

Health and Safety Policy

Health and Safety policy is to cover personal physical health and mental health. Policy should ensure comprehensive set of health and safety policies and guidelines to ensure volunteers physical and emotional well/being. The organisations are by this policy to commit themselves to:

- a) Ensure availability and accessibility of first-aid support (internally and externally),
- b) Ensure fire wardens and services,
- c) Ensure access to medical facilities and professionals (e.g. hospitals, nurses, access to medication);
- d) Ensure maintenance for all locations (offices and accommodation);
- e) Ensure availability of electricity points, lighting, ventilation, sanitation and hygiene facilities to be assured;
- f) Ensure regular inspection and servicing and vehicle maintenance,
- g) Ensure appropriate equipment (such as radio, first-aid kit, seat belts, water, blanket)
- h) Ensure availability and quality of desk space, chairs, computer equipment;
- i) Secure information about: *provisions for leave and working hours; degree of remoteness; access to private space, religious buildings; access to recreational activities and sports facilities, libraries, markets, etc.;*
- j) Information on mechanism for monitoring and reporting health-and-safety incidents
- k) Health-and-safety incidents form.

Health and Safety policy to include as minimum following aspects:

Information of diseases prevalent in the area the level of likelihood and impacts;	
Information on where to seek first-aid support;	
Information on where to find radio, first-aid kit etc. in case of emergency;	
Information on fire wardens and services;	
Information on where and how to obtain assistance from	



medical facilities and professionals, hospitals, clinics etc.;	
Information on office and accommodation: incl. electricity points, lighting, ventilation, sanitation and hygiene facilities;	
Information on maintenance and inspection procedures for locations and vehicles;	
Information on mechanism for monitoring and reporting health-and-safety incidents;	
Health-and-safety incidents form;	
Information about: <i>provisions for leave and working hours;</i> <i>access to recreational activities;</i> <i>access to private space, degree of remoteness;</i>	