

Health & Safety Policy of West Wales Islamic Cultural Association

Date drafted	25/01/2021	Date of review	01/04/2022
Date approved by Trustees	28/03/2021		
Signature of Chair			

1. WWICA's health & safety policy is;

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees & volunteers on matters affecting their health and safety;
- to provide and maintain safe workplace and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees & volunteers;
- to ensure all employees & volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

2. Responsibilities

1. Overall and final responsibility for health and safety in WWICA rests with the **WWICA Trustees**

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

- Risk assessments, Consulting with employees, Monitoring, accident and ill-health investigation. **Building Manager/Imam**
- Maintaining equipment Information, instruction and supervision Training. **Building Manager/Imam**
- Accidents, first-aid and work-related ill-health Emergency procedures fire and evacuation. **Building Manager/Imam.**
- All reports are to given to the Chairman of WWICA for discussion and action by **WWICA trustees and management team.**

The appointed person(s) / first aider(s) is the **Building Manager/Imam/ School Manager**

All accidents and cases of work-related ill health are to be recorded in the **accident book**. The book is kept in the **Mosque Office**.

7. Emergency procedures - fire and evacuation

Building Manager/Imam is responsible for ensuring the fire risk assessment is undertaken, implemented and reviewed annually and as necessary

Escape routes are checked by **Building Manager/Imam** every day

Fire Alarms and Emergency Lighting will be tested every week by the **Building Manager/Imam**.

Emergency evacuation will be tested every 6 months by the **Building Manager/Imam & School Manager**

Fire Alarms, Fire extinguishers and Emergency Lighting are to be checked and maintained annually by a subcontractor

4. All employees & volunteers have to:

- co-operate with supervisors and managers on health and safety matters;
- not to interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the **Building Manager/Imam**

3. Arrangements

1. Consultation

Employee & volunteer representative is **Mosque Imam**.

Consultation provided with a member of the **WWICA trustees**.

2. Mosque Buildings and equipment.

Safe buildings and equipment

Building Manager/Imam will be responsible for identifying all equipment/building needing maintenance.

Building Manager/Imam will check that new equipment meets health and safety standards before it is purchased & will be responsible for ensuring effective maintenance procedures are drawn up.

Building Manager/Imam will be responsible for ensuring that all identified maintenance is implemented (e.g. Gas & Electric Check) Any problems with buildings/equipment should be reported to **Building Manager/Imam**.

3. Safe handling and use of substances

Not applicable, only domestic cleaning chemicals used. Where subcontractors are using COSHH substances on WWICA premises they will be responsible for managing their risk.

4. Information, instruction and supervision

The Health and Safety Law poster is displayed in the entrance lobby. Health and safety advice is available from the **Building Manager/Imam**.

Supervision of young workers/trainees will be arranged/ monitored by **School Manager**.

5. Competency for tasks and training

Induction training will be provided for all employees & volunteers by **Building Manager/Imam**.

Training records are kept in the mosque office by the **Building Manager/Imam**

Job specific training will be arranged and monitored by **Building Manager/Imam**

6. Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs **Not applicable**

Health surveillance records will be kept by/at. **Not applicable**

First aid boxes are kept in the **mosque office & school**.