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An Initiative of Association for Voluntary Action (AVA)

# Health and Safety Policy



## Health and Safety Policy

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# Contents

1. Introduction.....	2
2. Scope .....	2
3. Purpose of the Policy .....	2
4. Policy Statement.....	2
5. Duty of the Organization .....	2
6. Duty of Associates .....	3
7. Duties of the Health and Safety In charge.....	3
7.1 Safety Tours .....	4
7.2 Safety Clearways.....	4
7.3 Maintenance.....	4
7.4 Hygiene and Waste Disposal.....	4
7.5 Food Hygiene .....	4
7.6 Display Screen Equipment.....	4
8. Office Arrangement and Procedures.....	5
8.1 First Aid and Accident Reporting.....	5
8.2 Fire Drills and Incidents .....	5
8.3 Earthquake Safety Procedures .....	6
8.4 Emergency Evacuation Planning and General Procedures.....	8
8.5 HIV at Workplace.....	8
8.6 Bomb Warnings .....	9
9. Reporting.....	10
10. Exceptions and Review of Policy .....	10
APPENDIX A- HEALTH AND SAFETY INSPECTION .....	11
APPENDIX-B-ACCIDENT REPORTING FORM .....	13

## 1. Introduction

Association For Voluntary Action (“AVA” or the “Organization”) recognises and accepts its duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its Associate (paid or volunteer) and other visitors to its premises.

## 2. Scope

This policy covers all Associates including interns and volunteers wherever they are located.

## 3. Purpose of the Policy

The purpose of Health and Safety policy is to express commitment of the Organization towards preventing harm, and to promote healthy and safe working practices.

## 4. Policy Statement

This Health & Safety Policy aims to promote and ensure the health and safety of its Associates, the committee members, volunteers, and all visitors (“Associates”) to the Organization’s premises (“the Premises”) and intend to:

- 4.1 Take all reasonably practicable steps to safeguard the health, safety and welfare of all Associates on the Premises;
- 4.2 Provide adequate working conditions with proper facilities to safeguard the health and safety of Associates and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- 4.3 Encourage persons on the Premises to co-operate with the Organization in all safety matters and reporting of any condition which may appear dangerous or unsatisfactory;
- 4.4 Provide sufficient information, instruction, training and supervision to enable Associates to avoid hazards and contribute to their own safety and health;
- 4.5 Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the Associates.

## 5. Duty of the Organization

The Organization will comply with its duty to ensure that the health, safety and welfare of its Associates and of visitors to its Premises and, in general, to:

- Effective health and safety management should be based on risk assessment that identifies significant hazards and determines likelihood of harm occurring from those

hazards. Thus , Organization must assess the risks to health and safety pf its volunteers/Associate;

- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Set up emergency procedures and adequate First Aid facilities;
- Make sure that the Premises satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable, electrical equipment, noise or radiation;
- Provide protective equipment/facilities, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **6. Duty of Associates**

Associates shall ensure that they comply with the following duties:

- To take reasonable care for their own health and safety;
- To co-operate with the Organization on health and safety norms, rules and this Policy; as published from time to time;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- Familiarise themselves with fire escape routes and procedures and follow the directions of the Organization in relation to fire;
- No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organization and any directions for the use of such must be followed precisely;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organization.

## **7. Duties of the Health and Safety In charge**

The Management Committee will appoint a Health and Safety In charge, who shall have a broad overview on these matters and implement the Health & Safety procedures.

## **7.1 Safety Tours**

The Health & Safety Incharge shall carry out 6-monthly tours and inspections (Appendix A) of the Premises and make a report to the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Fire Extinguishers.

## **7.2 Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

## **7.3 Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.  
Check / Install fire alarms or battery operated smoke detectors

## **7.4 Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **7.5 Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Keep yourself and all equipment and surfaces clean
- Ensure cuts or sores are covered with correct waterproof dressings;
- Ensure waste food is disposed of properly.

## **7.6 Display Screen Equipment**

The Organization recognises its responsibility to ensure the well-being of Associate who habitually use display screen equipment for a significant part of their normal work.

- Ensure all workstations have adequate space under the desk
- Ensure that there is no glare on screens
- Volunteers/Associate are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour.

## 8. Office Arrangement and Procedures

The Health and Safety Incharge, nominated by the Management Committee, is responsible for ensuring that the safety Policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed notice board of organization

### 8.1 First Aid and Accident Reporting

#### First Aid

- The current First Aid (s) for the Premises is/are displayed (on the Notice Board in the Reception Area).
- First Aid Boxes are provided in the following location(s):
  - i) Reception
  - ii) Kitchen

#### Accidents

- In the event of an injury or illness, call for a nearest member of staff or Health and Safety Incharge or ring for an ambulance directly;
- All accidents which occur during work for the Organization and/ or on premises under the control of the Organization must be recorded; and
- All accidents must be reported to the Health and Safety Incharge or another member of staff on duty immediately or as soon as practicable; if not informed earlier. (Appendix- B)
- Organization will pay/ reimburse the medical expenses either through insurance or provide compensation to Associate if personal injury (Accident) is caused to her/him by accident arising out of & during the course of his/her employment.

### 8.2 Fire Drills and Incidents

#### Fire Drills

- All Associate and volunteers must participate in the fire drills and trainings;
- The fire alarm points, fire exits and emergency lighting system will be tested by the Health and Safety Incharge during the first week of each month and duly recorded in the log book provided;
- In addition, these Drills will be carried out at different times and on different days, so that all users/Associates are aware of the procedures.

#### Fire Incident

In the event of a fire break-out:



- Associates discovering a fire should sound the nearest alarm;
- Associates must evacuate the building and reach assembly point, where possible without personal risk, leave all doors and windows closed;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 101 and asking for “Fire help” and share the address along with landmark.

### **8.3 Earthquake Safety Procedures**

It is not possible to prevent earthquakes or change the likelihood of an earthquake occurring. However, we can greatly increase our chances of safety and survival, by being aware and prepared. Since knowledge and preparation are keys to your survival during and after an earthquake, you should take steps to become informed.

#### **Dangers Associated with Earthquakes**

The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling objects and debris or collapsing structures.

Injuries are commonly caused by:

- Partial building collapse, such as falling masonry, collapsing walls, falling ceiling plaster etc.;
- Glass from broken windows;
- Overturned bookcases, filing cabinets, fixtures, furniture, office machines and appliances;
- Fires, broken gas lines, etc. These dangers may be aggravated by lack of water due to broken mains;
- Fallen power lines;
- Inappropriate actions resulting from panic.

#### **Earthquake Safety Guidelines**

- Remain Calm. If you stay calm, you will be better able to assess your situation. The rolling and roaring may terrify you, but unless something falls on you, the sensations probably won't hurt you. If you are indoors, stay there. If you are in danger:
- Get under a sturdy table or desk;
- Brace yourself in an inside corner away from windows;
- Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects);
- Watch for falling objects - plaster, bricks, light fixtures, pots and pans, etc;

- Stay away from tall shelves, cabinets and other furniture, which might slide or topple over;
- Stay away from windows, sliding glass doors, mirrors;
- Grab anything handy (blanket, pillow, tablecloth, newspapers, box, etc.) to shield your head and face from falling debris and splintering glass;
- Do Not Rush Outside. Stay on the same floor that you are on. Stairways may be broken and exits jammed with people. Do not use elevators as the power for elevators may go out and leave you trapped.
- If you are outside, stay there. Move away from the building, garage, walls, power poles and lampposts. Electric power lines are a serious hazard - stay away from fallen lines. If possible, proceed cautiously to an open area.
- If you are in a moving car, stop. Stop as quickly as safety permits in the best available space. Stay in your car. A car is an excellent shock absorber and will shake a lot on its springs during an earthquake, but it's a fairly safe shelter from which to assess your situation.
- Avoid Fallen Power Lines. The possibility of encountering fallen live wires is great during and after an earthquake.

### **After an Earthquake**

#### **Within the First Several Minutes:**

- Remain Calm. Don't Panic. Try to calm and reassure others. Stop and take time to think. Wait until all motion has stopped. Do not run down stairs or outdoors. Be prepared for additional shockwaves.
- Do not light matches, cigarettes or turn on electrical switches. Flashlights are one of the best light sources after a damaging earthquake. Proceed with extreme caution.
- Protect hands and feet from broken glass or debris. Keep head and face protected (hardhat, blanket, tablecloth, etc.)
- Make a quick check for injuries or trapped people. Provide emergency first aid if needed. Do not try to move seriously injured persons unless they are in immediate danger from further injury.
- Turn off all appliances and office machines. Extinguish all open flames. Check power lines and cords. If problems exist in electrical lines or gas lines the mains should be shut off.

#### **During the Next Several Hours:**

- Do not operate electrical switches, appliances or open-flame equipment if gas leaks are suspected. Sparks or flames can ignite gas from broken lines causing an explosion.
- Tend further to injured or trapped persons. Try to get help if necessary.

- Inspect your work area carefully for structural damage. Carefully open exit doors – they sometimes jam. The initial quake may damage the structure and an aftershock could knock down weakened walls.
- Don't go outside sightseeing. Keep streets clear for passage of emergency vehicles. Your presence might hamper rescue and other emergency operations.

#### **8.4 Emergency Evacuation Planning and General Procedures**

- Health and safety matters should be reported to the Health and Safety Incharge or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.
- Maintain a no-smoking Policy (and signage) inside the office buildings and all vehicles
- Ensure all offices have at least two exits that are clearly marked "Exit".
- Fire escapes will be clearly marked and should not be blocked or obstructed with objects
- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Develop a fire and emergency evacuation strategy in consultation with expert and place it at visible locations along with information of Assembly point

#### **8.5 HIV at Workplace**

- In line with the Organization's intrinsic beliefs and Values, our dealings with, and treatment of Associates affected by HIV/AIDS will be governed by the premise that all Associates have the same rights and privileges, regardless of their ailment;
- The Organization shall ensure that Associates affected by, or perceived to be having, or living with or otherwise affected by HIV/AIDS, are not subjected to any form of discrimination, social isolation and/or prejudice. The non-discrimination principle extends to employment status, pensions, and other staff entitlements.

##### **8.5.1 Rights and Obligations**

- The Organization will treat absence due to HIV/AIDs in line with any other life-threatening disease;
- Associates living with HIV/AIDs will be encouraged to work productively for as long as possible;
- An Associate with HIV/AIDs status has the same rights and privileges as other Associates.

### **8.5.2 Confidentiality**

- The Organization will maintain strict confidentiality about the health status of its associates. Any information on an associate's health condition will be treated with the utmost sensitivity and secrecy in accordance with applicable laws and Organization's Policies.

### **8.5.3 Recruitment**

- Organization does not require Associates, their dependents, job applicants or other third parties to undergo HIV testing as a condition of employment or receipt of benefits;
- Organization encourages routine, confidential, voluntary testing and counselling as part of its education and awareness programs.

### **8.5.4 Employment**

- A HIV positive Associate will be allowed to continue to work in his/her job unless medical conditions interfere to the extent that they make the Associate unfit for his/her specific job. In that case and, only if it is necessary, the Associate will be shifted to another position;
- HIV infection is not a cause for termination of employment. As with many other conditions, Associates with HIV-related illnesses should be able to work for as long as medically fit in available, appropriate work. Provided, where a Associate with an AIDS-related condition is too ill to continue to work and where alternative working arrangements including extended sick leave have been exhausted, the employment relationship may cease in accordance with anti-discrimination and labour laws and respect for general procedures and full benefits.
- No associate with HIV/AIDs shall be treated unfairly within the employment relationship or within any employment policies and practices relating to training, Associate benefits, staff development and promotion opportunities. In the unfortunate event where any such unprofessional and insensitive behavior would occur, the Organization will treat this as a serious matter and may take disciplinary action as deemed appropriate.

## **8.6 Bomb Warnings**

- If you receive a warning, try to find out following from the caller:
  - i) The approximate location of the bomb and likely time of detonation;
  - ii) Whether the police and fire brigade have been notified;
  - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 100;

- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble at marked area of premises unless the bomb warning implies otherwise.

## 9. Reporting

Notify the following immediately:

Health & Safety Incharge:

Mobile:

Email:

**And** the Chair of the Management Committee

This Policy statement and/or the procedures for its implementation may be altered at any time by the Management Committee ("the Committee").

### 10. Exceptions and Review of Policy

**10.1** Any deviations from this Policy require approval from the Management Committee.

**10.2** The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.

## APPENDIX A- HEALTH AND SAFETY INSPECTION

### 1. Inspection

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response
- The whole information gathered from inspection should be made available to members of the Management Committee
- It should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

### 2. Risk Assessment

- Risk assessments relate **NEED** to be carried out in relation to all the activities within the premises or grounds
- Assessments need to be repeated whenever circumstances change:
  - i) Changes in layout
  - ii) Introduction of new procedures, processes or equipment's
- A risk assessment of offices shall be carried out at least annually. Potential risks, their likelihood to occur and severity if they occurred, are documented in the table below.

\*\*HML- High, Medium, Low

<b>Risk</b>	<b>Likelihood (HML)</b>	<b>Severity (HML)</b>	<b>Mitigating Actions planned</b>	<b>Responsibility (By Who)</b>
<b>Fire risk</b>	M	H	<ul style="list-style-type: none"> <li>Place fire extinguishers at strategic points in the offices and all office vehicles</li> <li>Train all staff in use of fire extinguishers</li> </ul>	Health and Safety Incharge
<b>Vehicle accident</b>	M	H	<ul style="list-style-type: none"> <li>All office drivers to undergo first aid and legal procedures training</li> <li>First Aid training for all staff</li> <li>All vehicles are equipped with a fire extinguisher, a first aid kit and a tow rope.</li> </ul>	Health and Safety Incharge
<b>Welfare, temperature and light</b>	M	L	<ul style="list-style-type: none"> <li>All office spaces to be air conditioned, ventilated</li> <li>Ensure any defective equipment is repaired or replaced</li> </ul>	Health and Safety Incharge
<b>Electrical fire</b>	M	H	<ul style="list-style-type: none"> <li>All electrical equipment to be checked regularly and repaired as need may arise</li> <li>Ensure use standard electrical appliances and switch all sockets off if not in use.</li> </ul>	All Staff (where they are the users of equipment) Health and Safety Incharge

## APPENDIX-B-ACCIDENT REPORTING FORM

Information required for the immediate notification of accidents and other serious incidents

Record of accident / incident or near miss on site
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Details of the person who had the accident/ incident or near miss		
First Name	Surname	Age

Staff Location	
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Details about the accident/ incident or near miss		
When it happened (day)	Date	Time

Where it happened

What happened (give details of the accident/ incident or near miss)

Details of first aid given (give details including advise to see a doctor etc)

Did person continue to work on the same day? If no give details (check ✓ as appropriate)	Yes		NO	

Was there any other person present? If yes, give name(s) and location details (check ✓ as appropriate)	Yes		NO	

About the person filling this form				
Name		Email Id		
Place of work		Tel.		
Occupation		Date	Time	



Signature	
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Immediate causes: What unsafe acts or conditions caused the event?

Secondary causes: what human, Organizational, other job factors contributed to/caused this event

Recommendations to prevent recurrence

Signature - Health and Safety Incharge		Date	
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Specific actions/review of recommendations and progress

Name of the reviewer		Position of the reviewer	
Signature of the reviewer		Date	







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