



HEALTH & SAFETY POLICY

Statement of intent

The policy of Baraza e.V. is to provide and maintain safe and healthy working conditions and environment for all our Executive, staff, volunteers, users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

Overall and final responsibility for health and safety at all events and activities organised by Baraza e.V. lies with the Executive Board. This responsibility will be delegated to a named volunteer/ staff for each event or activity. This person will be responsible for ensuring that this policy is upheld including completing an appropriate risk assessment (using the Baraza pro-forma).

All those coming into contact with a Baraza activity have a duty to:

- Co-operate with the Executive Board on health and safety matters where appropriate
- Not interfere with anything provided to safeguard their health and safety or that of other users/ attendees
- Take reasonable care of their own and others' health and safety
- Use equipment correctly
- Report all health and safety concerns to an appropriate person on the Baraza Executive Board.

General arrangements

The main activity of Baraza is to work at international level to promote intercultural dialogue and understanding between people. Baraza is not an organisation with staff who regularly attend a main office environment. The work is led by the Executive Board who reside in many different countries. Therefore, our activities take place in other hired or invited venues. Therefore:

- A risk assessment will be carried out before education, training or public events in venues. This will include assessing risk as it relates to all aspects of events including equipment, venue, volunteers and/ or attendees. Appropriate precautions will be taken to minimise hazards at all events and activities. In most hired venues, we expect the host organisation to have a risk assessment in place.

- We will aim to have a Baraza trained first aider present at all events which are open to the public or ensure that the host venue has suitable cover e.g. school, youth club or hotel.
- We will make sure all Baraza volunteers, staff and/ or users at events and activities are aware of the location of emergency exits and washing facilities.
- Relevant volunteers, staff and users will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- Whilst not preferable, no Baraza volunteer or employee will run an event or activity on their own. Where there is no other option, we will ask the host organisation to make a staff/ volunteer member available to accompany our Baraza colleague and we will ask the Baraza colleague to check-in with an Executive Board member by telephone after their engagement has concluded. Baraza holds Public Liability Insurance.
- In the event of an incident, the Accident Reporting Form will be completed by a Baraza lead and discussed at a subsequent Executive meeting.

Risk Assessment

- Risk assessments of each activity will be carried out by the lead/ accountable person who is planning that activity. That person is responsible for liaising with the Executive Board to ensure hazards are dealt with as outlined in the risk assessment.

First Aid and Accidents

- Baraza will make available a First Aid box for all public activities/ programmes or ensure that the host venue has these facilities
- The Executive Board is responsible for checking the contents of the box every quarter
- Every Lead Volunteer will have up to date first aid training.
- All accidents are to be recorded on the Accident Reporting Form.

Behaviour management

Any attendee of a Baraza event who displays abusive conduct and/ or violent behaviour will be asked to leave the session. Baraza reserves the right to discontinue any such programme.

Policy status

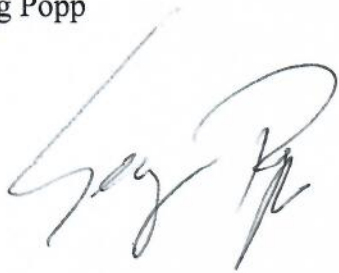
Baraza may alter or adapt this policy and any components of it at any time.

This health & safety policy is approved and endorsed by Baraza Executive.

Baraza intends to review this policy by the end of September 2025.

Name: Georg Popp

Signature:

A handwritten signature in black ink, appearing to read 'Georg Popp', written in a cursive style.

Role: President

Date: 8th October 2022

Baraza e.V.
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