

# Health and Safety Policy for EVC Uganda

## Introduction

The Board of Trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustees and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Board of Trustees is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers and visitors ensuring that risks to volunteers and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Board of Trustees.

## 1. The Responsibilities

The Trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is Ted Fawcett.

All accidents or unsafe incidents will be investigated by Ted Fawcett on behalf of the Board as soon as possible and then be reported to the Board at the next available Board meeting.

### **The Trustee Ted Fawcett is responsible for**

- Assessing the risk to the health and safety of volunteers and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Establishing emergency procedures as required;

## **2. Volunteer Responsibilities**

All EVC Uganda Volunteers will ensure that:

- They are aware of the contents of this safety policy;
- They comply with this policy;
- They take care of themselves and others who may be affected by their actions or omissions;
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to Ted Fawcett or another Trustee at once;
- They record accidents or near misses in the accident book kept at Chapel Corner, 1 Church Road, Willington, Bedfordshire MK44 3Q.
- They are aware of all fire procedures for the area in which they are working;
- If they identify anything which they think could be in any way unsafe, they will report it.

## **3. Risk Assessments**

The Trustee responsible, Ted Fawcett, will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
  - change in legislation
  - change of premises
  - significant change in work carried out
  - transfer to new technology
- or any other reason which makes original assessment not valid.

## **4. Training**

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

## **5. Resolving health and safety problems**

Any volunteer with a health and safety concern must first tell the Chairman.

If, after investigation, the problem is not corrected in a reasonable time, or the Chairman decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Board. This must be in writing. The matter will then be placed on the agenda for the next meeting of the Board of Trustees.

## **6. Sponsored children visiting the UK**

Such children must be accompanied at all times by a person(s) DBS screened and who has had a successful police check. This is the responsibility of the Child Protection Officer (CPO).

## **7. Monitoring Health and Safety at EVC Board Meetings**

Health and Safety is a permanent item on the Agenda of all EVC Board Meetings. At all EVC Board Meetings Trustees are asked if they know of any health and safety issues that need action to remedy.

## **8. People visiting the Project in Uganda**

Will attend a half day seminar outlining hazards / dangers and how these can be successfully overcome. This will be delivered by the Chairman.

Signature of chairman:



Date policy reviewed: March 2018

Date that next review is due: March 2019