



**New Hope Global**  
**Charity Number: 1158626**  
**Companies House: 08913178**

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## **HEALTH AND SAFETY POLICY**

Last Reviewed: 19/07/2021

# Health and Safety Policy Statement

**In compliance with Health and Safety at Work etc Act 1974 & The Management of Health and Safety at Work Regulations 1999**

**This is the policy statement of New Hope Global**

Our statement of general policy is:

|   |   |
|---|---|
| <ul style="list-style-type: none"><li>to provide adequate control of the health and safety risks arising from our work activity</li></ul> | <ul style="list-style-type: none"><li>to ensure all employees are competent to do their tasks; and to give them adequate training</li></ul> |
| <ul style="list-style-type: none"><li>to consult with our employees on matters affecting their health and safety</li></ul>                | <ul style="list-style-type: none"><li>to prevent accidents and cases of work-related ill health</li></ul>                                   |
| <ul style="list-style-type: none"><li>to provide and maintain safe facilities and equipment</li></ul>                                     | <ul style="list-style-type: none"><li>to maintain safe and healthy working conditions</li></ul>   |
| <ul style="list-style-type: none"><li>to ensure safe consumption and use of edible items distributed by the organisation</li></ul>        | <ul style="list-style-type: none"><li>to review and revise this policy as necessary at regular intervals</li></ul>                          |
| <ul style="list-style-type: none"><li>to provide information instruction and supervision for employees</li></ul>                          |   |

Signed:

Name: Mohammed Foiz Uddin MBE MInstF

Position: Chairman and Trustee

On behalf of the Trustee Board

Date: 19/07/2021

Review date: 19/07/2023

## Responsibilities

1. Overall and final responsibility for health and safety is that of the **Trustee Board & Management Committee**.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Projects Manager**.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

| Name                         | Responsibility   |
|------------------------------|--|
| Executive Committee Members  | Fire procedures<br>DSE assessments<br>Manual handling training |
| Business Development Officer | Events Risk Assessment   |
| Projects Manager             | Classroom Health and Safety                                    |

4. All employees have to:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety;
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the Business Development Officer
- The findings of the risk assessments will be reported to the Management Committee and then the Trustee Board
- Action required to remove/control risks will be approved by the Projects Manager
- The Executive Committee Members will be responsible for ensuring the action required is implemented.
- The Director of Resources will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

## Consultation with employees

- Employee representative(s) are required to report health and safety concerns immediately

- Consultation with employees is provided by meetings with staff representative.

### Safe facilities and equipment

- The **Projects Manager** will be responsible for identifying all equipment/facilities needing maintenance.
- The **Projects Manager** will be responsible for ensuring effective maintenance procedures are drawn up.
- The **Projects Manager** will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with facilities/equipment should be reported to the **Projects Manager**.
- The **Projects Manager** will check that new facilities and equipment meets health and safety standards before it is purchased/rented/leased.

### Information, instruction and supervision

- The Health and Safety Law poster is displayed in the common area of the office and training facilities.
- Health and safety advice is available from the **Projects Manager** and the **Business Development Officer**
- Supervision of young workers/volunteers/trainees/new employees will be arranged/undertaken/monitored by the **Projects Manager** or a person designated by their **Projects Manager**.

### Competency for tasks and training

- Induction training will be provided for all employees by a member of the Management Committee
- Job specific training will be provided by an appropriate person. The member of staff's manager will designate either an appropriate member of staff or an external consultant to provide the training.
- Specific jobs requiring special training are

| Training                            | Training provider                    |
|-------------------------------------|--------------------------------------|
| Handling of equipment               | Projects Manager/external consultant |
| First Aid                           | External consultant                  |
| Fire Marshall duties                | External consultant                  |
| DSE assessment                      | External consultant                  |
| Printer/photocopier problem solving | Projects Manager/external consultant |

- Training records are kept by each line manager and a copy is given to the member of staff.
- Training will be identified, arranged and monitored by the staff member's line manager.

## **Accidents, first aid and work-related ill health**

- Health surveillance is required for employees doing the following jobs **NONE** identified
- Health surveillance will be arranged by the **Projects Manger**
- Health surveillance records will be kept by the **Projects Manager**
- The first aid box is kept in the common area of the office
- All accidents and cases of work-related ill health are to be recorded on an accident at work form. The forms are kept by the **Projects Manager**
- The **Projects Manager** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed, we will carry out Health and \Safety checks as outlined in Appendix A
- The **Projects Manager** is responsible for investigating accidents.
- The staff member's supervisor and then the **Management Committee** are responsible for investigating work-related causes of sickness absences.
- The **Projects Manager** is responsible for acting on investigation findings to prevent a recurrence.

## **Recording**

- The overall risk assessment along with its recommendations will be documented and stored on the relevant section of the server.
- A task list of the recommendations will be created and stored in the same location on the server drive. As the tasks are completed the list will be updated to show when the task was completed. The Projects Manager will ensure that all tasks have been completed in a three-month period where reasonably possible.
- The tasks outlined in Appendix A will be stored on the server and updated as each task is completed. The update will show the date of completion and who completed the task (with the exception of the daily checks)
- There will be a separate task sheet for each department detailing the tasks covered by the quarterly hygiene checks and the six-monthly health and safety checks. These will be updated to show

who and when completed and will be stored on the server.

- Each new member of staff will complete an H&S check form showing when each task was completed. This will be stored on the server.
- Each month the relevant contents of the server will be sent to an external server.

## APPENDIX A

| When     | What   | Who                          |
|----------|--|------------------------------|
| January  |  |                              |
|          | Hygiene risk assessment carried out by Landlord (Birmingham City Council)                              | Landlord                     |
|          | Monthly inspection of fire extinguishers and emergency lighting  | Landlord                     |
|          | Monthly check of 1 <sup>st</sup> aid box(s)  | Projects                     |
|          | Yearly reminder to staff about DSE Workstation assessments (and guidance provided by Projects Manager) | Management                   |
| February |  |                              |
|          | Monthly inspection of fire extinguishers and emergency lighting  | Landlord                     |
|          | Monthly check of 1 <sup>st</sup> aid box(s)  | Projects Manager             |
|          | Electrical appliance testing   | External Consultant          |
|          | Telephone maintenance renewal  | External Consultant          |
| March    |  |                              |
|          | Monthly inspection of fire extinguishers and emergency lighting  | Landlord                     |
|          | Monthly check of 1 <sup>st</sup> aid box(s)  | Projects Manager             |
|          | Chief Officers event briefing - remind relevant staff of events risk assessment                        | Business Development Officer |
|          | Put clocks forward: Alarm, LCD Monitor, Aircon   | Landlord                     |
|          | Review of fire procedures  | Project Manager              |
| April    |  |                              |
|          | Monthly inspection of fire extinguishers and emergency lighting  | Landlord                     |
|          | Monthly check of 1 <sup>st</sup> aid box(s)  | Projects Manager             |
| May      |  |                              |
|          | Monthly inspection of fire extinguishers and emergency lighting  | Landlord                     |
|          | Monthly check of 1 <sup>st</sup> aid box(s)  | Projects Manager             |
|          | Quarterly hygiene monitoring programme for communal areas  | Landlord /Projects Manager   |
|          | Quarterly hygiene monitoring programme for office: water check, air con system.                        | Landlord                     |
| June     |  |                              |
|          | Monthly inspection of fire extinguishers and emergency lighting  | Landlord                     |

|            |   |                              |
|------------|---|------------------------------|
|            | Monthly check of 1 <sup>st</sup> aid box(s)   | Projects Manager             |
|            | Health and safety inspection  | Projects Manager             |
| July       |   |                              |
|            | Monthly inspection of fire extinguishers and emergency lighting   | Landlord                     |
|            | Monthly check of 1 <sup>st</sup> aid box(s)   | Projects Manager             |
| August     |   |                              |
|            | Monthly inspection of fire extinguishers and emergency lighting   | Landlord                     |
|            | Monthly check of 1 <sup>st</sup> aid box(s)   | Projects Manager             |
|            | Conference and AGM briefing - remind relevant staff of events risk assessment                               | Business Development Officer |
|            | Events risk assessment for Conference and AGM   | Business Development Officer |
| September  |   |                              |
|            | Monthly inspection of fire extinguishers and emergency lighting   | Landlord                     |
|            | Monthly check of 1 <sup>st</sup> aid box(s)   | Projects Manager             |
|            | Confirm vehicle insurance   | Chairman                     |
|            | Quarterly hygiene monitoring programme for communal areas   | Landlord                     |
|            | Quarterly hygiene monitoring programme for office   | Projects Manager             |
| October    |   |                              |
|            | Monthly inspection of fire extinguishers and emergency lighting   | Landlord                     |
|            | Monthly check of 1 <sup>st</sup> aid box(s)   | Projects Manager             |
|            | Check guidance hasn't changed for: Manual handling, Display screen equipment                                | Projects Manager             |
|            | Put clocks back: Alarm, LCD Monitor, Aircon, Timed light settings on stairs and general areas (L/lord sets) | Landlord                     |
|            | Insurance renewal due 1 <sup>st</sup> November  | Landlord                     |
| November   |   |                              |
|            | Monthly inspection of fire extinguishers and emergency lighting   | Landlord                     |
|            | Monthly check of 1 <sup>st</sup> aid box(s)   | Projects Manager             |
| 1 November | Yearly fire extinguishers to be checked on 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> floors     | Landlord                     |
|            | Yearly fire drill. Try and encourage landlord to do building wide drill but failing that do own             | Landlord                     |



|                |   |   |
|----------------|---|---|
|                | floors.   |   |
| December       |   |   |
|                | Monthly inspection of fire extinguishers and emergency lighting           | Landlord                                      |
|                | Monthly check of 1 <sup>st</sup> aid box(s)                               | Projects Manager                              |
| Early December | H&S Inspection - every 6 months. No need for quarterly maintenance check. | Projects Manager                              |
|                | Fire training (part of staff meeting)                                     | Business Development Officer/Projects Manager |

## Daily Checks

| When  | What  | Action | Who              |
|-------|---|--------|------------------|
| Daily | Smoke detectors and fire exit doors (don't need to formally record) |        | Projects Manager |

Points to consider when a staff member leaves

- Are they a first aider/ appointed person
- Do they carry out any duties under the fire procedure
- Do they carry out any H&S duty

If yes, ensure duties are allocated elsewhere.

When new employee starts ensuring they have the following training:

- Fire evacuation procedures
- DSE review
- Manual handling training
- Personal safety policy

## **Health & Safety Policy**

This is the Health and Safety Policy of-

Company: New Hope Global, Registration Number 8913178

Address: 2<sup>nd</sup> Floor (Birchfield Library), 3 Trinity Road, Birmingham, B6 6AH

The Health and Safety Policy of the company is to-

- provide and maintain a healthy working environment at all times
- ensure adequate control of health and safety risks arising from work activities, this includes communication with clients and any use of sub-contractors
- provide all required instruction, training, supervision and other relevant health and safety information to employees
- ensure that all employees are competent in the work activities they are engaged in continue to consult with and update employees on all Health and Safety issues
- provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by employees where risk is involved and potential danger has been identified
- encourage all employees to take reasonable care for the health and safety of him/herself , fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.

Signature of person responsible for Health and Safety within the company-

(Print Name) Mohammed Foiz Uddin MBE MInstE

(Signature) \_\_\_\_\_

(Position) Chairman and Trustee

(Date) 19/07/2021