

REFUGEE WORKERS' CULTURAL ASSOCIATION RWCA

Wedge House, White Hart Lane, London, N17 8HJ

HEALTH AND SAFETY POLICY

In accordance with its duty under Section 2 of the Health and Safety at Work Act 1974 , RWCA has issued the following statement of policy and practice in respect of health and safety.

Statement of Intent

It is the intention of the management committee that

- the working environment of all employees is safe and without risks to health.
- the provision and maintenance of plant , equipment and systems of work are safe and without risks to health.
- users of the centre , resources and facilities are not exposed to risks to their health and safety on any premises under the control of the foundation or from any operations with which the Foundation is concerned.
- information , instruction , training and supervision are provided as necessary to secure the health and safety at work of all employees .
- arrangements for the use , handling , storage and transportation of articles , substances and equipment for use at work are safe and without risk to health.
- adequate information is available in respect of articles , substances and equipment used at work , detailing the conditions and precautions necessary , in order to ensure that when properly used , they present no risks to health and safety .
- that there is suitable provision for people to go safely into and out of all working areas .

The management committee has direct concern for this policy and regards health and safety matters as having the same importance as other activities within the RWCA and requires all staff and users to ensure that this policy is carried out .

The management committee further expects all managers to give similar priority to health and safety matters, and requires all employees of the RWCA to ensure that this policy is carried out.

The Chair person's Responsibilities

The chairperson of the RWCA has the prime responsibility for the implementation and review of this Health and safety policy, and is accountable to the management committee.

The Chair person may make use of the services of Safety Consultants to assist him or her in meeting his or her responsibilities and may call upon their services as arbitrators in areas of dispute regarding safety, working systems, etc.

Managers' or Centre coordinators' responsibilities

Manager will continually monitor the operation of the policy, and will recommend alterations as necessary. It is the duty of managers within the centre to see that all practical steps are taken to prevent personnel injury and to maintain a safe and healthy place of work.

They must look out for and prevent;

- untrained employees or trainees carrying out potentially dangerous tasks.
- machinery or equipment becoming faulty and dangerous.
- any deterioration in working conditions.
- members of the public or other non employees trespassing on centre property or interfering with centre equipment.
- untidiness and uncleanness in the workplace.
- employees or trainees ignoring hazards and potential hazards.
- unsafe working methods and bad behavior.
- accidents.
- failure by employees or trainees to comply with fire or emergency instructions.

It is also the duty of managers to report to chair person or management committee.

- any unsafe practices they encounter.
- any problems to do with Health and Safety matters.

Employees' Responsibilities

The RWCA Centre employees are reminded that they are legally required to ensure that the Center's Health and Safety policy is carried out. In particular, they must ;

- take reasonable care of their own health and safety at work and of those who may be affected by their actions, or by their neglect.

Co-operate with the RWCA as far as it necessary to enable it comply with any statutory duty placed upon it by the Health and Safety at work act 1974.