

**HEALTH AND SAFETY POLICY STATEMENT**

This is the statement of general policy and arrangements for:		<b>KURDISH ASSOCIATION FOR NEW GENERATIONS/ABROAD</b> <b>(Name of company)</b>
<b>Shawbo Mohamad</b> <b>(Name of Employer/Senior manager)</b>		<b>has overall and final responsibility for health and safety</b>
<b>Shawbo Mohamad</b> <b>(Member of staff)</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (what are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		

Signed: (Employer)		Date:	
--------------------	--	-------	--

You should review your policy if you think it might no longer be valid, e.g. if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

## CONSULTATION WITH EMPLOYEES AND VOLUNTEERS

Kurdish Association for New Generations/Abroad (KANGA) will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to satisfy health and safety requirements
- information we provide to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organizing health and safety training and
- health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood.

KANGA will consult directly with employees and volunteers through regular team/staff meetings and face-to-face discussions.

KANGA will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations.

KANGA will take employees' and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

**THIS HEALTH AND SAFETY RISK ASSESSMENT IS TAKEN FROM THE HEALTH AND SAFETY EXECUTIVE'S [TEMPLATE](#)**

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required.

You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Kurdish Association for New Generations/Abroad

Date of risk assessment: 26/08/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out.  All areas well lit, including stairs.  No trailing leads or cables.  Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, e.g. on spills.  Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor  Manager	From now on  xx/xx/xx	xx/xx/xx  xx/xx/xx

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <https://www.hse.gov.uk/services/education/index.htm>

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>