



Amdalah Africa Foundation - AMDAF

CLG

Charity

Company Number 652991

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WORK HEALTH AND SAFETY POLICY

As approved and adopted by the Board

WORK HEALTH & SAFETY POLICY

Policy Name	Work Health and Safety Policy
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1. Introduction

Amdalah Africa Foundation - AMDAF is committed to maintaining a safe and healthy work environment for all employees, volunteers, and visitors. This Work Health and Safety Policy outlines our approach to ensuring workplace safety and compliance with relevant health and safety regulations.

2. Purpose

The purpose of this policy is to:

- Protect the health and safety of AMDAF's staff, volunteers, and visitors.
- Ensure compliance with health and safety regulations and standards.
- Prevent accidents, injuries, and illnesses.
- Promote a culture of safety and health awareness.

3. Scope

This policy applies to all employees, volunteers, contractors, and visitors involved with AMDAF. It covers all activities, including office work, events, and other organisational functions.

4. Safety Statement

AMDAF is dedicated to safeguarding the well-being of all individuals associated with our organization. We prioritise safety and commit to implementing effective measures to prevent accidents and health issues. Our goal is to create a workplace where everyone can work safely and confidently.

5. Responsibilities

- **Board of Trustees:**
 - Provide strategic oversight and governance on health and safety matters.
 - Approve policies and allocate resources for implementation.
- **Executive Committee:**
 - Implement health and safety policies and address emerging issues.
 - Ensure compliance with legal requirements.
- **Health and Safety Officer:**
 - Develop, update, and enforce health and safety procedures.
 - Conduct risk assessments, provide training, and monitor safety performance.
- **Managers and Supervisors:**
 - Ensure adherence to health and safety procedures.
 - Identify and mitigate risks within their departments.
 - Provide necessary training and report incidents.
- **Employees and Volunteers:**
 - Follow health and safety policies and report hazards.
 - Participate in training and contribute to maintaining a safe work environment.

6. Identifying Hazards for a Safer Workplace

Task	Potential Hazards	Recommended Safety Measures
Office Work	Slip/trip hazards	Regular maintenance of floors
Event Setup and Management	Heavy lifting, crowd management	<ul style="list-style-type: none"> ○ Use of lifting aids and proper lifting ○ Training in crowd control and emergency response
Handling and Storing Equipment	Equipment malfunction, improper storage	<ul style="list-style-type: none"> ○ Regular equipment maintenance. ○ Proper storage protocols and training
Working with Sensitive Data	Data breaches, GDPR non-compliance	<ul style="list-style-type: none"> ○ Secure data handling procedures ○ - GDPR compliance training
Health and Safety Training	Inadequate knowledge of safety procedures	<ul style="list-style-type: none"> ○ Comprehensive training sessions ○ - Regular refresher courses
Emergency Response	Inadequate response to emergencies	<ul style="list-style-type: none"> ○ Regular emergency drills. ○ - Clear emergency procedures and signage

7. Key Health and Safety Procedures

- **Safety of Intent:**
 - AMDAF's commitment to safety is integral to our operations. All safety measures are implemented with the intent to protect all individuals and ensure a safe working environment.
- **Fire Prevention:**
 - Implement fire safety measures including regular fire drills, maintenance of fire extinguishers, and clear fire evacuation plans.
 - Ensure all staff are trained in fire safety procedures.
- **Manual Handling:**
 - Provide training on safe manual handling techniques.
 - Use mechanical aids for heavy lifting where possible and ensure proper techniques are followed.
- **Smoking and Alcohol:**
 - **Smoking:** Smoking is prohibited within all AMDAF premises to maintain a clean and healthy environment.
 - **Alcohol:** The consumption of alcohol is strictly prohibited during work hours and on AMDAF premises.
- **Bullying, Violence, and Robbery:**
 - **Bullying:** AMDAF has a zero-tolerance policy towards workplace bullying. All employees are encouraged to report any instances of bullying.
 - **Violence:** Any form of violence, whether physical or verbal, is not tolerated. Appropriate measures will be taken to address and resolve any incidents.
 - **Robbery:** Implement security measures to protect against theft and robbery. Staff should be trained in safety protocols and procedures.

8. Reporting and Consultation

- **Incident Reporting:**
 - All accidents, incidents, and near-misses must be reported immediately to a supervisor or the Health and Safety Officer.
 - An investigation will be conducted to determine causes and prevent recurrence.
 - If an incident involves criminal activity or if there is a serious injury, the Garda (Irish Police) must be notified as soon as possible.
- **Consultation:**
 - Consult with employees and volunteers regularly on health and safety matters.
 - Encourage feedback on health and safety practices and make necessary adjustments.

9. Training and Induction

- **Initial Training:**
 - Provide training on organisational policies, emergency procedures, and specific role-related risks during induction.
- **Ongoing Training:**
 - Offer regular updates and refresher training on health and safety practices.
 - Provide additional training as needed.

10. Monitoring and Review

- **Health and Safety Audits:**
 - Conduct regular audits to evaluate the effectiveness of health and safety measures.
 - Collect feedback and make necessary adjustments.
- **Policy Review:**
 - Review and update this policy annually or as required.

11. Support and Resources

AMDFAF will provide the necessary resources and support to ensure the effective implementation of this policy, including training, safety equipment, and expert advice.