



HEALTH AND SAFETY POLICY

Jan 2025

1. Policy Statement

Tunbridge Wells Islamic & Cultural Association (TWICA) is committed to providing a safe and healthy environment for all members, employees, volunteers, contractors, and visitors. We will strive to minimise the risk of accidents, injuries, and illnesses by maintaining high standards of health and safety across all our activities and operations. This Health and Safety Policy is designed to ensure that we comply with all relevant legal requirements, promote awareness, and establish clear responsibilities for health and safety throughout the organisation.

2. Objectives

The primary objectives of this policy are to:

- Ensure the health, safety, and well-being of all individuals using the facilities or participating in activities organised by TWICA.
- Comply with all applicable health and safety legislation and guidance.
- Identify and manage any hazards associated with our activities.
- Provide adequate training, supervision, and support to staff, volunteers, and members to help them perform their duties safely.
- Ensure that any incidents or accidents are reported, investigated, and addressed promptly.

3. Responsibilities

- **Management:** The overall responsibility for health and safety lies with the management of TWICA. They will ensure that proper resources are provided for health and safety activities and that safety procedures are in place.





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- **Health and Safety Officer:** The appointed Health and Safety Officer will be responsible for overseeing health and safety measures, conducting regular risk assessments, and ensuring that safety practices are being adhered to.
- **Employees and Volunteers:** All employees, volunteers, and members must take reasonable care for their own health and safety and that of others who may be affected by their actions. They should also cooperate with health and safety procedures and report any unsafe conditions or practices.
- **Members and Visitors:** All members and visitors must follow the health and safety rules and guidelines set out by TWICA during their time on the premises or while participating in events and activities.

4. Risk Assessment

We will conduct regular risk assessments to identify potential hazards and risks associated with the facilities and activities we provide. These assessments will cover:

- Fire safety
- Electrical safety
- Hazardous materials
- Safe handling of equipment
- Emergency evacuation procedures
- Health risks (e.g., communicable diseases)
- Manual handling and lifting

Any identified risks will be mitigated through appropriate measures such as training, the use of safety equipment, and operational changes.





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5. Training and Awareness

TWICA will ensure that all staff, volunteers, and key members are provided with appropriate health and safety training. This may include:

- Fire safety training
- First aid training
- Handling emergencies
- Equipment operation training
- Personal protective equipment usage
- Risk assessment procedures

Training will be reviewed regularly to ensure it remains relevant and up to date.

6. First Aid and Emergency Procedures

- First aid kits will be readily available in designated locations within the premises.
- A number of staff and volunteers will be trained in first aid procedures.
- Emergency procedures for fire, medical emergencies, and evacuation will be clearly displayed and practiced regularly through fire drills and emergency training sessions.

7. Incident Reporting and Investigation

Any accidents, incidents, or near-misses must be reported to the Health and Safety Officer or management immediately. All reports will be documented and investigated to determine the cause and implement measures to prevent reoccurrence.





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8. Fire Safety

- Fire exits and escape routes will be clearly marked and kept free from obstruction at all times.
- Regular fire drills will be conducted to ensure that everyone knows how to evacuate the premises safely in the event of a fire.
- Fire extinguishers and other fire safety equipment will be regularly checked and maintained.

9. Hygiene and Sanitation

We will maintain high standards of hygiene and sanitation within our facilities. Regular cleaning of the premises will be carried out, especially in areas used by large groups, such as kitchens, toilets, and prayer areas. Hand sanitisers will be available, and members will be encouraged to follow proper hygiene practices, including washing hands regularly.

10. Monitoring and Review

This Health and Safety Policy will be reviewed annually or when significant changes occur in our operations, activities, or relevant legislation. Any changes or updates will be communicated to all employees, volunteers, and members.

11. Conclusion

TWICA recognises the importance of health and safety in all aspects of our operations. By working together, we can ensure a safe and healthy environment for everyone involved in our activities. We are committed to creating a culture where health and safety are prioritized, and where all individuals feel empowered to take responsibility for their own safety and that of others.

Tunbridge Wells Islamic & Cultural Association

Date: February 2025

