

NCA Health and Safety Policy, Risk Assessment

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1. NCA Health and Safety Policy, and Risk Assessment

Nishkam Civic Association (NCA) regards the management of health and safety as an integral part of its business and as a management priority. It is our intention that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees, volunteers, and service users.

In addition, we expect all employees, volunteers, building users and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions. All employees, contractors and building users must use the equipment and systems provided and co-operate with NCA in ensuring compliance with all legal requirements and standards.

A comprehensive review of risk is taken annually by the Management Team. However, due to the COVID 19 pandemic and the fast- changing nature of the business environment, review of risks are done weekly. These revised plans must be submitted to the Management Committee for incorporation within the NCA as documented within our Business Continuity Plan.

2. Vision Statement

The board of trustees have set their expectations for the Nishkam Apprenticeship programme, to be a centre for excellence through the delivery of values led qualifications that support and uplift individuals, organisations and communities to thrive by co-designing programmes to meet their current and future needs.

Nishkam Apprenticeships will contribute to the Nishkam overarching vision by providing paid work based vocational training and education. Offering education and training programmes of the highest quality and standards to promote equality and diversity to be accessible to all.

3. Aims

The aims of the Nishkam Apprenticeships are to provide delivery of apprenticeships, training and education programmes that are of the highest quality, promote equality and diversity to be accessible to all, in order to:

- Unlock the potential of individuals to secure well paid and fulfilling jobs, succeed and thrive, promote self-esteem, practice virtues and make a positive contribution to society.
- Support businesses and organisations to thrive and be a positive force in their community. Ensuring their workforce have the right knowledge, skills and behaviours.
- Make a positive contribution to the economic, social, cultural and moral development of individuals, families and society.

4. Scope

All employees, Apprentices, learner, volunteers, contractors and building users are required to cooperate with the organisation and their colleagues in implementing this policy and will ensure that their own work is without risks to themselves and others as far as reasonably practicable.

5. Principles of policy

Reflecting its commitment to health and safety, NCA will promote the welfare, and protect the health and safety, of its employees, volunteers, contractors, and service users by:

- Promoting a positive health, safety, and welfare culture throughout the organisation
- Promoting clear channels of communication for health, safety, and welfare
- Providing and maintaining safe and healthy working conditions
- Providing adequate control of risks arising from work activities
- Consulting all groups on matters affecting their health and safety
- Liaising effectively with building users as appropriate for the purposes of health and safety
- Ensuring the safe handling and use of substances
- Providing information, instruction, training, and supervision for all employees
- Ensuring all employees are competent to perform their tasks and provide adequate training
- Investigating accidents and cases of work-related ill health
- Committing to continuous improvement of health and safety through regular reviews
- Complying with legal requirements
- Making health and safety integral to all business processes, planning and decision making

6. Responsibilities of the relevant Staff

NCA Directors responsibilities are to:

- Provide overall strategic management for all health and safety matters
- Make recommendations to Board of Trustees to ensure adequate funding for health, safety, and welfare issues
- Respond appropriately to any health and safety matters of concern
- Provide suitable information, instruction, training, and supervision to employees to ensure so far as is reasonably practicable, their health and safety
- Ensure that a complete copy of this policy is available to all
- Ensure that this policy is regularly reviewed and that relevant up to date competent health and safety advice is obtained
- Report any major injury, seven-day injury or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Ensure that Board of Trustees is kept informed of relevant information, and receives a report on health and safety matters at least annually

Line managers are accountable to the NCA Director and have responsibility for ensuring that health and safety standards are adhered to and maintained. This includes implementing and monitoring compliance with this policy. They will:

- Liaise with employees, apprentices, learners, volunteers and building users for the purposes of ensuring adequate health and safety measures and standards, as determined by the appropriate risk assessments
- Apprentice Lead or appropriately qualified person will liaise with employers will carry out initial organisational risk assessment using RAG criteria prior to placing an apprentice in the workplace
- Promote a pro-active and positive attitude towards health and safety at work
- Ensure all individual groups understand their responsibilities and comply with the requirements of this policy and receive appropriate training and instruction at induction and afterwards and that records are maintained
- Ensure that all work equipment is appropriately maintained, in a serviceable condition
- Remedy and/or report to the NCA Director any hazards or defects that may affect health and safety
- Ensure a safe working environment is maintained at all times through, for example the safe storage of articles, equipment, and good housekeeping within the office
- Report all accidents so they can be investigated, remedial actions be taken, and information included in the accident book
- Ensure that suitable personal protective equipment is readily available and used
- Ensure that suitable first aid and welfare facilities are provided and maintained on site

- Ensure that Display Screen Equipment (DSE) Assessments are undertaken for office-based staff and Home based staff
- Ensure that a fire drill is carried out periodically and that all fire detection and fire fighting equipment is maintained in good order

All Employees, Apprentices and Learns levels of responsibilities are:

- To observe safety rules at all times
- Not to endanger themselves or others by their own acts or omissions
- Wear and use appropriate personal protective equipment (PPE) in the approved manner, when required or instructed to do so
- Conform to all health and safety instructions
- Report all accidents, incidents, dangerous occurrences and near misses to the line manager without delay
- Report all potential hazards, damaged equipment / facilities and health and safety concerns to the line manager
- To actively support line managers in application of this policy

7. NCA Procedures

7.1 Health and Safety Training

- It is essential to provide health and safety training in order to ensure that all groups are able to stay safe and free from work related illness and injury whilst at work
- Line managers must identify the health and safety training needs of employees, apprentices and learners with the designated Health and Safety Lead, to enable them to carry out their work in a safe manner. Information from risk assessment, health and safety audit and health and safety guidance are all useful in enabling managers to identify training that is suitable and sufficient
- Training should be delivered at induction and on the introduction of new legislation, systems, equipment, or processes
- Line managers must keep accurate records of employee training and ensure that refresher sessions are provided in a timely manner

7.2 Lone Working

Where employees work alone, personal safety must be a priority at all times. This includes ensuring that there are suitable and appropriate means of communication. Such strategies and means of communication that are adopted must include clear contingency arrangements for employees who feel threatened.

Lone workers must take the necessary steps to ensure they do not put themselves at significant risk.

7.3 Accident Reporting and Investigation

- All accidents, violent incidents, dangerous occurrences and near miss incidents should be reported without delay and complete Accident & Safety Book
- Where accidents are reportable under RIDDOR the NCA Director must be informed.
- Accident/incident reports and supporting information such as witness statements, photographs and sketches should be kept for at least three years.

7.4 Fire and Emergency Procedures

All employees should be made aware of the fire and evacuation procedures for their workplace and are to take part in at least one fire evacuation drill per year.

All responsible officers for workplaces must ensure adequate arrangements are in place to ensure the effective operation of emergency evacuation procedures. This will include the identification and training of sufficient Evacuation Marshals and the maintenance of Personal Evacuation Plans for employees who have difficulty in evacuating the building.

The evacuation procedure will be displayed at a prominent position in the reception area and/or visitors waiting area.

7.5 Monitoring and Auditing

To assist in the monitoring of health and safety performance, line managers should use appropriate management systems, these include health and safety inspections and audits on an annual basis.

7.6 Building Health and Safety

To ensure the building is kept safe there should be regular meaningful consultation on health and safety issues at a Health and Safety Committee.

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Staff Affected	Staff, Apprentices and Learners
Lead Officer	NCA Director
Approved by Name	Board of Trustees Professor Upkar Pardesi (OBE) (Chairman)
Signature	