

Health and Safety Policy and Procedure

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1. Introduction

It is the policy of Khalsa Foundation ("the Charity") to take all reasonable steps to ensure the **health, safety, and welfare of its Trustees, Volunteers (Sevadars), and participants**. The Charity is a Charitable Incorporated Organisation (CIO) committed to advancing the teaching

and understanding of the Sikh religion, and providing relief of need and poverty, and advancement in life through education, training, recreation, leisure activities, advocacy, and advice, particularly for those who are socially or economically disadvantaged. In fulfilling these objects, Khalsa Foundation will establish procedures and systems necessary to implement its health and safety policy.

The Charity will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974. Khalsa Foundation will provide and maintain a healthy and safe working and activity environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All Trustees, Volunteers (Sevadars), and participants will be provided with such equipment, information, instructions, training, and supervision as is necessary to implement the policy and achieve the stated objective. The Charity also recognises its duty to protect the health and safety of all visitors to the organisation, including contractors and temporary workers, as well as any members of the public who might be affected by the Charity's work operations.

While the Charity will take all reasonable steps to ensure the health and safety of its Trustees, Volunteers, and participants, health and safety is also the responsibility of individuals themselves. All Trustees, Volunteers, and participants should be aware of, respect, and adhere to the rules and procedures contained in this policy. It is the responsibility of each Trustee, Volunteer, and participant to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of themselves or of any other person.

2. Health and Safety Policy Statement

It is the policy of Khalsa Foundation to:

- **Safeguard the health, safety, and welfare of all its Trustees, Volunteers, and participants** while engaged in activities, and to provide, so far as is reasonably practicable, environments which are safe and without risks to health.
- Conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not directly involved with its operations but who may be affected (e.g., visitors, public), are not exposed to risk to their health and safety.
- Recognise its obligations to meet all relevant legislative requirements pertaining to health and safety, which apply to any of the undertakings of the organisation.
- Organise and arrange its affairs to ensure compliance with this policy and relevant legislation.
- Ensure that the contents of this policy are reviewed on an annual basis by the Trustees/Management Committee, with any proposed amendments recommended to the Board for approval.

3. Responsibility for Health and Safety

The **Board of Trustees of Khalsa Foundation has overall responsibility for the Health and Safety of the organisation.** The Trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO.

Day-to-day responsibility for overseeing, implementing, and monitoring the policy is delegated by the Trustees to a designated Safety Officer or relevant Committee member. This individual acts as the primary contact for health and safety matters.

All Trustees and Volunteers must take care of their own health and safety and that of others who may be affected by their actions during Khalsa Foundation activities. They must also co-operate with Khalsa Foundation and their co-workers to help everyone meet their legal requirements under the Health and Safety at Work etc. Act 1974.

The Trustees/Management Committee will receive and review regular Health and Safety Reports, and an annual Health and Safety report will be provided to the full Board of Trustees.

4. Operation of the Policy

Khalsa Foundation will:

- Maintain an active interest in the implementation of the Safety Policies throughout the Charity to ensure that all levels of management and Volunteers carry out their duties in this respect.
- Ensure that the managerial responsibility and accountability for the safety, health, and welfare of its Trustees, Volunteers, and participants, as well as for the health and safety of others that may be affected by its undertakings, is specified in writing.
- Ensure that the appropriate safety training and instruction is provided, and that accident prevention is included in all relevant training briefings.
- Sustain an awareness of the need to prevent accidents and risks to health in the minds of all Trustees, Volunteers, and participants.
- Take into account, when risk assessing its work, any aspects which may help to eliminate injury, industrial disease, pollution, and waste.
- Make appropriate accident prevention arrangements at all activity locations and maintain liaison with other organisations or landlords who share premises.
- Ensure First Aid stations are located and clearly marked in all relevant areas where Khalsa Foundation activities are regularly conducted.
- Encourage the discussion of health and safety matters at all levels. The Charity may establish a Health, Safety and Risk Committee or designate a Trustee/senior volunteer for this purpose, whose purpose is to provide a forum to convey Health, Safety and Risk information, review accident/incident reports, and respond to questions and concerns. Minutes of such meetings should be maintained and accessible.
- Prepare, discuss, agree, and review, as required, suitable amendments and conditions to the Health and Safety Policy as may from time to time be considered necessary.

- Not allow any person suffering a reduction in levels of alertness and/or ability due to illness or fatigue to work if this might jeopardise the health and safety of that person or any other person.

5. Trustee, Volunteer (Sevadar) & Participant Responsibilities

All Trustees, Volunteers (Sevadars), and participants of Khalsa Foundation:

- Have a legal duty to take reasonable care of themselves and others and ensure that they co-operate fully on points of health, safety, and risk.
- Must ensure that they **comply with all emergency arrangements** that are communicated to them.
- Must ensure that they **report all accidents, near misses, or damage** to property as soon as possible.
- Where applicable, must complete the Khalsa Foundation Health and Safety training provided.
- Must refrain from wilful measures or interference with anything provided in the interests of health, safety, and welfare.
- Must maintain their electronic work calendars on a daily basis, detailing whereabouts and anticipated timings, including, where appropriate, addresses and contact numbers for offsite meetings.
- Must **undertake and document risk assessments for all Khalsa Foundation activities that take place offsite** unless otherwise prepared by the establishment visited, in which case these must be reviewed and agreed in advance of the Khalsa Foundation activities taking place.
- Must carry out tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for them.
- Should an individual feel that there are situations that may pose a hazard, they have a duty to report such findings to their relevant Trustee/Committee member, who should report the facts to the designated Safety Officer.
- Have a duty to ensure that any personal protective equipment provided for their protection is worn, maintained, and stored in the correct manner.

6. Health and Safety Policy Enforcement

Failure to comply with Health and Safety laws can lead to serious consequences, both for the organisation and individuals. All Trustees, Volunteers, and participants must comply with this policy.

- Breach of the Policy by a Trustee may lead to removal from office under the constitution.

- Breach of the Policy by a Volunteer may result in suspension or cessation of their volunteer role.
- Breach of the Policy by a participant may result in suspension or exclusion from Khalsa Foundation activities.

7. Reporting Accidents and Near Misses

- **All accidents and near miss incidents** that occur during Khalsa Foundation activities **must be reported immediately** to the relevant Committee member/line manager and recorded in Khalsa Foundation's Accident Records as soon as reasonably practicable.
- Accident forms/records should be available in designated Charity locations or digitally. This includes incidents while working from home, at offices, travelling during Charity hours, and activities on and off educational establishment sites.
- Individuals must seek appropriate medical attention for any injury they may receive, no matter how minor. Upon returning from treatment, individuals must report the incident to their relevant Committee member or the most senior person on site and enter details in the Accident Record.
- Individuals must notify the person in charge of any incident in which damage is caused to either Khalsa Foundation's or a third party's property.
- Khalsa Foundation Committee members/volunteers must report all accidents to the designated Safety Officer. In their absence, the senior leadership (e.g., another Trustee) must be informed, who will advise the Trustees at the earliest opportunity.
- The designated Safety Officer/Trustees will keep the senior leadership informed of all accidents and report them to the Trustees.
- Health and Safety reporting will form a standing item in the Executive Report for meetings of the Trustees quarterly.
- Where an accident occurs, the designated Safety Officer is ultimately responsible for ensuring that **RIDDOR guidelines are implemented and notification made to the appropriate authority**.

Near Misses: A "near miss" is any incident, accident, or emergency which did not result in an injury, but which could have done so. Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report may help to prevent a re-occurrence.

8. Health and Safety Procedure

Training

Health and Safety training is an indispensable part of an effective health and safety programme. It is essential that every Trustee, Volunteer, and Sevadhar is trained to perform their role effectively and safely. All will be trained in safe working practices and procedures as part of

their induction. In addition, online Health and Safety training will also be provided (to be completed every three years) as essential training for all. If any Trustee or Volunteer has a health and safety training issue, they should address their concerns to their relevant Committee member in the first instance.

Work Equipment

The Charity will take all reasonable steps to ensure the safety of all individuals using work equipment provided by the Charity, as well as ensure the safety of others who may be affected by the equipment. The Charity will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will inform and train individuals to use the equipment in a safe and efficient manner. Should individuals have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their relevant Committee member so that steps can be taken to remedy the situation promptly.

Manual Handling Operations

The Charity's objective is to minimise any risk to Trustees, Volunteers, and participants of accident or injury resulting from manual handling operations. The Charity will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace, and the capability of the individual concerned. Individuals will be given appropriate and adequate on-line training on health and safety aspects of this work. The following controls are in place and will reduce the risk of accident or injury to the lowest extent reasonably practicable:

- **Lifting and moving of objects should always be done by mechanical devices** rather than manual handling wherever reasonably practicable and necessary. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping.
- Individuals should **not attempt to lift or move a load which is too heavy to manage comfortably**. Assistance should be sought if there is any danger of strain.
- Where team lifting or moving is necessary, one person should act as co-ordinator.
- When lifting an object off the ground, individuals should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Trustees, Volunteers (Sevadars) & Participants at Special Risk

The Charity recognises that some individuals may from time to time be at increased risk of injury or ill-health resulting from work activities. The Charity therefore requires that all Trustees, Volunteers, and participants advise their relevant Committee member if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include **medical conditions, permanent or temporary disability, taking medication, and pregnancy**. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire Safety Precautions

All individuals have a duty to report immediately any fire, smoke, or potential fire hazards to the fire service. Each Khalsa Foundation office/regular activity location should have a designated Fire Safety Marshal or responsible person. This person is responsible for liaising with the responsible party for the maintenance and testing of fire alarms and firefighting, prevention, and detection equipment in buildings which the Charity leases.

Where the Charity is hosted by another organisation, it is the responsibility of the designated Charity representative to liaise directly with the Fire Safety person of the hosting office and ensure that up to date information is passed on relating to the current complement and that Khalsa Foundation individuals are clear on fire evacuation procedures.

All individuals have a duty to conduct their operations in such a way as to **minimise the risk of fire**. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Individuals are advised not to use electric fires and other heaters unless approved, and not permitted to bring their own heating equipment. Individuals must report any faulty electric cable or loose connection immediately. All electrical equipment which does not require continuous operation should be switched off when not in use. Individuals should never attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless authorised. All electrical equipment of this type must be subject to portable appliance testing.

Relevant Committee members/organisers are responsible for keeping their operating areas safe from fire, ensuring that their team are trained in proper fire prevention practices and emergency procedures. Online training may be provided.

Lifts should not be used in the case of an emergency evacuation. Individuals should ensure that they are familiar with the position of the nearest firefighting equipment, alarms, and emergency exits.

Smoking Policy

Khalsa Foundation operates a zero-tolerance policy on smoking at any of its premises, or during any of its events. **Smoking is not permitted in any Khalsa Foundation office or designated indoor or outdoor activity space.**

Risk Assessments

Operational risk assessments must be completed or obtained and reviewed for all Khalsa Foundation Activities that take place offsite, including events, workshops, and programmes. Risk Assessment Templates should be available for completion. All completed risk assessments should be signed off by a relevant Khalsa Foundation Staff/Trustee/Organiser responsible for the event before the activity takes place. Copies of the completed Risk Assessments should be filed appropriately.

Risk Assessments for Khalsa Foundation Activities taking place at an educational establishment (formal and informal) should be undertaken by the educational establishment and reviewed by Khalsa Foundation organiser/staff in advance of the activity taking place. All Risk Assessments, when completed, are not to be destroyed or removed. Individual risk assessments (e.g., for Trustees/Volunteers who are pregnant) will be filed on the individual's personnel record. Risk Assessments for Khalsa Foundation offices/regular activity locations should be conducted annually by the responsible person at each location.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Legislation requires that certain prescribed events, injuries, and diseases be formally reported. The Charity views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the relevant Committee member/line manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date, and location of the incident.
- The date of the report. All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the designated Safety Officer who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted. Relevant Committee members/Organisers are responsible for reporting all cases of accident and contagious disease to the designated Safety Officer or senior Trustee. The designated Safety Officer is ultimately responsible for ensuring that RIDDOR guidelines are implemented and notification made to the appropriate authority.

First-Aid

Where Khalsa Foundation leases the building, one person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station. Where Khalsa Foundation is hosted within a building, it is the responsibility of the designated Charity representative to ensure that individuals who work within the office know where the first aid station is and how to contact the named first aider responsible for its proper use and

maintenance. Those working at schools, off-site events etc. should ensure they are aware of the first aid provisions at those locations.

Other Risks

Khalsa Foundation will keep under review from time to time new and emerging risks and safety situations that may be brought to light in the sector and respond to these accordingly at the time following a risk assessment of the same.

9. Glossary

- **Health & Safety at Work etc. Act 1974** – The primary piece of legislation covering occupational health & safety in the United Kingdom.
- **Health & Safety (Consultation with Employees) Regulations 1996** (as amended) – The legislation covering the legal obligation of employers to consult with their employees or employee representatives on health and safety matters.
- **RIDDOR** – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - this puts duties on employers, the self-employed, and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases, and specified dangerous occurrences (near misses).

10. Appendix 1 – Risk Assessment – Home Workers

What are the hazards?	Who might be harmed and how?	What are you already doing? Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Working environment	Staff may suffer adverse effects if the environment in which home-working takes place is not suitable for that purpose.	Staff are advised of the following: General good housekeeping should be carried out. The area should be well lit. Trailing leads or cables should be moved or protected. Work areas should be kept clear. There is sufficient storage space to safely store work related items. There should be sufficient separation from distractions, e.g. children, pets, family members.			
Manual handling	Staff risk injuries or back pain from handling	Deliveries of literature are broken down into			

	heavy/bulky objects, e.g. deliveries of paper.	manageable amounts. Heavy items are stored at an appropriate height.			
Health of workers who work from home	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a manager (or external helpline) if they are feeling unwell or ill-at-ease about things at work. Change is managed and communicated effectively.			
Computers, laptops and similar equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. Ensure any workstation/work environment related concerns expressed by staff are followed up.			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Staff are advised to have a fire escape plan for their home environment.			
Work equipment	Staff could get electrical shocks or burns from using faulty equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs or damaged cables. Defective equipment taken out of use and safely and promptly			

		replaced. Regular PAT testing.			
Young persons, disabled or pregnant workers	Vulnerable workers may be at greater risk of harm from low-risk hazards.	<p>Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the home office.</p> <p>Processes/working conditions altered when necessary to reduce risks to new or expectant mothers. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs.</p>			
Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. when visiting funders' offices.	<p>Staff keep calendars fully updated with details of whereabouts and contact details. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving.</p> <p>Whereabouts of staff 'out of the office' to be monitored by line managers.</p>			

11. Appendix 2 – Risk Assessment – Hired venue (Example Office)

What are the hazards?	Who might be harmed and how?	What are you already doing? Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done

Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well lit. Trailing leads or cables are moved or protected. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Staff to mop up or report spillages.			
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	Trolley used to move heavy items where appropriate. Heavy items are stored/accessible at the appropriate height.			
Working at height	Falls from any height can cause bruising and fractures.	Appropriate step ladder available for use if necessary.			
Health of workers in the office environment	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a manager (or external helpline) if they are feeling unwell or ill-at-ease about things at work. Change is managed and communicated effectively.			
Computers, laptops and similar equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Assess workstations, reduce risks and provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. Employer pays for eye tests for display screen equipment users. Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases) Ensure any			

		workstation/work environment related concerns expressed by staff are followed up.			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Fire risk assessment has been completed and adequate fire safety measures are in place. Evacuation plan has been implemented and tested. Fire alarm tested regularly. Fire drills carried out at least once a year. Regular checks made to ensure escape routes and fire exit doors are not obstructed. Staff in/out board and visitors book in place to allow for quick view of those on the premises. Follow up issues identified during alarm testing/fire drills.			
Work equipment	Staff could get electrical shocks or burns from using faulty equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cables. Defective equipment taken out of use and safely and promptly replaced. Regular PAT testing.			
Cleaning	Staff risk skin irritation or eye damage from direct contact with cleaning	Cleaning products marked 'irritant' have been replaced by milder alternatives where			

	chemicals. Vapour from cleaning chemicals may cause breathing problems.	available. Mops, brushes and protective gloves are provided and used. Cleaning materials are properly stored. Managers ensure that where cleaning contractors are employed, each side understands its responsibilities.			
Young persons, disabled or pregnant workers	Vulnerable workers may be at greater risk of harm from low-risk hazards.	Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the office. Processes/working conditions altered when necessary to reduce risks to new or expectant mothers. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs.			
Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. when visiting funders' offices.	Staff keep calendars fully updated with details of whereabouts and contact details. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving. Whereabouts of staff 'out of the office' to be monitored by office-based staff.			

Asbestos	Staff and others carrying out normal activities, are at very low risk providing the ACM (Asbestos containing material) is maintained in good condition. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	Establish whether asbestos may be present in premises. Consult lease agreement/landlord and establish who is responsible wholly or partly for maintenance including asbestos duties.			
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12. Appendix 3 – Risk Assessment – Volunteers

What are the hazards?	Who might be harmed and how?	What are you already doing? Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Manual handling	Volunteers risk injuries or back pain from handling heavy/bulky objects, e.g. helping to move merchandise for a team	Deliveries broken down into manageable amounts. Heavy items stored at an appropriate height (below shoulder level) Moving objects task shared.			
Lone working and visiting	Volunteers could suffer injury or ill health while working alone or travelling to a meeting or event	Volunteers to inform someone of their expected whereabouts and contact details.			