

Statement of general policy	Responsibility of (Name/Title)	Action & Arrangements
ill-health /incidents (including criminal or bad behaviour) /Accident procedures (including slip, trips and Fall)	Mohammed (Admin)/ Genk (Centre Coordinator)/Khalidia (Sister Admin)	<ul style="list-style-type: none"> • Maintain a record of any accidents that happen which will help identify patterns of accidents and injuries thus putting actions in place to ensure that the accident does not reoccur. • Ensuring staff are aware of what to do in a state of emergency i.e. calling 999 • Maintain a record of any incidents that happen and should be reported to police or solved onsite by the manager. Keeping record will avoid these incidents from happening again. • Maintaining and stocking first Aid on a quarterly basis • Giving first Aid in event of a serious injury
Emergency Evacuation procedures	Genk (Centre Coordinator)/Kamel (Caretaker)/ Nadia (YMA Headteacher)/ 3MG Fire Protection	<ul style="list-style-type: none"> • Responsible for carrying out Fire risk assessment and implementing emergency procedures and action points. • Escape routes well signed and kept clear at all times. Also, escape routes are checked weekly • Fire extinguishers are maintained and checked every 12 months by competent Fire extinguisher Service Company. • Alarms tested every month. • Evacuation plan are tested every 6 months for LIC/termly for school and updated as necessary. • Maintaining fire safety record • Ensure staff are trained
Maintain safe and healthy working conditions.	Genk (Centre Coordinator)/Kamel (Caretaker)/ Nadia (YMA Headteacher)/	<ul style="list-style-type: none"> • Ensure that regular inspections of the workplace are carried out, issues and concern are recorded and appropriate action is taken by management. • Ensure that all reported workplace incidents are investigated and appropriate action is taken to address causes. • Ensure that incident and absence data are monitored and reviewed, and action is taken when appropriate.
To ensure safe storage/ use of substances.	Kamel (Caretaker)/Genk (Centre Coordinator)	<ul style="list-style-type: none"> • Ensure before purchasing any substances that the least hazardous substance is selected and that it can be stored and use safely. • Carry out a thorough risk assessment and decide how to prevent harm to health.

		<ul style="list-style-type: none"> • Inform staff of the findings. • Provide information, instruction and training for staff and others. • Check if any substances being used need COSHH assessment • Implement and maintain control measures i.e. COSHH Assessment. • Provide monitoring and health surveillance in appropriate cases. • Plan for emergencies. • COSHH assessment will be reviewed every 12 months or when there is a change to the way we work.
To provide and maintain equipment/ electrical equipment/ tools	Kamel (Caretaker)/Genk (Centre Coordinator)	<ul style="list-style-type: none"> • Make sure all tools or equipment complies with relevant health and safety standards before purchased and that it is fit for purpose. • Ensure that, as part of their training, staff are instructed in how to use, maintain and inspect equipment/tools for faults, to never use faulty equipment/tools and report the faults to Building Officer. • Ensure relevant test are carried out on equipment in accordance to health & safety standards i.e. Pat Testing
H & S induction & training/info & support/Training for specific jobs	Genk (Centre Coordinator)/Nadia (YMA Headteacher)	<ul style="list-style-type: none"> • All new employees should receive training and information about applying this policy. • Providing health and safety advice • Providing health and safety information i.e. displaying health & safety posters. • Responsible for ensuring that employees working away from the workplace are given relevant health and safety information. • Specific Training – Manual handling, Asbestos Awareness, Working height, Electrical Safety, First Aid, Safeguarding, fire safety & evacuation Procedures
Controlling the health and safety risks at work	Genk (Centre Coordinator)/Nadia (YMA Headteacher)	<ul style="list-style-type: none"> • Relevant risk assessment completed and action arising out of those assessments implemented. • Ensuring risk have been reduced and assessments are carried out every 12months
Stress	Genk (Centre Coordinator)/Nadia (YMA Headteacher)	<ul style="list-style-type: none"> • Maintain reports/records of work related stress using questionnaires provided by HSE • Design and implement work-related stress assessment guidance based on the 'management standards' which is outlined by HSE

		<ul style="list-style-type: none"> • Relevant risk assessment completed and action arising out of those assessments implemented.
Safeguarding	Safeguarding Committee team – Members from OTS, YMA & LIC	<ul style="list-style-type: none"> • Implement safeguarding policy • Maintain reports/records regarding safeguarding incidents • Training designated safeguarding officers
Security	Genk (Centre Coordinator)/Makama (Security officer)	<ul style="list-style-type: none"> • Maintaining the CCTV system & rectify any issues • Training staff how to report an incident in event of an emergency • Training staff how to deal with aggressive, difficult people and people who may have a problem with mental health • Ensuring the security officer is trained to SIA standards

Health and Safety Law Poster Is displayed at	Prayer Area/School area
First Aid Box is Located	Reception – LIC & YMA, ICT Room, Prayer areas,
Accident/Incident book is located	LIC Reception

Appointed First Aiders:	Makama (Security Officer)
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