, cooked and plated up, where floors are likely to become greasy, oily or contaminated with food debris.

* Prevent as much food, oil and grease as you can, from getting onto the floor
* Check we are using the right cleaning equipment for your type of floor
* Check we are using cleaning products that are good at removing oil and grease
* Ensure spillages are cleaned up quickly and effectively
* Check staff, volunteers and cleaners are cleaning/spillage properly and not cutting corners

**9.2 Ventilation**

The objectives of an effective kitchen ventilation system are to:

* remove cooking fumes at source, i.e. at the appliance
* remove excess hot air and bring in cool, clean air, so the working environment is comfortable
* Inadequate ventilation can cause stress, contributing to unsafe systems of work and high staff turnover
* make sure that the air movement in the kitchen does not cause discomfort, e.g. from strong draughts
* provide enough air for complete combustion at fired appliances, and prevent the risk of carbon monoxide accumulating
* be easy to clean, avoiding build-up of fat residues and blocked air inlets, which lead to loss of efficiency and increased risk of fire
* be quiet and vibration free

**9.3 Gas Safety (Installation and Use) Regulations 1998**

The gas cookers and all gas appliances must comply with the current Gas Safety (Installation and Use) Regulations. They must be examined by a competent person and the gas certificate obtained and stored in a lockable cupboard.

**10. HYGIENE**

1. All areas must be kept clean and tidy.
2. Toilets must be washed regularly and kept clean.
3. All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.
4. Vending machines for sanitary products and disposal bins should be provided. Bins should be emptied and sanitized regularly.

# 11. FIRST AID AND ACCIDENT REPORTING

**11.1 First Aid**

1. First Aid provision will be available at all times in an appropriate and accessible First Aid Box.
2. The First Aid Box is kept in the kitchen area.
3. At least one employee will receive appropriate first aid training.
4. All new employees will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training.
5. A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

**11.2 Accidents and Emergencies**

1. All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.
2. The Health & Safety Officer will ensure that personal details of individual(s) will be stored separately from the Accident Book in a secure location to comply with the Data Protection Act 1998.
3. It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.
4. The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the London Borough of Croydon Environmental Health Department. RIDDOR covers the following incidents:

* fatal accidents
* major injury accidents/conditions
* dangerous occurrences
* accidents causing more than 3 days incapacity from work
* certain work-related diseases

# 12. Children and young people

XXXXX Council [Byelaws - employment of children](file:///C:\business\licences\child-licences\byelaws)

Regulations apply up to the official school leaving date for Year 11 pupils, which is the last Friday in June in the school year in which a child reaches the age of 16. This is known as the Mandatory School Leaving Age (MSLA) in the UK.

"child" means a person who is not yet over the compulsory school age as defined in Section 8 of the Education Act 1996.

"employment" includes assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance.

1. **Prohibited employment**

No child of any age may be employed either paid or unpaid at XXXX premises. The XXXX Council bye laws are as follows:

No child of any age may be employed:

* in a commercial kitchen
* to collect or sort refuse
* in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level
* in employment involving harmful exposure to physical, biological or chemical agents

13. **LIFTING AND HANDLING**

1. The employees of XXXX should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.
2. Employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other employees, or tenants during home visits, should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.
3. Any employee feeling a strain should stop immediately and record the incident in the Accident Book.

13.5 Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.

# 14. STRESS MANAGEMENT

* 1. Stress at work is a serious issue. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organisation.
  2. Stress is a workplace hazard that must be dealt with like any other. Thus the responsibility for reducing stress at work lies both with employer and employee.
  3. XXXX will do all it can to eradicate problems relating to stress at work. In particular it will:
* ensure close employee involvement, particularly during periods of change
* give opportunities for staff to contribute in the planning and organisation of their own jobs
* ensure staff have work targets that are stretching but reasonable
* implement effective policies and procedures for dealing with bullying and any form of harassment
* encourage good communications between staff and management
* promote the maintenance of a supportive culture in the workplace
* where appropriate take into consideration employees’ personal situation/problems at home
* Ensure employees avoid working long and unsocial hours  
  1. XXXX will ensure as far as practicable that its policies, working practices and conditions of employment support its commitment to the above.

1. Employees should ensure that they do not work in a way that could cause them to suffer an increase of stress, nor cause an increase of stress on others.
2. Employees must respect other members of staff, and ensure that interpersonal conflict is avoided or dealt with sensibly.
3. Employees must not make unrealistic demands on other workers by increasing others’ workload.
4. Employees should participate with the organisation’s intention to maintain a supportive workplace environment.
5. If an employee is suffering from stress at work, s/he should discuss this with their line manager at the first opportunity. Where practicable and reasonable, XXXX will seek to provide assistance to the employee.

# 

# 15. RISK ASSESSMENT

**1. What is a Risk Assessment?**

Risk assessment helps you protect your workers and everyone using your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

**2. Carrying out a Risk Assessment:**

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken.

The HSE prescribes a ‘Five Step’ process:

Step One – Identify the hazards

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down - make a list.** Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential* risk. It is a good idea to get two people to do this separately (one of these could be a trade union safety representative if there is one) and to compare lists afterwards, in case either of you have missed anything out.

Then think about **invisible** hazards - for example, in the voluntary sector one of the biggest risks people endure is stress (often related to working long hours, under pressure, to tight deadlines) or physical assault. Invisible hazards often include fumes - for example, photocopiers and laser printers emit ozone when in use.

Finally consider whether things that might not normally be hazardous might be in relation to specific people – e.g. pregnant women, disabled workers.

**Step Two – identify who is at risk**

Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.

Some people will be more at risk from particular hazards than others - for example a VDU user will be more at risk of suffering RSI (Repetitive Strain Injury - also known as WRULDs - Work Related Upper Limb Disorders), a cleaner might have specific risks related to the chemical cleaning agents being used, etc. And there will be those particularly at risk in some circumstances for example because they may be working alone, or they may have a disability. **List those potentially at risk.**

**Step Three – Evaluate the risks and decide on precautions**

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (You may need to seek advice on this from experts) The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. On a simple level if an electrical wire is exposed, you could replace it, or cover it with insulating tape. On a more proactive level, for example, if your cleaner is using potentially dangerous chemical agents - change the cleaning product - use something water-based. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

**Step Four – Record your findings**

If you employ five people or more, the law requires you to record your findings. Ensure the written record of your findings is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in machinery or equipment, and **appropriate training** being undertaken.

**Step Five**

Review your assessment. Few workplaces remain the same. You **must** review your assessment when there are major changes in the workplace, such as the introduction of new machinery, or new ways of working - but you must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

Other considerations:

\* If you share a building with other groups, it is a **legal requirement** that you all co-operate with each other in carrying out assessments.

\* If your workers have a trade union health and safety representative, you should consult with them before carrying out the assessment, and again after carrying out the assessment - in case they strongly disagree with the results of the assessments, or the proposals you may be making to remedy a potential hazard.

**Appendix A1**

**Risk Assessment Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards?**  Spot hazards by walking around the workplace, talking to staff, volunteers, visitors checking machines and their instructions | **Who might be harmed, and how?**  Remember:   * some workers have specific needs * People who are not present when the assessment is taking place * Members of the public | **What are you already doing?** | **Do you need to do anything else to manage this risk** e | **Action by whom and when?** | **Done** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Appendix A2**

**Fire risk assessment form**

Name of Organisation: Name of your Gurdwara

Assessment undertaken by:

Address:

Date: Review Date:

Area Assessed: Complete premises

**FIRE RISK DETAILS**

|  |  |  |
| --- | --- | --- |
|  | **Hazards/risks/persons**  *Note existing situation* | **Additional controls**  *Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented* |
| **1** | **What are the fire risks?**  *Note details of any flammable liquids, combustible materials, ignition sources and persons at risk* |  |
| **2** | **Can a fire be detected in a reasonable**  **time and people be warned?**  *Note details of any automatic fire detection system or other means by which fire can be detected* |  |
| **3** | **Can people in the building get out safely?**  *Note details of fire exit doors, escape routes, emergency lighting and signage* |  |
| **4** | **Is there adequate firefighting equipment?**  *Note details of existing fire extinguishers, hose reels, etc.* |  |
| **5** | **Do people know what to do if there is a fire?**  *Note details of any written evacuation procedures* |  |
| **6** | **Is a regular check made that firefighting**  **equipment is in place, are people trained**  **in its use, is it regularly maintained?**  *Note details of existing procedures for checking and maintaining firefighting equipment and training* |  |
| **7** | **What effect would a fire have on our**  **neighbors?**  *Note risks of spreading fire and evacuation on* |  |

|  |  |
| --- | --- |
| **Appendix A3**  **This is the statement of general policy and arrangements for:** | Name of your Gurdwara |
| **Overall and final responsibility for health and safety is that of:** | Trustees |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** |  |

| **Statement of general policy** | **Responsibility of**  ***(Name / Title)*** |
| --- | --- |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities |  |
| To provide adequate training to ensure employees are competent to do their work |  |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health |  |
| To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below) | See Emergency and Fire Evacuation Policy |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances |  |
| Fire Officer/ coordinator |  |
| First Aid Officer |  |

|  |  |
| --- | --- |
| Health and safety law poster is displayed: | On the lift glass panel |
| First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) | First aid box is located next to the freezer unit. The accident book is kept under lock and key in the office. |
| Signed: (Employer) |  |  | Date: |  | |
| Subject to review, monitoring and revision by: |  |  | Every: | 12 | months or sooner if work activity changes |

**Document Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Document Signatories | | | |
| Author(s) | Name / Role | Signature(s) | Date |
|  |  |  |  |
| Reviewer(s) | Name/Role | Signature | Date |
|  |  |  |  |
| Approvers(s) | Name / Role | Signature(s) | Date |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Amendment Record | | | | |
| Issue No: | Amendment detail | Author | Date | Approved |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CONTACT DETAILS**

Name of the Gurdwara / Organisation

**COPYRIGHT**

This publication is the copyright of Siri Guru Singh Sabha Croydon, registered charity no. 282163 registered in England. We want our resources to have the maximum impact, therefore you are welcome to reproduce or otherwise distribute this material in whole or part. We simply ask two things: (1) there must be no use for commercial gain, and (2) SGSS is clearly acknowledged with the following wording “Reproduced with permission from SGSS. www.croydongurdwara.co.uk”. If extracts are to be used in another context, permission should be sought in advance by emailing

General.secretary@croydongurdwara.co.uk or by telephone 020 86888155. Thank you.

**DISCLAIMER**

Whilst every care has been taken in the preparation of this material, Name of your Gurdwara cannot be responsible for action taken or refrained from in reliance thereon. It is recommended that appropriate professional advice be sought in each relevant individual circumstance.