



***BUKULULA ACTION FOR CHILDREN
AND YOUNG PEOPLE (ACYP)***

HEALTH AND SAFETY MANUAL

***“We are committed to making this workplace
safe and healthy”***

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volunteers working under their direction.

Every volunteer is expected to share in this commitment to health and safety in the workplace by:

- Observing all safe work procedures, rules and instructions
- Reporting any pain or discomfort early on
- Taking an active role in the company's treatment and rehabilitation plan, to ensure an "early and durable return to work"
- Ensuring all incidents, injuries and hazards are reported to the appropriate person.

The health and safety committee includes senior management representatives and union and other nominated volunteer representatives. It is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed and dated:  Tuesday 12th March 2024

Position: *Milly Kateregga*

1.2 Relevant Organisational requirements

We aim to meet the requirements of all National legislation, regulations, code of practices, safety data sheets for particular hazards, and organisational best practices.

1.3 Health and safety roles

The following staffs have specific roles and responsibilities relating to health and safety. Their performance relating to these duties is evaluated annually.

Name	Duties
Name: Milly Kateregga Position: <i>Project Health Officer</i>	<ul style="list-style-type: none">• Sets health and safety plans/objectives• Initiates annual review• Ensures injured volunteers are given planned rehabilitation• Consults with outside advisers• Trains supervisor's/line managers• Prepares a six monthly training plan• Reports serious harm injuries to the Department of Labour• Investigates accidents• Chairs safety meetings and appoints health and safety representatives• Ensures clients are inducted and managed
Names: 1.Desire Mukakalangwa <i>Volunteer Coordinator</i> 2. Namutebi Anna – <i>Project Administrator</i>	<ul style="list-style-type: none">• Supervises volunteers to ensure hazards are managed• Supervises and implements rehabilitation• Carries out quarterly inspections• Supervises visitors and clients• Trains volunteers in induction and safe work procedures• Completes accident records (accident register)
Name: Nsamba Peter <i>Project Engineer/Business trainer</i>	<ul style="list-style-type: none">• Selects clients• Supervises clients• Ensures clients are issued with information about on-site safety

Name: Luyimbazi Fred Position: <i>health and safety coordinator</i>	<ul style="list-style-type: none"> • Ensures visitors have read information about visitor safety • Ensures clients go through induction • Provides or sources specialist advice in health and safety matters • Co-ordinates health and safety reviews • Initiates rehabilitation plans with injured volunteers • Assists with accident investigations if required • Maintains the hazard register • Maintains accident records and statistical analysis • Attends monthly safety meetings
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1.4 Safety expectations

We have very clear health and safety expectations for all volunteers, and clear processes to follow when these expectations are breached.

Our health and safety expectations are that volunteers:

- Ensure that their actions or inactions do not cause harm to themselves or others
- wear all PPE provided when required
- Report hazards
- Report all accidents, incidents and near misses.

Failure to adhere to the above will result into penalization and failure to engage the organisation in case of any unexpected event that might require financial support.

1.5 Health and safety management plan

Our annual health and safety plan is based on SMART objectives, meaning they are specific, measurable, achievable, relevant and time-bound.

Management works with volunteers through the health and safety committee to set the company's health and safety objectives, which are then listed in our annual health and safety plan. A copy of this is on the following page.

The health and safety committee allocates responsibilities to ensure these objectives are met.

Each year, management and volunteers review the outcomes to ensure the objectives have been achieved. If not, management and volunteers take corrective action to ensure the objectives will be met.

Bukulula Action for Children and Young People's Health and Safety Plan

Objectives	Action plan	Responsible	Date
Objective 1			
Objective 2			
Objective 3			
Objective 4			

1.6 Return to work

Return to work

In the event of work-related injury or illness we ensure our volunteers receive appropriate medical treatment and assessment as quickly as possible. *Milly Kateregga* is responsible for establishing and maintaining early contact with all injured or ill volunteers, regardless of whether it is a work-related injury or not.

Volunteers with work-related injuries

If an volunteer suffers any injury at work, they must report it to their supervisor as soon as possible and record it in the accident register.

If they require medical assistance, the doctor or hospital will complete a medical form, which the volunteer must present to management as soon as possible.

Alternative duties may be allocated until the injured volunteer is fit to return to their normal duties. In addition, the injured volunteer may be able to get extra assistance. All of these options should be discussed by Action for Children and Young People, the volunteer, their case manager and medical provider as required.

3. Hazard management

We have an active process to manage hazards: we identify hazards, assess them for significance, control them and regularly review our controls and the whole hazard management system.

3.1 Hazard management definitions

3.1.1 Hazard

- (a) Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
- (b) Includes -
 - (i) A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
 - (ii) Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

3.1.2 Significant hazard

Means a hazard that is an actual or potential cause or source of -

- (a) Serious harm; or

- (b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

3.1.3 Harm

- (a) Means illness, injury, or both; and
- (b) Includes physical or mental harm caused by work-related stress.

3.1.4 Serious harm

Means death, or harm described in the First Schedule to the Act as follows:

1. Any of the following conditions that amounts to, or results in, permanent loss of bodily function, or temporary, severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration or crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence.

3.1.5 All practicable steps

1. ...in relation to achieving any result in any circumstances, means all steps to achieve the result that it is reasonably practicable to take in the circumstances, having regard to -
 - (a) The nature and severity of the harm that may be suffered if the result is not achieved; and
 - (b) The current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
 - (c) The current state of knowledge about harm of that nature; and
 - (d) The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each of those means; and
 - (e) The availability and cost of each of those means.
2. To avoid doubt, a person required by this Act to take all practicable steps is required to take those steps only in respect of circumstances that the person knows or ought reasonably to know about.

3.1.6 Eliminating hazards

Significant hazards to volunteers to be eliminated if practicable.

Where there is a significant hazard to volunteers at work, the employer shall take all practicable steps to eliminate it.

3.1.7 Isolating hazards

Significant hazards to volunteers to be isolated where elimination impracticable, where -

- (a) There is a significant hazard to volunteers at work; and
- (b) Either -
 - (i) There are no practicable steps that may be taken to eliminate it; or
 - (ii) All practicable steps to eliminate it have been taken, but it has not been eliminated

The employer shall take all practicable steps to isolate it from the volunteers.

3.1.8 Minimising hazards

Significant hazards to volunteers to be minimised, and volunteers to be protected, where elimination and isolation impracticable

- 1. Where -
 - (a) There is a significant hazard to volunteers at work; and
 - (b) Either -
 - (i) There are no practicable steps that may be taken to eliminate it; or
 - (ii) All practicable steps to eliminate it have been taken, but it has not been eliminated; and
 - (c) Either -
 - (i) There are no practicable steps that may be taken to isolate it from the volunteers; or
 - (ii) All practicable steps to isolate it from the volunteers have been taken, but it has not been isolated, -

The employer shall take the steps set out in subsection 2.

- 2. The steps are -
 - (a) To take all practicable steps to minimise the likelihood that the hazard will be a cause or source of harm to the volunteers; and
 - (b) To provide, make accessible to, and ensure the use by volunteers of suitable clothing and equipment to protect them from any harm that may be caused by or may arise out of the hazard; ...

3.2 Hazard identification

3.2.1 Methods used for identifying hazards

We use several methods to identify hazards:

- Workplace inspections
- Task or job analysis
- Safety observation
- Accident, incident or near-miss investigation

- Process analysis
- Area analysis
- Injury data analysis
- Volunteer feedback

3.2.3 Hazard reporting

We encourage all volunteers to report any hazards they observe, using the hazard reporting sheet on the next page.

<i>Action for children and Young People's hazard reporting sheet</i>	
Work area:	Date:
What is the hazard?	
Where and how would contact with the hazard occur?	
Who comes into contact with the hazard?	
How often does contact occur?	
What harm would normally happen if someone comes into contact with the hazard?	
Suggested actions:	
Name:	Signed:

3.2.4 Hazard register

We list all identified hazards on our hazard register.

The next page has an example of our register. It includes the significance of hazards and the practicable steps (elimination, isolation or minimisation) we've taken to control them.

We monitor these controls as required, and *[Position] [Name]* reviews the hazard register *[frequency, eg: monthly, quarterly, annually]*.

Hazard identification- Bukulula Action for children and Young people

[illegible]

3.3 Dealing with changes

New or modified equipment, material, services or processes

Nsamba Peter is responsible for assessing new equipment and modifying or altering existing equipment.

All hazards that may result as an outcome of changes in equipment, material, services or processes are identified, assessed and controlled, and this information is added to the hazard register.

3.4 Personal protective equipment

Personnel Protective Equipment (PPE) is issued to all volunteers for specific tasks.

There are two forms on the next page. One is a register that helps us to track and maintain our PPE. The other is used when we issue PPE. It includes a date of issue and requires volunteers to state the training they've received enabling them to use the PPE.

Nsamba Peter and Micheal Mwebaza will train volunteers in the correct use and maintenance of PPE.

Not wearing correct PPE will result in disciplinary action.

Action for Children and Young People's personal protective equipment register

Equipment	When to be used (hazard)	Maintenance guidelines	Replacement (date or condition)

Action for Children and Young People's personal protective equipment – issuing equipment

Name	Equipment	Training provided	Issue date	Date returned

3.5 Health Monitoring

We have a health monitoring programme to identify any health effects of hazardous exposure as soon as possible, and to prevent further harm.

Hazards that require health monitoring as the appropriate means of control are recorded on the health monitoring form on the following page. This includes identifying the health monitoring required as the result of an incident or investigation.

We inform volunteers about the results of our health monitoring, and we do this in a way that ensures the identity of individuals involved is protected.

We investigate any results that indicate work-related harm (sub-optimal results), to ensure that all hazards contributing to that result are identified and effective controls are in place.

We add any new hazards to our hazard register.

Bukulula Action for Children and Young People's health monitoring programme

Task	Potential harm	Method of monitoring health	Frequency of monitoring

3.6. Environmental monitoring

We monitor the work environment to ensure we do not exceed safe limits on things such as noise, airborne contaminants or particles.

3.7 Pre-employment screening

Our pre-employment screening aims to ensure we do not employ anyone who, as the result of a disability or medical condition, would be at risk in the workplace or put others at risk.

Our screening process **MAY** include the following requirements:

- Certificate from the applicant's medical practitioner
- Completing a medical questionnaire
- Examination by our medical practitioner
- Medical tests such as audiometry, eyesight, ECG and lung function test
- Selected personal questionnaires

4. Information, Training and Supervision

We provide our volunteers with health and safety information, training and supervision to ensure they have the skills and knowledge to do their jobs safely. We check with our volunteers to ensure they have understood the information and training we provide.

4.1 Internal training

Health and safety training

We provide the following health and safety information and training:

- Health and safety induction for new staff, visitors and clients so that they are aware of their responsibilities as well as our responsibilities as the employer. This includes informing volunteers about how they can participate in health and safety and raise issues with the health and safety committee
- Hazard awareness
- Incident and injury reporting
- PPE
- Emergency procedures
- Specific information and training related to the jobs and tasks of an volunteer, such as safe operating procedures, codes of practice and certification (if required).

4.3 Induction

Induction training is carried out by Milly Katereggga and Nsamba Peter.

4.4 Training records

Training is an important control measure to minimise the effects of exposure to significant hazards. We have the following procedures to ensure all our volunteers are trained to work safely:

- We keep individual training records for each volunteer, and we update these each year. The next page has an example of a training record.
- Where training is required and not already offered, we establish and implement a training plan. A copy of our safety training plan follows.
- Staff responsible for training and supervision are either experienced in these responsibilities or given appropriate training. Their responsibilities for training or supervision are included in their job description.

ACYP's training record			
Volunteer:			
Occupation:			
Training subject (and key points covered)	Date trained	Date retrained	Signature to confirm training delivered and understood
			Volunteer: Supervisor:

			Volunteer: Supervisor:
			Volunteer: Supervisor:
			Volunteer: Supervisor:

ACYPS's volunteer safety training plan

Volunteer	TRAINING REQUIRED		
	Specific training required	Planned completion date	Actual completion date

4.5 External training

Criteria for using external trainers

Before contracting any external training, we consider the following criteria:

- The provider's knowledge of the subject
- Their proven competence of presenting training
- If the training aims are consistent with our training objectives
- If the service provider can adapt training to meet our specific needs
- If the training is adequate to ensure effective learning
- If training is delivered in a cost and time effective manner.

5. Accident/incident systems

We report, record and investigate all accidents/incidents and near misses. We control any new hazards and make improvements to prevent similar incidents/accidents or near misses from happening again.

5.1 Responding to injuries

All our volunteers are trained to ensure they are safe before helping an injured person. There is more information about emergency procedures in Chapter 7.

Our volunteers are trained to report any incident to their supervisor or manager as soon as possible.

5.2 Recording accidents and near misses

Accident register

All work-related accidents and near misses are recorded in the accident register. An example of this form is on the next page. This form is also used for reporting accidents to the Department of Labour.

If an volunteer is off-site, the accident must be reported as soon as possible. The accident register is kept *Records cabinet at Kalungi site*

5.3 Reporting serious harm

Reporting to the Department of Labour

All serious harm injuries are reported to the Project Coordinator immediately by phone or fax and submitted in writing within seven days. This is done using the form on the previous page.

ACYP Project health Officer is responsible for reporting to the Project Coordinator. In their absence, the most senior person present is responsible.

5.4 Accident investigation procedure

We investigate all accidents, incidents and near-misses to determine the causes. This includes investigating all incidents involving our visitors and clients.

We use the following procedures:

- All serious harm injuries are investigated and the results are recorded on the form on the following page.
- All other incidents or near-misses are investigated and the results recorded.
- *Nsamba Peter* carries out the investigations.
- *Milly Kateregga* follows up all incidents and puts in place new procedures or actions as appropriate.
- Any new hazard that is identified, or control measures introduced through the investigation, is recorded in the hazard register. This is the responsibility of the person carrying out the investigation.
- Findings from all incident investigations are communicated to all staff by noticeboard

5.5 Who is involved in incident investigations?

These people are involved in our incident investigations.

Name
Michael Mwebaza
Milly Kateregga
Nsamiba Peter
Lydia Lwebuga

ACYP's summary of accident reports/investigations

Date	Short description	Reported to Medical Team (Y/N)	Investigated (Y/N)	Rehabilitation plan (Y/N)	Significant hazard (Y/N)	All action completed?	
						(Y/N)	Date

6. Volunteer participation

We involve our volunteers and, where applicable, their representatives in developing, agreeing, implementing and maintaining an volunteer participation system.

6.1 Participation processes

Volunteer participation processes used

We use the following volunteer participation processes:

- We hold regular health and safety discussions or toolbox meetings with management and staff.
- We involve volunteers in our hazard management processes, which include:
 - identifying hazards regularly, especially when things have changed
 - recording the hazards in the hazard register
 - reporting back to staff about the decisions taken on controlling hazards, and the reasons for these decisions
 - providing training on hazard management.
- We consult with our volunteers and gain agreement on a process to elect health and safety representatives.
- We hold regular health and safety committee meetings.
- We ensure health and safety committee membership is acceptable to volunteers and management.
- We ensure the committee includes a management representative with the authority to implement recommendations, volunteer representatives, and some members with specialist knowledge and skills.

6.2 Health and safety meetings

Health and safety meetings are open to all volunteers. We document all meetings and provide minutes to volunteers *through notice board and meetings*

We use the form on the following page to record our safety discussions.

ACYP's record of safety discussions			
Workplace name:			Date of discussion:
People present:			
Comments and issues			
Action	By whom	By when	Completed (sign and date)

7. Emergency readiness

We have identified the types of emergencies that could affect our company, and developed an emergency plan and procedures to deal with them.

7.1 Emergency planning

Our emergency plan identifies all potential emergency situations and the required responses for each. Here's the checklist we used to develop our emergency plan:

Emergency plan content	
A floor plan (or site plan) that shows:	
o the location of exits and assembly areas	<input type="checkbox"/>
o all the hazardous substances kept on-site and where they are stored	<input type="checkbox"/>
A procedure for each emergency identified	<input type="checkbox"/>
Identified who takes charge in each emergency situation	<input type="checkbox"/>
Processes to communicate an emergency to all volunteers	<input type="checkbox"/>
The services and official organisations to call for each emergency and their contact details	<input type="checkbox"/>
Specialised training that emergency response volunteers require to respond to emergencies. This includes refresher training	<input type="checkbox"/>
The training all volunteers will require	<input type="checkbox"/>
The emergency equipment required, where it is kept, and how often it's checked	<input type="checkbox"/>
The PPE needed and how it's maintained	<input type="checkbox"/>
The emergency equipment or supplies needed	<input type="checkbox"/>
The frequency with which procedures are tested and reviewed	<input type="checkbox"/>

ACYP's emergency procedure checklist	
Method of warning volunteers that there is an emergency	<input type="checkbox"/>
Procedures for on-site emergency response from wardens, first-aid personnel and rescue squads	<input type="checkbox"/>
Procedures for providing immediate medical assistance and first-aid	<input type="checkbox"/>
Procedures for shut-down or isolation of hazardous processes, equipment or substances	<input type="checkbox"/>
Procedures for evacuating the site	<input type="checkbox"/>
Procedures for ensuring visitors and disabled persons are evacuated from the building	<input type="checkbox"/>
Procedures for accounting for all volunteers after an evacuation	<input type="checkbox"/>
Procedures for accounting for visitors and clients present during an emergency	<input type="checkbox"/>
Procedures for mobile workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for isolated workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for lone workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for reporting emergencies to emergency services	<input type="checkbox"/>
Procedures for protecting important records and assets	<input type="checkbox"/>

7.3 Communicating emergency information

We have training, emergency drills, meetings and signs to ensure all staff are aware of our emergency plan and procedures.

7.4 Wardens and first-aid personnel

Number of first-aid personnel

We have 2 trained first-aid personnel to ensure we meet the requirements.

List of wardens and first-aid personnel

The wardens and first-aid personnel for each area are displayed on notice boards

Training

Wardens and first-aid personnel receive regular instruction and training in their roles. This training is recorded on the safety training plan and on their

individual training records. These are reviewed annually to ensure their qualifications are current.

7.5 Emergency drills

We carry out emergency drills at least once every *three months* We record these using the form on the following page and provide a debrief at *quarterly meetings*

ACYP's record of emergency drill/actual evacuation

Date:
Time of alarm:
Time evacuation completed:
Time all clear:

Area	Results	Action points	Responsibility

Signed:

8. Clients and visitors

We manage the health and safety of our clients and visitors while on-site. We ensure they are not harmed by our work environment and that our volunteers are not harmed by our contractor's work.

8.1 Health and safety of clients and visitors

All visitors and clients must report to the office/reception. We ask them to read and sign the Health and Safety Rules for Visitors form, on the following page. Short-term clients are inducted and escorted while on-site.

We ensure all restricted areas are clearly sign-posted to protect visitors and clients.

ACYP's health and safety rules for visitors

Welcome to ACYP. Please read the following information and sign the form provided.

- Do not go into the work area unaccompanied.
- Please wear personal protective equipment (PPE) when asked to do so.
- If you have an accident, please report to the receptionist and ensure it is recorded in the accident register.
- If you see anything hazardous, please let us know.
- If there is an emergency and you are required to evacuate, please leave the building immediately. Do not use the lifts. Follow staff or fire wardens to the assembly point.

Thank you
Milly Kateregga
Project Health Officer

Date	Name	Read the safety information?	Time In	Signature	Time out	Signature

8.2 Selection of clients

We assess all clients before hiring them to ensure they are competent and safe.

They receive a full induction before they start work on-site.

We monitor and evaluate their performance to ensure they follow our health and safety practices.