HEALTH & SAFETY

POLICY & PROCEDURES

POLICY STATEMENT

Refugees Welcome recognizes the responsibility it has to its Trustees, volunteers, contractors, advisors and members of the public under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all Trustees, Advisors, Contractors and volunteers.

Policy Date:	**18 Nov 2018**
By:	**Helen Byrne, Chair of Trustees**
Status:	**V2 approved 1.12.18**

POLICY & PROCEDURES

Introduction

Refugees Welcome recognizes the responsibility it has to its trustees, advisors, volunteers, contractors and members of the public under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all trustees, advisors, contractors and volunteers.

This policy will be reviewed annually. However, as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

General Statement

It is the declared and committed policy of Refugees Welcome as a Charitable Incorporated Organization with trustees, advisors, contractors and volunteers to be concerned for and attentive to, the needs and expectations of its team in respect of health and safety at their activity base, so far as is reasonably practicable.

Responsibilities of Refugees Welcome

Refugees Welcome has a responsibility to:
- Provide a suitable and acceptable environment in which to work
- Provide and maintain a safe and healthy working environment
- Set and maintain appropriate standards of health and safety
- Carry our regular health and safety risk assessments
- Ensure that all trustees, advisors, contractors and volunteers are made aware of the Refugees Welcome Health and Safety Policy

Responsibilities of Trustees, Advisors, Contractors and Volunteers

Trustees, advisors, contractors and volunteers must take all reasonable care for their own individual health and safety and be concerned for any other person/s who may be affected by their own acts or omissions.
In particular trustees, advisors, contractors and volunteers have a responsibility to:
• Know, or seek explanation of, and observe the Refugees Welcome Health and Safety Policy.
• Conduct themselves so as to promote and maintain a safe, healthy, environment in the best interests of all concerned.
• Ensure that where they are working in other organization premises floor space, passageways and stairs are kept tidy and are not subject to any dangerous obstructions.
• Report any incidents, situations or any safety hazard which may lead to injury or damage.

Responsible Person

The application of this policy is the responsibility of the Refugees Welcome H&S officer, who is the designated "Responsible Person"
The responsibility of the Responsible Person extends to all aspects of this policy.

Competent Person

The Responsible Person shall appoint a Competent Person and ensure they are fully trained
The name of the Competent Person shall be made known to the rest of the Refugees Welcome advisors, contractors, volunteers and the Board.
The Competent Person will be responsible for sending out information, training and induction of volunteers

Information

Trustees, advisors, contractors and volunteers will be advised of the responsibilities of Refugees Welcome on health and safety matters.

Trustees, advisors, contractors and volunteers will also be provided with safety information in respect of hazards, risks and any preventative measures that affect their activity base where appropriate and necessary.
Trustees, advisors, contractors and volunteers will also be told the names of the appropriate Responsible Person and Competent Person.

Training

Trustees, advisors, contractors and volunteers will be given suitable training in the steps required to ensure safe working. When appointed, trustees, advisors and contractors and volunteers will undergo a safe practice induction briefing and be given Manual Handling information leaflets where required.

Statutory requirements and standards
The Responsible Person shall ensure that all reasonably practical steps are taken to comply with statutory standards in respect of workplace hazards

Risk assessments
Risk assessments shall be carried out in relation to all Refugees Welcome activities (where necessary) to identify hazards, determine risks, and put in place any necessary preventative measures.
Risk assessments will be conducted by the appropriate Competent Person, in consultation with the appropriate Volunteer/ Manager.
Risk assessments shall be recorded in writing and be subject to a 6 monthly review. If circumstances change (for example new offices) it may be necessary to undertake an earlier review.

Manual Handling
Refugees Welcome has a policy of not handling people with physical difficulties, as trustees, advisors, contractors and volunteers have not received the appropriate manual handling training. People who need physical help should have a Carer in attendance to give aid when necessary.

Refugees Welcome Furnishings team will engage appropriately trained and briefed furniture movers to correctly handle any difficult items when installing equipment and furniture into the family houses. Volunteers involved in these activities will be given links to moving and handling information, as we do not provide this training. All volunteers are expected to work within their own capabilities. RW cannot be responsible for any injury sustained.

Concerns over safety

Trustees, advisors, contractors and volunteers of Refugees Welcome have the right and responsibility to raise any matters concerning health and safety with the appropriate responsible person.

Any volunteer who considers that a health and safety issue has not been dealt with satisfactorily, may discuss the matter with their Volunteer Support Worker or Volunteer Lead Trustee, with a view to pursuing the matter either informally, or through the complaints procedure.

Hazards

Trustees, advisors, contractors and volunteers are requested to advise the Responsible Person of any malfunction or signs of wear and tear which are dangerous, in respect of any electrical appliances or other equipment situated in premises used by Refugees Welcome

Trustees, advisors, contractors and volunteers are instructed to ensure that all electrical equipment is switched off and left in a safe condition after use.

The Responsible Person will ensure that all Refugees Welcome electrical equipment is

subject to annual safety testing where appropriate.

Accidents

Serious accidents shall be reported immediately to the Competent Person and Responsible Person or the most senior person available at the time and to the Responsible Person as soon as practicable.

Where necessary, an ambulance shall be called or other transport provided to take the injured person to the nearest Hospital Accident / Casualty Department.

Equipment that might have contributed to the accident should be isolated and any obstructions removed.

All serious accidents will be investigated thoroughly by the Responsible Person.

All minor accidents shall be reported to the line manager, (i.e. Volunteers Support Worker, Lead Trustee for the area) as soon as possible and an account of the accident /incident provided in writing.

All accidents (major or minor) must be recorded in the Refugees Welcome Accident Book, via email to the Responsible Person.

In the event of any accident near misses the issue should be reported to the Responsible Person, who will record the incident.

First Aid

Refugees Welcome does not provide first aid training, any minor injuries should be dealt with by the person involved contacting their own GP. For any medical emergencies or accidents where appropriate the person should be assisted to attend A & E department or an ambulance called by dialing 999 for assistance.

Review

This policy will be reviewed annually for currency and accuracy by the Chair of Trustees or individuals delegated by him/her. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.

Reviewed Oct 2026

SIGNED BY: Nicky Campbell DATE: 14.10.26
[Trustee/Chair of Trustees]

POSITION in REFUGEES WELCOME: Chair of Trustees

Review Date: Oct 2027

Key Roles:

Responsible Person: Nicky Campbell- refugeescheshireeast@gmail.com
(Chair of RW Trustees)

Competent Person: Anne Towers -refugeescheshireeast@gmail.com
Trustee

There is a list of all Trustees on the 'Refugees Welcome Current Trustees' List on the Website.
www.refugeeswelcome.co.uk

To contact any Trustee please email:

refugeescheshireeast@gmail.com

and put FAO: (the name) in the subject bar