Health and Safety Policy

United African Association

Registered Charity CIO 1192725
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www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy sets out how UAA protects employees, volunteers, beneficiaries, visitors and others who may be affected by its work.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
- Workplace Health Safety and Welfare Regulations 1992

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Planning and risk assessment

UAA records suitable and sufficient risk assessments for premises and activities. Assessments consider children, adults at risk, disabled people, pregnancy, lone working, manual handling, food, vehicles, slips and trips, violence, equipment, infection and weather. The activity lead checks controls before delivery and records material changes.

Premises and equipment

- Keep access routes, exits and work areas safe.
- Check electrical and other equipment before use and maintain it according to risk and manufacturer guidance.
- Coordinate responsibilities with landlords and partner venues.
- Remove unsafe equipment from use and report defects promptly.

Activities and events

Each off-site event, sports session, trip, performance or public activity has a responsible lead, emergency arrangements, attendance information and controls proportionate to the risk. Contractors and venues provide evidence of competence and insurance where relevant.

Accidents and statutory reporting

All accidents, near misses and work-related ill health are recorded and reviewed. The responsible manager decides whether the HSE, insurer, funder, local authority or Charity Commission must be notified. RIDDOR decisions follow the 2013 Regulations.

Consultation and competence

UAA provides clear instructions, induction, supervision and training. Staff and volunteers must take reasonable care, use controls, stop unsafe work and report hazards without fear of retaliation.

Stress and wellbeing

UAA assesses work-related stress and avoids unsafe workloads, unsupported casework and unclear role boundaries. Managers offer supervision and signpost support after distressing incidents.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- First Aid Policy
- Fire Safety Policy
- Food Safety Policy
- Lone Working and Home Visits Policy
- Incident and Serious Incident Reporting Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027