

Youth Ngage Kent will prevent, as far as is reasonably practicable, accidents and work related ill-health, by:

- Maintaining a **safe and healthy working environment**
- Providing **adequate control of health and safety risks** arising from our work activities
- Communicating **effectively on health and safety with members and any guests**
- Providing adequate **information, instruction, training and supervision for workers**
- Ensuring all **workers are competent** to do their tasks
- Allocating **clear responsibilities for health and safety**
- Having clear and **effective health and safety arrangements**
- Consulting **with our workers** on matters affecting their health and safety
- Supply all covid-19 essentials required for safe environment

. All our Workers are required to:

- Co-operate with supervisor on health and safety matters;
- Take reasonable care of their own health and safety;
- Report health and safety concerns to an appropriate person
- Not interfere with anything provided to safeguard their health and safety.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Health & Safety Director Prince Adeola	All necessary preventions and covid-19 essentials have been put in place and regularly updated
To provide adequate training to ensure workers are competent to do their work	Yetunde Adeola Project Director	Staff attend regular training on safeguarding, risk assessment and understand what to do in case of emergency

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To engage and consult with members on day-to-day health and safety conditions and provide advice and supervision on occupational health	Health & Safety Director Prince Adeola	All members are fully aware of what to do and whom to consult in case of any concern. First Aid box and health and safety poster are visible for everyone
To implement emergency procedures - evacuation in case of fire or other significant incident	Health & Safety Director Prince Adeola	Staff and volunteers are aware of emergency procedures and evacuation site
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Nana Odamo Wellbeing Officer	Purchase and management of all safety and essential items are regularly checked and updated

Health and safety law poster is displayed:	YES
First-aid box and accident book are located: On the table at the main corridor	YES
Name:	Yetunde Adeola (Project Director)
Date:	10 April 2023
Signed:	