



Kenya Hope Charity

Responding to God's call to care for the poor

Health and Safety Policy

Introduction

Kenya Hope Charity believes that the health and safety of all those involved in our work is important and is committed to ensuring, as far as it is reasonably practicable, that all its operations should be undertaken in a safe and healthy way.

Purpose

The purpose of this policy is to outline how Kenya Hope Charity intend, so far as is reasonably practicable, to provide and maintain safe and healthy work practices, equipment and systems for all representatives of Kenya Hope Charity and how they will share this information with them. We also endeavour to ensure, so far as is reasonably practicable, the health and safety of our beneficiaries and supporters.

Scope

This policy relates to all areas of the work of Kenya Hope Charity in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. It applies to all those representing the charity, including committee members, staff, volunteers, independent contractors and partner organisations in the UK and Kenya on its behalf. It also informs our supporters and beneficiaries of how we store and use their data.

Roles and responsibilities

The Kenya Hope Charity UK Committee have the overall responsibility for health and safety for the charity. They may appoint one or more persons to act as Health and Safety Officers to assist with the organisation and/or implementation of health and safety matters, but overall the responsibility will remain with the Trustees.

The responsibility of the Kenya Hope Charity UK Committee or appointed Health and Safety Officer shall be to:

- 1) Be familiar with the health and safety policy and arrangements and ensure they are observed.
- 2) Ensure so far as is reasonably practicable, that safe systems of work are in place.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

All charity representatives have a responsibility to be aware of the health and safety policy and arrangements and to take reasonable care of themselves and others whilst undertaking work on behalf of Kenya Hope Charity.

They must:

- Comply with safety rules, operating instructions and working procedures
- Use protective clothing and equipment when it is required
- Report any fault or defect in equipment immediately to the Kenya Hope Charity UK Committee
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible verbally to the Kenya Hope Charity UK Committee or appointed Health and Safety Officer and note them in the accident book
- Not misuse anything provided in the interests of health and safety
- Read and comply with Kenya Hope Charity's Safeguarding Policy

Health and Safety in volunteers homes

The majority of the provision of Kenya Hope Charity's work undertaken in the UK is done within our volunteers homes rather than being based at an office. Therefore, we ask our charity representatives to ensure that they have read, understood and follow this policy and the risk assessment for working at home. If they require any assistance to address health and safety issues in their own home, they should contact the Kenya Hope Charity UK Committee.

Health and Safety at events

Most Kenya Hope Charity events take place in rooms hired in other organisations buildings. Kenya Hope Charity will comply with their health and safety rules and processes. Representatives of Kenya Hope Charity should read and review the Events Risk Assessment before each event they participate in.

Preparation of food:

We will ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs and all food service follows the best practice hygiene standards.

Health and Safety on mission trips

Everyone attending a mission trip must read this policy and the Mission Trip Risk Assessment. All steps identified to minimise risks must be followed and all attendees must have their own travel insurance.

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Accidents and First Aid

Kenya Hope Charity has a designated First Aid Kit, and which is kept at the charity office and is taken to all events.

An accident book is kept with the First Aid Kit and is completed for any accidents or injuries which happen during activity organised by Kenya Hope Charity.

If an accident happens within a volunteer's home whilst they are representing the charity they must contact a member of the Kenya Hope Charity UK Committee and fill in the accident book.

Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we will:

- Consider fire safety in all risk assessment
- Comply with the fire regulations of any hired spaces
- Be aware of where fire extinguishers are kept in rented spaces

Risk assessments

Risk assessments will be carried out covering all premises and all activities that carry a significant risk at regular intervals by the Kenya Hope Charity UK Committee to meet our obligations under The Management of Health and Safety at Work Regulations 1999. We will:

- Review risk assessments on a regular basis or when activities or working practices change
- All representatives of Kenya Hope Charity will be given briefings on safe methods of working, evacuation procedure and other health and safety matters
- A new risk assessment will be made for an meetings or activities held at different venues and any actions to mitigate risk should be completed before the activity commences.

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Review

This policy will be reviewed once a year by the UK committee.

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