



YOUTH FOR INTEGRITY BUILDING ORGANIZATION



JULY 2023.



PREAMBLE

We are pleased to present the Youth for Integrity Building (YIB) Health and Safety Policy, which serves as a cornerstone of our commitment to the well-being and safety of all individuals involved in our organization. At YIB, we recognize that the health and safety of our employees, volunteers, participants, and visitors are of paramount importance. This policy reflects our dedication to creating a safe and secure environment where everyone can thrive and contribute to our mission.

By implementing this policy, we aim to prevent accidents, injuries, and illnesses by identifying and addressing potential risks and hazards. We are committed to compliance with all applicable health and safety laws, regulations, and standards, and we will continuously strive for improvement in our practices. As members of the YIB team (employees and other stakeholders), each of us has a role to play in maintaining a safe environment. It is our collective responsibility to adhere to the guidelines and procedures outlined in this policy, and to actively participate in identifying and reporting any potential risks or hazards.

As an organization, we will provide the necessary resources, training, and support to ensure the successful implementation of this policy. We will foster a culture of safety, accountability, and continuous improvement, where open communication and feedback are encouraged. Together, let us prioritize health and safety in all aspects of our work. By doing so, we will create an environment where everyone feels valued, protected, and empowered to contribute to the success of YIB.

Thank you for your commitment to the health and safety of our YIB community. Let us work together to make YIB a safe and thriving organization.



Executive Director,
Youth For Integrity Building (YIB).

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INTEGRITY BUILDING



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1. INTRODUCTION

1.1. **Youth For Integrity Building (YIB) Overview:** YIB is a community based organization established under the Community Groups Registration Act No. 30 of 2022.

1.2. **YIB organization Mission:** To empower young people with the knowledge, skills, and resources to become lead agents of change in promoting integrity, ethical leadership and social justice.

1.3. **YIB organization vision:** To build a world in which all individuals and communities have the tools and resources they need to sustainably thrive, and where integrity, democracy, and social justice are valued and promoted.

1.4. YIB is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. YIB is committed to complying with all relevant Kenyan legislation and applicable global legislations. YIB is also committed to enhancing the health and safety of its employees (paid or volunteers), and stakeholders.

2. PURPOSE

The purpose of the YIB Health and Safety Policy is to prioritize the well-being and safety of all individuals involved in YIB activities. By identifying and addressing potential risks and hazards, the policy aims to prevent accidents, injuries, and illnesses. It fosters a culture of safety, accountability, and continuous improvement while ensuring compliance with relevant health and safety laws and standards. The policy provides clear guidelines, procedures, and training to effectively respond to emergencies and incidents, minimizing their impact. Ultimately, the policy's purpose is to create a safe and healthy environment that supports the achievement of YIB's goals.

3. SCOPE

This Health and Safety Policy applies to all individuals involved in YIB activities, including employees, volunteers, participants, contractors, and visitors. It encompasses all YIB premises, events, projects, and activities, both on-site and off-site. The policy covers all aspects of health and safety, including but not limited to, risk assessment, control measures, incident reporting and investigation, communication and training, and emergency procedures.

5. DEFINITION OF TERMS

a. **Health:** A state of physical, mental, and social well-being in which an individual is free from illness, injury, or disease. It encompasses various aspects of a person's overall well-being, including physical fitness, mental well-being, emotional stability, and social interactions.

b. **Safety:** The condition of being protected from harm, danger, or risk. It involves measures and practices that prevent accidents, injuries, or other adverse events.

c. **Incident:** an unplanned or undesired event that results in injury, illness, damage, or loss. It is an occurrence that deviates from normal operations or expectations and has the potential to cause harm or disrupt the organization's activities. Incidents can include accidents, injuries, near-misses, property damage, or other adverse events. Incidents are typically recorded, investigated, and analyzed to determine their causes and prevent future



d. **Risk:** The potential for harm or loss resulting from exposure to a hazard. It is the likelihood that an unwanted event or adverse consequence will occur. Risks are identified and assessed through a systematic process of evaluating potential hazards, their likelihood, and the severity of their potential consequences.

e. **Risk Assessment:** The process of identifying and evaluating potential risks and hazards associated with YIB activities, including physical, environmental, and psychological risks.

f. **Control Measures:** The actions and measures implemented to mitigate identified risks and hazards, such as training, equipment, safety protocols, and emergency procedures.

g. **Incident Reporting:** The procedure for promptly reporting accidents, injuries, illnesses, and near misses to the appropriate personnel within YIB.

h. **Incident Investigation:** The process of conducting thorough investigations into reported incidents to determine their causes, contributing factors, and to identify corrective actions to prevent future occurrences.

i. **Emergency Procedures:** The predefined set of actions and protocols to be followed in the event of an emergency, such as fire, natural disasters, medical emergencies, or security threats.

j. **Monitoring and Review:** The ongoing process of monitoring and evaluating the effectiveness of the Health and Safety Policy, including periodic reviews to ensure compliance with relevant laws and regulations, and to identify areas for improvement.

6. OBJECTIVES OF THIS POLICY.

The objectives of a YIB health and safety policy may include:

6.1. Ensuring the physical and psychological well-being of individuals participating in YIB activities.

6.2. Preventing accidents, injuries, and illnesses by identifying and addressing potential risks and hazards.

6.3. Promoting a culture of safety and accountability within YIB.

6.4. Complying with applicable health and safety laws, regulations, and standards.

6.5. Providing clear guidelines and procedures for responding to emergencies and incidents.

6.6. Continuously improving health and safety practices through regular monitoring, evaluation, and feedback.

6.7. Encouraging active participation and engagement of all individuals involved in YIB in maintaining a safe and healthy environment.

6.8. Raising awareness about health and safety issues and promoting a proactive approach to risk management.

6.9. Minimizing the impact of health and safety incidents on individuals, YIB's reputation, and its ability to achieve its goals..

7. POLICY STATEMENT

At Youth for Integrity Building (YIB), we are committed to ensuring the health, safety, and well-being of all individuals involved in our activities. We recognize the importance of providing a safe and secure environment that promotes physical and psychological well-being. Through this Health and Safety Policy, we aim to prevent accidents, injuries, and illnesses by identifying and addressing potential risks and hazards. We strive to create a



culture of safety, accountability, and continuous improvement, while complying with all applicable health and safety laws, regulations, and standards.

8. PRINCIPLES.

- a. Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- b. 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;
- c. Encourage persons on the premises to co-operate with the Organization in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- d. Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- e. Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- f. Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- g. Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g a person appointed as a Health and Safety Officer or Representative);
- h. Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the YIB's activities;
- i. Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the YIB arising out of or in connection with the YIB's activities;
- j. Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- k. Provide information to other employers of any risks to which those employer's workers on YIB's premises may be exposed. This policy statement and/or the procedures for its implementation may be altered at any time by YIB's Management Committee ("the Committee").

9. ROLES AND RESPONSIBILITIES.

9.1. YIB board and Executive Director:

- a. Establish and communicate health and safety policies, procedures, and objectives.
- b. Provide the necessary resources and support to implement and maintain effective health and safety practices.
- c. Ensure compliance with health and safety laws, regulations, and standards.
- d. Promote a culture of safety and accountability throughout the organization.
- e. Review and monitor the effectiveness of the Health and Safety Policy.

9.2. Employees:

- a. Follow all health and safety policies, procedures, and instructions.



- b. Take reasonable care of their own health and safety, as well as that of others.
- c. Report any unsafe conditions, hazards, or incidents promptly to the appropriate personnel.
- d. Participate in health and safety training programs and initiatives.
- e. Comply with all relevant health and safety laws, regulations, and standards.

9.3. YIB activities Participants:

- a. Comply with all health and safety policies, procedures, and instructions.
- b. Follow any safety guidelines and instructions provided by YIB staff.
- c. Report any unsafe conditions, hazards, or incidents promptly to the appropriate personnel.
- d. Cooperate with YIB staff in maintaining a safe and healthy environment.

9.4. Stakeholders (e.g. suppliers, other CSOs, consultants, partners etc):

- a. Comply with all health and safety policies, procedures, and instructions while on YIB premises.
- b. Report any unsafe conditions, hazards, or incidents promptly to the appropriate personnel.
- c. Follow any safety guidelines and instructions provided by YIB staff.

9.5. Operations Manager and Programmes Manager:

- a. Develop, implement, and maintain the Health and Safety Policy and related procedures.
- b. Conduct risk assessments and develop control measures to mitigate identified risks and hazards.
- c. Investigate and report incidents, accidents, and near misses.
- d. Provide health and safety training and awareness programs.
- e. Monitor and review the effectiveness of the Health and Safety Policy.

10. RISK ASSESSMENT

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The purpose of the YIB risk assessment is to systematically identify, evaluate, and prioritize potential risks and hazards associated with YIB activities. The main objectives of the risk assessment are:

- a. To implement appropriate control measures to prevent accidents, injuries, and illnesses among employees, volunteers, participants, and visitors.
- b. To ensure compliance with applicable health and safety laws, regulations, and standards.
- c. To provide valuable information for informed decision-making e.g. identify areas of potential concern and guides the allocation of resources to implement appropriate control measures.

10.1. Risk Identification

- a. Conduct thorough inspections and assessments of all areas and activities within the organization to identify potential risks and hazards. This may include physical hazards, such as slippery floors or faulty equipment, as well as environmental or psychological hazards.



- b. Encourage employees, volunteers, and participants to report any potential risks or hazards they observe. Implement a system for reporting and documenting these observations to ensure all potential risks are considered.
- c. Consult with relevant stakeholders, such as safety officers, supervisors, and employees, to gather input and insights on potential risks and hazards. Their knowledge and experience can provide valuable information for identifying risks.
- d. Review incident reports and near-miss reports to identify patterns or trends that may indicate potential risks. This information can help in identifying areas that require further assessment and mitigation.

10.2. Risk Evaluation

- a. Assess the likelihood and severity of each identified risk. This can be done through qualitative or quantitative methods, depending on the nature of the risk and available data.
- b. Consider the potential consequences of each risk, including the impact on individuals' health and safety, the organization's reputation, and its ability to achieve its goals.
- c. Evaluate the frequency and duration of exposure to each risk. This includes assessing how often individuals are exposed to the risk and for how long.
- d. Use established criteria and guidelines to assign a level of risk to each identified hazard. This can help prioritize risks and determine the appropriate level of control measures needed.

10.3. Risk Prioritization

- a. Establish criteria for prioritizing risks based on their potential impact and likelihood. This may include considering factors such as the severity of potential consequences, the frequency of exposure, and the number of individuals at risk.
- b. Rank the identified risks based on the established criteria. This ranking will help determine which risks require immediate attention and resources for mitigation.
- c. Focus resources and efforts on addressing high-priority risks first. This includes developing and implementing control measures to mitigate these risks to an acceptable level.
- d. Continuously review and update the risk prioritization as new risks are identified or as the organization's activities and circumstances change.

10.4. Risk Control Measures

- a. Based on the findings of the risk assessment, control measures should be developed to mitigate identified risks. These measures may include engineering controls (e.g., installing safety barriers), administrative controls (e.g., implementing safety procedures), and personal protective equipment (PPE) requirements.
- b. Ensure that employees, volunteers, participants, and relevant stakeholders receive appropriate training and awareness programs related to the identified risks and the control measures in place. This will help them understand how to effectively implement and follow the control measures.



c. Establish a system for regular inspections and maintenance to ensure that control measures remain effective. This includes monitoring equipment, facilities, and processes to identify any potential failures or deviations that may impact the effectiveness of the control measures.

10.5. Risk Communication

a. All employees, volunteers, participants, and other stakeholders must be informed about identified risks and the control measures in place. This includes providing clear instructions, guidelines, and signage to ensure everyone is aware of potential hazards and how to mitigate them.

b. Individuals should report any observed risks, hazards, or near-miss incidents to the Operations Manager or the Programmes Manager.

c. Communicate updates and changes related to risk control measures regularly via Monday meetings, in-house staff training, newsletters, the annual risk assessment session, or other appropriate channels to keep everyone informed and engaged in maintaining a safe environment.

11. CONTROL MEASURES

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general measures and with any further measures which YIB may publish from time to time.

a. Accident Form/s

The form/s must be kept in a locked drawer once completed. Any injury suffered by an employee or stakeholder in the course of employment or otherwise on YIB's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organization.

b. Fire Precautions

All personnel must familiarize themselves with fire escape routes and procedures and follow the directions of YIB in relation to fire. Equipment and Appliances No equipment or appliance may be used other than as provided by or specifically authorized by or on behalf of YIB and any directions for the use of such must be followed precisely.

c. Safety Clearways

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

Vehicles must not be parked near to the building so as to cause any obstruction or hazard.

d. Maintenance

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

e. 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.

f. Food Hygiene

Regularly wash hands before and during food preparation and also before food consumption; Remember that smoking in a food room is illegal; Never cough or sneeze over food; Clean



before and after meals. Keep all equipment and surfaces clean; 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; Tell your supervisor of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

g. Display Screen Equipment

YIB recognizes its responsibility to ensure the well-being of employees who habitually use display screen equipment for a significant part of their normal work. Employees are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment (proof required), they have the right to an eye-test at YIB's expense.

h. Alcohol, Drugs and Tobacco

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

i. First Aid

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

j. Fire Drills

All workers and volunteers 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 Fire Officer consultant during the first week of each month and entered in the log book provided. The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users know the procedures. The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

k. Cleaning Materials, General Machinery and High Risk Areas

l. 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 and 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

12. INCIDENT REPORTING AND INVESTIGATION

12.1 Accidents

- a. In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- b. All accidents must be reported to the Programmes Manager, Operations Manager or another member of staff on duty immediately or as soon as practicable;



c. All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed; the Programmes Manager or Operations Manager will investigate incidents and accidents, writing a detailed report for the organization to consider the actions necessary to prevent recurrence.

12.2. In the event of Fire

- a. Persons discovering a fire should sound the nearest alarm;
- b. The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- c. All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- d. The assembly point for the building is outside in the open area.
- e. No-one should leave the assembly point without the permission of a member of staff;
- f. If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- g. When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

12.3. Bomb Warnings

If you receive a warning try to find out 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;
- iv) Notify the Police immediately on 999;
- v) DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- vi) Assemble at a place far from the bomb reach unless the bomb warning implies otherwise.

13. MONITORING AND REVIEW OF THIS POLICY

The Operations Manager and the Programmes Manager are responsible for ensuring frequent monitoring of this policy implementation and ensure it is reviewed on a timely basis. This policy will be reviewed annually.

14. RELATED POLICIES

This policy should be read in conjunction with:

- a) YIB Code of conduct
- b) Misconduct, disciplinary and grievance policy
- c) Information security policy



d) Consent and Consent Management Procedures

15. APPENDISES

Appendix A

a. Definition of Specified Major Injuries or Conditions

- i. 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.
- ii. Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- iii. 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

b. Dangerous Occurrences In the event of any of the following:

- i. Collapse/Overturning of machinery
- ii. Explosion/collapse of closed vessel/boiler
- iii. Electrical explosion/fire Notify the Operations Manager or the Programmes Manager immediately:

c. Occupational Diseases

- i. Poisoning
- ii. Skim Diseases
- iii. Lung Diseases
- iv. Infections

On receipt of a written diagnosis from a Doctor, report the disease to the Operations Manager or the Programmes Manager immediately.

Appendix B

a. Control of substances hazardous to health

1. Assessment

The assessment must be a systematic review

- i. What substances are present and in what form?
- ii. What harmful effects are possible?
- iii. Where and how are the substances actually used or handled?
- iv. What harmful effects are given off, etc.?
- v. Who could be affected, to what extent and for how long?
- vi. Under what circumstances?
- vii. How likely is it that exposure will happen?
- viii. What precautions need to be taken to comply with regulations?
- ix. 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:-

- i. Removing the hazardous substance by changing the process
- ii. Substituting with a safe or safer substance, or using a safer form
- iii. Totally enclosing the process or Using partial enclosure and extraction equipment
- iv. General ventilation
- v. 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 so 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 do the job properly.

Appendix C

a. Fire prevention

1. Has the Fire brigade been consulted on:

- i. The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- ii. Emergency lighting and its maintenance?
- iii. The most suitable way of raising an alarm in the event of fire? or The contents of fire instruction notices?

- iv. The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
 - v. Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
 - vi. The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
 - vii. The maximum number of people who should be allowed on the premises at any one time?
 - viii. Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
 - ix. Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
 - x. 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?
 - xi. 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?
- i. Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
 - ii. Are staff/duty officers trained to use this equipment?
 - iii. 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? I
- i. No smoldering fires or cigarettes left burning?
 - ii. Heater and cookers turned off?
 - iii. Televisions and other electrical apparatus turned off and unplugged?
 - iv. Lights off?
 - v. Internal doors closed?
 - vi. Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
- i. Smoking not allowed in store rooms or backstage?
 - ii. Substantial ashtrays provided in areas where smoking is permitted?
 - iii. Heating appliances fitted with adequate and secure fire guards?
 - iv. If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
 - v. Precautions to ensure that convector type heaters are not covered with clothes and curtains?
 - vi. Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
 - vii. Sufficient socket outlets provided to obviate the need for long trailing flexes?
 - viii. Damaged leads replaced regularly?
 - ix. Cooking operations supervised by a reliable person?



- x. Scenery, decorations and costumes for stage performances treated to make them flame retardant?
- xi. All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

Appendix D

a. Health and safety inspection

1. Inspection

- i. 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.
- ii. Appointed members of the Management Committee should arrange to meet and carry out the inspection
- iii. This inspection group will need to agree how each question needs to be answered.
- iv. 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.
- v. The inspection group should be authorized, where URGENT action is necessary, to make immediate reasonable response
- vi. The whole form should be made available to members of the Management
- vii. 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

- i. Risk assessments relate to activities within the premises or grounds
- ii. 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
- iii. Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- iv. A risk assessment needs to be carried out whenever a new activity is envisaged
- v. Assessments need to be repeated whenever circumstances change: Changes in layout of equipment, Observing trends on the accident form, Changes in staff or Introduction of new procedures, processes or materials

Appendix E

a. Display screen equipment

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work. In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users.



Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- i. The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- ii. The individual has no discretion as to the use or non-use of the display screen equipment
- iii. The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- iv. The individual uses display screen equipment in this way more or less daily
- v. Fast transfer of information between the user and the screen is an important requirement of the job
- vi. The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

2. Workers' Entitlement

2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice. A worker may request a test if he/she:

- i. Is already a user for a significant part of his/her work
- ii. Is about to start using display screen equipment for a significant part of his/her work
- iii. Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- iv. It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles. If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report, and gives these to his/her Line Manager who will arrange reimbursement.



"If in doubt report it"

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