

# HEALTH & SAFETY POLICY

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*Safety for Religious Guidance*



## Islamic Centre of England Health & Safety Policy

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| Approved by      | Board of Trustees         |                     |           |
| Date of Approval | 10 July 2026              |                     |           |
| Procedure Owner  | Health and Safety Officer | Date of Next Review | July 2029 |

### Contents

|                                                       |   |
|-------------------------------------------------------|---|
| 1. Purpose .....                                      | 5 |
| 2. Policy Statement .....                             | 5 |
| 3. Legal Framework .....                              | 6 |
| 4. Scope .....                                        | 6 |
| 5. Responsibilities .....                             | 6 |
| 5.1 ICEL .....                                        | 6 |
| 5.2 Trustees .....                                    | 7 |
| 5.3 Health and Safety Officer .....                   | 7 |
| 5.4 Staff .....                                       | 8 |
| 5.5 Worshippers, Students, and Visitors (Users) ..... | 8 |
| 5.6 Health & Safety Processes .....                   | 8 |
| a) Health and Safety Rules .....                      | 8 |
| b) Accident Forms and Book .....                      | 8 |
| c) Fire Precautions .....                             | 8 |
| d) Equipment and Appliances .....                     | 9 |
| e) Safety Clearways .....                             | 9 |
| f) Maintenance .....                                  | 9 |
| g) Hygiene and Waste Disposal .....                   | 9 |
| h) Food Hygiene .....                                 | 9 |
| i) Tobacco .....                                      | 9 |

|                                                                    |    |
|--------------------------------------------------------------------|----|
| 5.7.1 First Aid and Accident Reporting .....                       | 10 |
| a) First Aid.....                                                  | 10 |
| b) Accidents .....                                                 | 10 |
| 5.7.2 Fire Drills and Evacuation Procedures .....                  | 10 |
| a) Fire Drills.....                                                | 10 |
| b) in the event of Fire .....                                      | 10 |
| c) Bomb Warnings .....                                             | 11 |
| d) Cleaning Materials, General Machinery and High-Risk Areas ..... | 11 |
| 6. Risk Assessment .....                                           | 11 |
| 7. Fire Safety.....                                                | 12 |
| 8. First Aid and Accident Reporting .....                          | 12 |
| 9. Hygiene, Welfare, and Facilities.....                           | 12 |
| 10. Safeguarding and Vulnerable Persons .....                      | 12 |
| 11. Equipment and Electrical Safety .....                          | 12 |
| 12. Events and Crowd Management .....                              | 12 |
| 13. Training and Information.....                                  | 12 |
| 14. Premises and Equipment Safety.....                             | 13 |
| 15. Well-being, Equality, and Safeguarding .....                   | 13 |
| 16. Monitoring and Review .....                                    | 13 |
| Appendices .....                                                   | 14 |
| Appendix A – ACCIDENT REPORTING .....                              | 14 |
| Refer to ICEL’s Emergency Plan.....                                | 14 |
| 1. Accidents .....                                                 | 14 |
| 2. Accidents to Workers or Contractor’s Staff .....                | 14 |

|                                                                                                                                                                                                                                                                         |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Complete an Accident Form and give to Health & Safety Officer. The Board of Trustees will consider whether the incident is reportable to the Charity Commission as a serious incident and/or to any other regulatory body. ....                                         | 14 |
| 3. Accidents to Members of the Public.....                                                                                                                                                                                                                              | 14 |
| 4. Definition of Specified Major Injuries or Conditions .....                                                                                                                                                                                                           | 15 |
| 6. Occupational Diseases.....                                                                                                                                                                                                                                           | 15 |
| Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS).....                                                                                                                                                                                         | 16 |
| Refer to ICEL’s Emergency Plan .....                                                                                                                                                                                                                                    | 16 |
| 1. Assessment.....                                                                                                                                                                                                                                                      | 16 |
| 2. Prevention or Control .....                                                                                                                                                                                                                                          | 16 |
| 3. Emergency response .....                                                                                                                                                                                                                                             | 16 |
| Appendix C – FIRE PREVENTION .....                                                                                                                                                                                                                                      | 18 |
| Refer to ICEL’s Emergency Plan .....                                                                                                                                                                                                                                    | 18 |
| Emergency procedure.....                                                                                                                                                                                                                                                | 18 |
| Any person discovering a fire should raise the alarm immediately and leave the building by the nearest safety exit. All persons must proceed directly to the designated assembly point and must not re-enter the building until they are told it is safe to do so. .... | 18 |
| Where safe to do so, doors should be closed to help contain the fire and reduce the spread of smoke. No person should put themselves at risk to collect personal belongings or equipment.....                                                                           | 18 |
| The primary assembly point is on the right side of the main building, by the Marriott Hotel. The secondary assembly point is on the left side of the main building, by the BT Building. ....                                                                            | 18 |
| If any fire occurs, however minor, the Fire Brigade should be called immediately by dialling 999 and asking for “Fire Brigade”. ....                                                                                                                                    | 18 |
| Fire extinguishers should only be used by persons who have received appropriate training, and only where the fire is in its early stages and can be tackled without personal risk. Evacuation remains the priority.....                                                 | 18 |
| Persons with disabilities or persons requiring assistance should be assisted in accordance with the Charity's evacuation arrangements. Where assistance is not                                                                                                          |    |

|                                                                                                                   |    |
|-------------------------------------------------------------------------------------------------------------------|----|
| immediately available, emergency responders should be informed of the person's location as soon as possible. .... | 18 |
| 1. Has the Fire brigade been consulted on: .....                                                                  | 18 |
| 2. Is Fire Equipment properly looked after?.....                                                                  | 18 |
| 3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session? .....    | 19 |
| 4. Are all reasonable steps taken to prevent fires? .....                                                         | 19 |
| Appendix D – HEALTH AND SAFETY INSPECTION .....                                                                   | 20 |
| Refer to ICEL's Emergency Plan .....                                                                              | 20 |
| 1. Inspection .....                                                                                               | 20 |
| 2. Risk Assessment.....                                                                                           | 20 |

## 1. Purpose

The purpose of this Health and Safety Policy is to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees, volunteers, participants, beneficiaries, and visitors involved in the activities at the Islamic Centre of England Limited (ICEL).

## 2. Policy Statement

ICEL is committed to providing and maintaining a safe and healthy environment for all worshippers, staff, volunteers, students, contractors, and visitors to ICEL's premises (the **Centre**) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the Centre.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons at the Centre to co-operate with the Health & Safety Officer in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instructions, training and supervision to personnel who have health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as far as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for ICEL's activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of ICEL arising out of or in connection with ICEL's activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.

In accordance with Islamic principles and UK health and safety law, we recognise our duty of care and will take all reasonably practicable steps to ensure health, safety, and welfare within our premises and during our activities.

This policy is issued in compliance with the Health and Safety at Work etc. Act 1974 and associated regulations. Throughout this Statement, terms such as “staff”, “workers”, “employees”, “audience”, “visitors”, include both paid and volunteer workers and other visitors to the Centre. Where this Policy refers to employees and volunteers only, we will refer to such persons as staff.

The ICEL commits to:

- Providing a safe and healthy environment for all persons involved in its activities.
- Preventing accidents, injuries, and ill health.
- Complying with all applicable UK health and safety legislation.
- Consulting with staff on health and safety matters.
- Reviewing and improving health and safety arrangements regularly.

### 3. Legal Framework

This policy takes account of, but is not limited to, the following UK legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013  
<https://www.hse.gov.uk/riddor/>
- Equality Act 2010
- Local Authority Environmental Health and Building Control requirements

### 4. Scope

This policy applies to:

- Daily prayers, Eid, Celebrational and Anniversary events, activities during the Holy Month of Ramadhan and Events during Moharram and Safer.
- Madrasa classes, lectures, and community events
- All employees and volunteers
- Trustees and management
- Students, learners, and participants
- Visitors, contractors, and members of the public
- All premises, events, workshops, classes, trips, performances, and cultural or educational activities
- Third party use of the Centre, users of which will be bound by this policy

### 5. Responsibilities

#### 5.1 ICEL

ICEL will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its staff and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Give staff the information, instruction, training and supervision necessary for their health and safety.

In particular, ICEL will:

- Assess the risks to health and safety of its volunteers/workers.

- 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.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its staff.
- Appoint someone competent to assist with health and safety responsibilities – the Health and Safety Officer (see below).
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health checks designed to detect early signs of work-related ill health as appropriate.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## 5.2 Trustees

The Trustees have overall legal responsibility for health and safety and will oversee:

- Compliance with relevant UK health and safety legislation.
- The appointment of a competent person to oversee health and safety matters – the Health and Safety Officer.
- Suitable and sufficient risk assessments are carried out.
- That premises, equipment, and systems of work are safe.
- That fire safety arrangements are in place and reviewed.
- That accidents and incidents are recorded and reported as required.
- The liaison with the local authority, fire service, or other enforcing bodies as required.
- That workplaces are safe and without risks to health.
- That plant and machinery are safe and that safe systems of work are set and followed.
- That articles and substances are moved, stored and used safely.
- That staff are provided the information, instruction, training and supervision necessary for their health and safety.
- Ensure suitable policies, procedures, and resources are in place, up to date, compliant and regularly reviewed.
- Compliance with this policy.

## 5.3 Health and Safety Officer

The Health and Safety Officer is the employee appointed by the Trustees with operational responsibility for:

- Implementing this policy and associated procedures.
- Carrying out inspections and risk assessments in accordance with Appendix D.
- Maintaining accident and incident records.
- Liaising with enforcing authorities if required.

In the event the Health and Safety Officer is not available, their functions for the purposes of this policy will be undertaken by the Centre Manager or another named employee.

Details and contact number for the Health and Safety Officer will be displayed on ICEL's notice boards.

## 5.4 Staff

Staff must:

- Take reasonable care of their own health and safety and that of others.
- Follow health and safety procedures and training provided.
- Report hazards, defects, accidents, or near misses promptly.
- Co-operate with management on health and safety matters.
- Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- Co-operate with ICEL on health and safety.
- Use work items provided by ICEL (e.g. equipment and facilities) correctly, including personal protective equipment, in accordance with training or instructions.
- Not interfere with or misuse anything provided for health, safety and welfare purposes.
- Report at the earliest opportunity injuries, accidents, near misses, hazards or dangerous occurrences at work, including those involving the public and participants in activities organised by ICEL.
- Health and Safety law applies not only to staff in the workplace, but it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

## 5.5 Worshippers, Students, and Visitors (Users)

Users must:

- Act responsibly and follow safety instructions and signage.
- Use facilities as intended.
- Report hazards or concerns to staff or volunteers.
- Conduct themselves in a manner that does not put others at risk.

On arrival, all users, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should record their time of departure.

Users and contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Health and Safety Officer or, in their absence, another employee of ICEL.

## 5.6 Health & Safety Processes

### *a) Health and Safety Rules*

All staff must exercise ordinary care to avoid accidents in their activities and comply with the rules set out in this policy and with any further rules which ICEL may publish from time to time.

### *b) Accident Forms and Book*

The book must be kept in a locked drawer once completed.

Any injury suffered by any person at the Centre, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by ICEL.

### *c) Fire Precautions*

All persons must familiarise themselves with fire escape routes and procedures and follow the directions provided at the Centre in relation to fire.

*d) Equipment and Appliances*

No equipment or appliances may be used other than as provided by or specifically authorised by or on behalf of ICEL and any directions for the use of such must be followed precisely.

*e) Safety Clearways*

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

*f) Maintenance*

Defective equipment, furniture and structures must be reported as such without delay.

*g) 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 – signage in this regard should be followed.

*h) Food Hygiene*

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory.
- Tell the Health and Safety Officer of any skin, nose, throat, or bowel problem – this personal data will be processed in accordance with the ICEL data protection policy.
- Ensure cuts or sores are covered with correct waterproof dressings.
- Keep yourself clean and wear clean clothing.
- Remember that smoking in a food room is illegal.
- Never cough or sneeze over food.
- Clean as you go. Keep all equipment and surfaces clean.
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C).
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it.
- Avoid handling food unnecessarily.
- Tell the Health and Safety Officer of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

*i) Tobacco*

Smoking within the premises and the use of drugs (except under medical supervision) on the premises are always prohibited. The use of intoxicants (alcohol) is prohibited at all times and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

*j) Hazardous Substance (Ref. Appendix B)*

A "substance hazardous to health" covers an enormous range of materials including:

- Chemicals classified as toxic, very toxic, harmful, corrosive, or irritant under the Classification, Labelling and Packaging (CLP) Regulation
- Carcinogens and mutagens
- Biological agents capable of causing disease
- Dusts in concentrations exceeding Workplace Exposure Limits (WELs)
- Any substance with a WEL listed in EH40
- Pesticides, solvents, fuels, lubricants, cleaning products, and process chemicals

There is no minimum threshold for compliance —small storage of a handful of chemicals must comply fully with the Regulations.

Specific Storage Requirements Under COSHH

- **Segregation of incompatibles**
- **Labelling**
- **Ventilation**
- **Quantity control:** quantities of hazardous substances in the workplace are kept to the minimum necessary.
- **Access control:** Storage areas should be secured
- **Emergency procedures:** Spill kits, absorbents, and first aid materials must be accessible, and staff must be trained in their use. Browse our [spill kit range](#) for compliant options.

### 5.7.1 First Aid and Accident Reporting

#### a) First Aid

- The current First Aider(s) for the Centre is/are displayed on the Notice Board in the Reception Area.
- First Aid Boxes are provided in the Reception.

#### b) Accidents

- In the event of an injury or illness, call for a member of staff or in serious cases ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”.
- All accidents must be reported to the Health and Safety Officer immediately or as soon as practicable.
- All accidents must be entered on an accident form, as set out in this policy. The procedures for “notifiable” accidents as shown in *Appendix A* below must be followed.
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for ICEL’s Board of Trustees to consider the actions necessary to prevent recurrence and any reporting requirements.

### 5.7.2 Fire Drills and Evacuation Procedures

#### a) Fire Drills

- All staff must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by the Health and Safety Officer every six months and entered in the logbook provided.
- The Health and Safety Officer will arrange for Fire Drills and Fire Prevention Checks (*see Appendix C below*) to be carried out at least once a year and entered in the logbook. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Checks are made of all parts of the premises at the end of a session (*See Appendix C*).

#### b) in the event of Fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the building is:
  - i) Primary: on the right side of the main building, Marriott Hotel
  - ii) Secondary: on the left side of the main building, BT Building
- No-one should leave the assembly point without the permission of a member of staff.
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

### c) Bomb Warnings

- If you receive a warning, in accordance with the Emergency Plan try to find out from the caller:
  - i) The approximate location of the bomb and likely time of detonation.
  - ii) What the bomb looks like and what kind of bomb it is.
  - iii) The caller's name and organisation.
  - iv) Whether the police and fire brigade have been notified.
- Try to RECORD EXACTLY WHAT IS SAID and in particular record:
  - i) The date and time of call.
  - ii) The caller's age (adult/child) and sex (male/female).
  - iii) The caller's speech pattern or accent.
  - iv) Any background noises.
- For bomb threats by mail or for suspicious objects discovered, do not handle the letter, envelope or package.
- Notify your supervisor and a member of the Emergency Response Team and call the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but immediately evacuate the building taking into consideration any information from the bomb warning.
- Assemble in the Primary assembly point: on the right side of the main building, Marriott Hotel, unless the bomb warning implies otherwise.

### d) Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### e) General

- All thoroughfares, exits and gates must be always left clear.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer 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.

### f) Hazardous Spill (Ref. Appendix B)

- Step 1 — Identify the substances
- Step 2 — Assess the risk
- Step 3 — Evaluate adequacy of existing controls
- Step 4 — Implement appropriate controls
- Step 5 — Review and update

## 6. Risk Assessment

- Risk assessments will be conducted in accordance with the Management of Health and Safety at Work Regulations 1999.
- Assessments will cover:
  - Fire safety
  - Slips, trips, and falls
  - Manual handling
  - Electrical safety

- Crowd management (especially Eid, Holy Month of Ramadan and Moharram)
- Children, elderly, and disabled persons
- Vulnerable adults
- Manual handling
- Off-site visits and trips
- Risk assessments will be reviewed annually or following significant changes or incidents.

## 7. Fire Safety

In line with the Regulatory Reform (Fire Safety) Order 2005:

- A Fire Risk Assessment will be carried out and reviewed regularly
- Fire exits will be clearly marked, unobstructed, and unlocked during use
- Fire alarms, emergency lighting, and extinguishers will be maintained
- Evacuation procedures will be displayed and communicated
- Fire marshals will be appointed where appropriate
- Maximum occupancy limits will be observed

## 8. First Aid and Accident Reporting

- A suitably stocked first aid kit will be available on site
- Trained first aiders will be identified where reasonably practicable
- All accidents, injuries, and near misses will be recorded in an accident book
- Reportable incidents will be notified to the Health and Safety Executive (HSE) in accordance with RIDDOR 2013 <https://www.hse.gov.uk/riddor/> (**RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**). The Health and Safety Officer will be responsible for reporting to the HSE.
- The Trustees will consider if an incident or accident requires reporting to the Charity Commission

## 9. Hygiene, Welfare, and Facilities

- Toilets and wudu (ablution) areas will be maintained in a clean and safe condition
- Floors and wet areas will be managed to prevent slips (e.g. mats, signage)
- Adequate lighting, ventilation, and heating will be provided
- Waste will be disposed of safely in accordance with local council requirements

## 10. Safeguarding and Vulnerable Persons

- ICEL will take reasonable steps to safeguard children and vulnerable adults
- Staff and volunteers working with children will follow ICEL's Safeguarding Policy
- Appropriate supervision will be provided during activities involving minors

## 11. Equipment and Electrical Safety

- Electrical installations will be inspected periodically by a competent person
- Portable electrical equipment will be checked regularly
- Defective equipment will be removed from use immediately
- Furniture, shelving, shoe racks, and storage units will be stable and secure

## 12. Events and Crowd Management

- Capacity limits set by fire safety and local authority guidance will be observed
- Stewards or volunteers may be appointed for large gatherings
- Clear entry and exit routes will be maintained
- Special consideration will be given to emergency access

## 13. Training and Information

- All staff and volunteers shall receive health and safety induction.
- Additional training shall be provided where risks are identified.

- Health and safety information shall be communicated clearly and accessibly.

#### **14. Premises and Equipment Safety**

- Premises shall be safe, clean, adequately lit, heated, and ventilated.
- Emergency exits shall be clearly marked and kept clear.
- Equipment shall be suitable, maintained, and used only by authorised persons.

#### **15. Well-being, Equality, and Safeguarding**

- The Centre promotes physical and mental well-being.
- Discrimination, harassment, bullying, or unsafe behaviour will not be tolerated.

#### **16. Monitoring and Review**

This Health and Safety Policy will be:

- Reviewed every 3years or on the changing of the law or circumstance
- Updated following changes in legislation, guidance, or operations
- Made available to staff, and users, including contractors

# Appendices

## Appendix A – ACCIDENT REPORTING

Refer to ICEL's Emergency Plan.

### 1. Accidents

All accidents which occur during work on premises under the control of the ICEL must be recorded.

### 2. Accidents to Workers or Contractor's Staff

#### a) For ALL Accidents

Complete an Accident Form and give to Health & Safety Officer. The Board of Trustees will consider whether the incident is reportable to the Charity Commission as a serious incident and/or to any other regulatory body.

#### b) For accidents reportable to the Health & Safety Executive (for contractors see c) below)

Reports required under RIDDOR should be submitted using the Health and Safety Executive's current reporting processes. If reporting an injury, the following online form should be completed: [Report of an Injury](#)

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Health & Safety Officer, Ali Aranji .....

Email: [aranji@ic-el.com](mailto:aranji@ic-el.com) .....

**And** the Chair of the Board of Trustees, Najm

#### c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

### 3. Accidents to Members of the Public

#### 1. For ALL Accidents

Complete an Accident Form and give to Health & Safety Officer. The Board of Trustees will consider whether the incident is reportable to the Charity Commission as a serious incident and/or to any other regulatory body.

#### 2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Officer, Ali Aranji .....

Email: [aranji@ic-el.com](mailto:aranji@ic-el.com) .....

**And** the Chair of the Board of Trustees, Najm

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow-up action is carried out.

#### 4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen
  - Decompression sickness requiring medical treatment
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

#### 5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire Notify

the following immediately:

Health & Safety Officer, Ali Aranji .....  
 Email: [aranji@ic-el.com](mailto:aranji@ic-el.com) .....  
**And** the Chair of the Board of Trustees, Najm

The Board of Trustees will consider whether the incident is reportable to the Charity Commission as a serious incident and/or to any other regulatory body.

#### 6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a doctor, report the disease using the relevant online form here: [Report of an Occupational Disease](#). Provide a copy of the report to:

Health & Safety Officer, Ali Aranji .....  
 Email: [aranji@ic-el.com](mailto:aranji@ic-el.com) .....  
**And** the Chair of the Board of Trustees, Najm

Full details of Dangerous Occurrences can be found here: [Dangerous occurrences - HSE](#) and Occupational Diseases can be found here: [Reportable occupational diseases - HSE](#)

## IF IN DOUBT REPORT IT

## Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

### Refer to ICEL's Emergency Plan

#### 1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

#### 2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable, ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by:

- Removing the hazardous substance by changing the process; or
- Substituting with a safe or safer substance, or using a safer form.

Or here this is not reasonably practicable, CONTROLLING exposure by:

- Totally enclosing the process;
- Using partial enclosure and extraction equipment;
- General ventilation; or
- Using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to the job properly.

#### 3. Emergency response

Where a hazardous substance, chemical or material presents an immediate risk to health or safety, the affected area should be evacuated and access to the area should be secured where it is safe to do so.

Emergency services should be contacted by dialing 999 where there is an immediate risk to life, health or safety. The person calling the emergency services should provide as much information as possible about the substance involved, its location, the nature of the incident and any persons affected.

Relevant COSHH information and Material Safety Data Sheets. The list of chemicals regularly used at the Centre and the Material Safety Data Sheet are kept by the maintenance officer and made available to emergency responders where required.

Staff and volunteers must not attempt to clean up or contain a hazardous substance unless they have been trained to do so and can do so safely. Where there is any doubt, the area should remain isolated until appropriate assistance is available.

## Appendix C – FIRE PREVENTION

Refer to ICEL's Emergency Plan

### *Emergency procedure*

Any person discovering a fire should raise the alarm immediately and leave the building by the nearest safety exit. All persons must proceed directly to the designated assembly point and must not re-enter the building until they are told it is safe to do so.

Where safe to do so, doors should be closed to help contain the fire and reduce the spread of smoke. No person should put themselves at risk to collect personal belongings or equipment.

The primary assembly point is on the right side of the main building, by the Marriott Hotel. The secondary assembly point is on the left side of the main building, by the BT Building.

If any fire occurs, however minor, the Fire Brigade should be called immediately by dialling 999 and asking for "Fire Brigade".

Fire extinguishers should only be used by persons who have received appropriate training, and only where the fire is in its early stages and can be tackled without personal risk. Evacuation remains the priority.

Persons with disabilities or persons requiring assistance should be assisted in accordance with the Charity's evacuation arrangements. Where assistance is not immediately available, emergency responders should be informed of the person's location as soon as possible.

#### 1. *Has the Fire brigade been consulted on:*

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- Emergency lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- The maximum number of people who should be allowed on the premises at any one time?
- Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?

#### 2. *Is Fire Equipment properly looked after?*

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are staff/duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and

unobstructed?

3. *Are thorough close-down checks made of all parts of the premises at the end of an evening or session?*

- No smouldering fires or cigarettes left burning.
- Heater and cookers turned off.
- Televisions and other electrical apparatus turned off and unplugged.
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

4. *Are all reasonable steps taken to prevent fires?*

- Smoking not allowed in the whole of the Centre, its offices and storerooms.
- Heating appliances fitted with adequate and secure fire guards.
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms?

## Appendix D – HEALTH AND SAFETY INSPECTION

Refer to ICEL's Emergency Plan

### 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 Board of Trustees 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 Board of Trustees.
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.
- The whole form should be made available to members of the Board of Trustees.
- The forms 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 to activities within the premises or grounds.
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers
- A risk assessment needs to be carried out whenever a new activity is envisaged.
- Assessments need to be repeated whenever circumstances change:
  - Observing trends on the accident form;
  - Changes in staff;
  - Introduction of new procedures, processes or materials.

**Refer to ICEL's Risk Assessment Procedures and Risk Management Policy.**