

KEHILLAH NORTH LONDON

Registered charity no 1163562

DRAFT HEALTH AND SAFETY POLICY

1. Policy statement and guiding principles

Kehillah North London will comply with the terms of the Health and Safety at Work Act 1974, the Coronavirus Act 2020 and all subsequent legislation and guidance to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and volunteers and will provide such training, information and supervision as may be required.

Kehillah North London also recognises and accepts its responsibility to protect the health and safety of all members and visitors who might be affected by our activities.

Kehillah North London recognises that stress is a health and safety issue and acknowledges the importance of identifying and reducing stressors. It recognises that excessive or prolonged pressure can have a negative impact on the organisation and individuals, and that this can be prevented and alleviated through appropriate action on the part of individuals and their teams.

Kehillah North London seeks to maintain a positive and supportive environment for all its volunteers and employees.

2. General arrangements

Kehillah North London will:

- Engage and consult with stakeholders on relevant health and safety conditions.
- Prevent accidents and ill health by managing health and safety risks at all venues.
- Implement emergency procedures, including evacuation, in case of fire or other significant incident.
- Ensure that the nature of the work and amount of tasks allocated to volunteers is appropriate to their personal abilities, special needs, and (whenever possible) interests.
- Provide adequate instructions, information and training to ensure volunteers are competent to do their work.
- Provide appropriate support to all volunteers to reduce and prevent stress at Kehillah North London.
- Consult with volunteers and members on any new measure which may substantially affect their health and safety, for example new equipment, new ways of working and new procedures.
- Ensure that volunteers and members receive appropriate attention if they are taken ill or are injured at a venue and that appropriate first aid arrangements are in place.
- Review and revise this policy as necessary.

3. Responsibilities

Overall and final responsibility for health and safety is that of the Management Committee of Kehillah North London.

The Management Committee must:

- Review the Health and Safety Policy regularly.
- Respond to any significant issues raised by a risk assessment where requested.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer.

Health and Safety Officer's duties:

- Make themselves known to members and volunteers
- Investigate all health and safety concerns and accidents.
- Facilitate provision of a Covid-safe environment.
- Provide information and training on Health and Safety matters as appropriate.
- Ensure that appropriate first aid arrangements are in place, including ensuring volunteers are aware of the location of the first-aid box and that it is kept up-to-date.
- Provide an accident log book and ensure that all incidents are logged, investigated and acted upon.
- Conduct a risk assessment, reporting any findings to the Management Committee.
- Support the development and implementation of risk assessments in relation where needed.
- Review the policy regularly and report to the Management Committee.
- Liaise with the management committee regarding fire safety in premises being used by Kehillah North London.
- Ensure the relevant people are aware of the fire alarm and drill.
- Assist with the efficient evacuation of members in case of an emergency.

All volunteers must:

- Familiarise themselves with the Health and Safety policy and adhere to it.
- Co-operate with the Health and Safety Officer on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns and accidents to the Health and Safety Officer/Site Manager.

Food safety

Kehillah North London will:

- Ensure that all food preparation, service facilities and equipment are clean and in good repair and are situated so that food does not become contaminated.
- Ensure that there are adequate washing facilities and hand sanitisers for food handlers.
- Ensure that all food provided is fit for human consumption.
- Ensure that members are notified that food may contain allergens.

To be approved by the Management Committee at the next Committee Meeting:

Reviewed and amended by the Management Committee:

This policy and related guidance will be monitored by the Management Committee on a regular basis for compliance and will be reviewed at least annually. Interim Health & Safety Officer Saul Hyman.

Date drafted 17/09/24	Signed
Due for review	

