



# Burnt Oak Nepalese Community

बर्न्टओक नेपाली समाज

London, United Kingdom

## **Sajha Ghar Community Health and Safety Policy**

The purpose of this policy is to ensure the health, safety, and well-being of all members and visitors at Sajha Ghar.

### **2. Scope**

This policy applies to all activities, events, and services conducted within Sajha Ghar premises.

### **3. Policy Statement**

Sajha Ghar is committed to:

- Complying with all applicable health and safety regulations.
- Identifying and mitigating risks to ensure a safe environment.
- Promoting a culture of safety awareness among all participants.
- Ensuring that all individuals understand and follow safety procedures.

### **4. Responsibilities**

#### **4.1 Executive Team**

- Develop and review health and safety policies regularly.
- Provide training and resources to ensure safe practices.
- Ensure emergency equipment (e.g., fire extinguishers, first aid kits) is maintained and accessible.

#### **4.2 Health and Safety Officers, and volunteers**

- Follow health and safety procedures at all times.
- Conduct risk assessments and fire drills at regular intervals.
- Report hazards, incidents, or unsafe practices to the executive team immediately.
- Assist with evacuations and emergency procedures when required.
- Enforce occupancy limits to avoid overcrowding.

#### **4.3 Visitors and members**

- Respect and follow the health and safety rules.
- Report any hazards or concerns to the executive team.
- Take personal responsibility for their own safety and the safety of others.

## **4.4 Volunteers administering professional medical services**

- Regularly clean and disinfect equipment and surfaces.
- Follow protocols for safe disposal of medical waste
- Maintain privacy
- Follow local health and safety regulations and guidelines.
- Record assessments accurately, including any incidents or risks
- Maintain patient privacy and comply with data protection regulations
- Report any safety concerns to the appropriate authority

## **5. Health and Safety Procedures**

### **5.1 Emergency Preparedness**

- Maintain clearly marked emergency exits.
- Conduct regular fire drills and emergency evacuation exercises.
- Display emergency contact numbers prominently throughout the premises.

### **5.2 First Aid**

- Provide and maintain a fully stocked first aid kit.
- Record all incidents and accidents in the incident logbook.

### **5.3 Hygiene and Sanitation**

- Ensure regular cleaning and disinfection of common areas, especially high-touch surfaces.
- Provide handwashing stations and hand sanitisers in key locations.

## **6. Specific Policies**

### **6.1 Fire Safety**

- Ensure fire extinguishers are available and serviced regularly.
- Display fire evacuation plans in all major areas.

### **6.2 Food Safety**

- Adhere to food safety standards for all meals prepared or served on-site.

### **6.3 Child Protection**

- Provide adequate supervision during activities involving children.
- Do not leave children unsupervised
- Conduct background checks for volunteers working with children.

## **7. Monitoring and Review**

- Regularly review this policy to ensure its effectiveness.
- Update procedures as necessary to comply with changing regulations.
- Engage the community in discussions about health and safety improvements.

## **8. Enforcement**

Non-compliance with health and safety policies will result in appropriate action, which may include:

- Issuing warnings.
- Removing individuals from the premises.
- Escalating serious matters to local authorities if necessary.

## 9. Contact Information

For questions, concerns, or emergencies, please contact:

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Approved by	Position	Effective date	Signature
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