

HEALTH AND SAFETY POLICY

The Health and Safety at Work Act 1974 and additional legislation places a legal duty on our organization to try to ensure, so far as reasonably practicable, the health and safety and welfare at work of all employees, volunteers, users and visitors.

To do this we will ensure that, so far as is reasonably practicable:

1. All personnel are made aware of their individual responsibilities
2. Users are given sufficient information, instruction and training needed to maintain their health and safety at work
3. Equipment and ways of working are safe and without risk to health
4. Arrangements are made for the safe use, handling, storage and transport of articles and substances at work
5. Risk Assessments are carried out and reports detailing the findings are made available
6. All relevant health and safety legislation is complied with.

The basic components of a health and safety policy are covered below.

1: Risk assessment

We have systematically assessed the potential risks or hazards to staff, volunteers and members of the public. We have considered all possible hazards and implemented methods of avoiding accidents. There is a separate Risk Assessment form for each project we undertake as an organization as well as a General Risk Assessment for the areas of our projects in which we work.

We have undertaken the following procedures:

- Looked for potential hazards
- Decided who might be harmed and how
- Evaluate these risks and devised adequate precautions are adequate
- The findings are recorded in the health and safety book
- This is reviewed regularly

2: First aid

First aid equipment is available at all projects. We cannot guarantee Government centres will have the necessary equipment for a first aid emergency. Many of our partners' staff, CAST Team Leaders, and volunteers are trained in first aid.

3: First aid box

The first aid box is kept on site at charity projects. It includes: bandages, triangular bandages, sterile wound dressings, sterile wipes and a leaflet on basic first aid. Team Leaders will determine the first-aider on the trip when you arrive on placement.

4: Fire regulations

Fire precautions including escape routes, nearest fire exit and assembly places are displayed in various the rooms used by us.

5: Hazardous substances

There only hazardous substances kept are cleaning materials which are stored in a cupboard. We cannot determine the situation with regards to hazardous substances at Government Centres.

6: Recording accidents and incidents

Any incidents and accidents which occur on the premises are recorded by Team Leaders or project co-ordinators. This includes any "near-miss" accidents. Any serious injuries will be reported to the appropriate body.

7: General health and safety advice

To ensure a safe environment the following procedures are followed in centres which are owned/regulated by our partners:

- No wires are left trailing from electrical equipment and computers
- No paper for is left where it could constitute a fire risk
- All desks and chairs are appropriate for the computer workstations
- Fire exits are clearly marked, kept unlocked and not obstructed in any way
- The office temperature is regulated.
- All volunteers will fly together on the designated flights provided in their acceptance letter by their Project Co-ordinator in order to ensure all volunteers arrive at their destination together. There may be exceptional circumstances where this isn't possible, but alternative arrangements must only be approved by the International Volunteer Manager and a Director of L.I.F.E.

This policy will be reviewed annually, and amended after major changes to legislation, processes or equipment. The review will be carried out by the L.I.F.E. Directors. We have to highlight that we have no control over the Government centres although they comply with the National Government guidelines.