



## HEALTH AND SAFETY POLICY

May 2026

### Policy Statement

SeeKenya is committed to fostering a positive Health and Safety culture and ensuring the health, safety and welfare of all staff, trustees and members of short-term teams and of those who work with us, in so far as is reasonably practicable.

This document states the responsibilities of staff, trustees, team leaders, hosts and team members. It gives the following guidelines for working in the UK and in Kenya:

STAFF & TRUSTEES	2
RISK ASSESSMENTS	2
NEW LOCATIONS/EVENTS	2
1.    PRIOR TO DEPARTURE	3
2.    SECURITY	3
PRIOR TO TRIP	3
SEE KENYA'S RESPONSIBILITIES IN KENYA	3
PARTNER'S RESPONSIBILITIES	4
3.    HEALTH	4
MEDICAL CARE IN KENYA	5
1.    CULTURAL AWARENESS	5
2.    TRAVEL	5
3.    HEALTH & SAFETY	5
4.    EMERGENCY PROCEDURES & CRISIS MANAGEMENT	6
Appendix 1 - Manual Handling Procedures	7
Appendix 2 - Risk Assessment Template	8
Appendix 3 - Risk Assessment – The King's Centre Meetings, Training and Packing Sessions	9

### SeeKenya's health and safety procedures are to ensure that;

- Staff, trustees and team members stay safe whilst carrying out SeeKenya work in the UK and whilst overseas and travelling
- Staff, trustees and team members stay healthy whilst carrying out SeeKenya work in the UK and whilst overseas and travelling
- Team members are culturally aware whilst in Kenya
- Risks are identified, managed and mitigated
- Procedures are in place in the case of an emergency or incident occurring

Should anyone have any health and safety concerns, please inform SeeKenya's administrator at [info@seekenya.org](mailto:info@seekenya.org) (if in the UK) or the team leader (during a trip).

Issues and safe practices specifically related to working with children and vulnerable adults are covered in our Safeguarding Policy ([www.seekenya.org/policies](http://www.seekenya.org/policies)).

**Our local partner, Edfri International, has received a copy of this policy to review against their existing policies.**

## **HEALTH & SAFETY FOR WORKING IN THE UK**

### **STAFF & TRUSTEES**

All SeeKenya staff (seconded or employed by SeeKenya) or trustees working at SeeKenya's Head Office (currently at The King's Church, 33-35 Victoria Rd, RH15 9LR) have a duty to make themselves aware and abide by the Health and Safety policy and requirements at the stated location, and take reasonable care of their own health and safety.

### **RISK ASSESSMENTS**

Risk assessments should be carried out for all SeeKenya run events or meetings in the UK by SeeKenya's administrator or a nominated team member. These will be distributed to the relevant trustees and staff in charge prior to an event and the relevant information passed onto the meeting attendees so they are aware of risk and hazards. A risk assessment is available in **APPENDIX 3** for meetings, training sessions and packing sessions carried out by SeeKenya at The King's Centre.

Risk assessments will be reviewed at least annually, when there is a change in process, when there has been an incident/near miss or when there is a change in legislation. Control methods will be used to eliminate or reduce risks so far as is reasonably practicable.

### **NEW LOCATIONS/EVENTS**

Any new events run by SeeKenya or changes of location will require a new risk assessment to be completed where required. If this is not taking place at The King's Centre, the health and safety policy at the new location must be followed and a risk assessment drawn up.

## **HEALTH & SAFETY FOR WORKING IN KENYA**

### **1. PRIOR TO DEPARTURE**

SeeKenya is responsible for;

- Providing a Trip Information Sheet containing all the relevant Health & Safety information to each team member prior to any trip.
- Providing training for all the team prior to any trip including reviewing the Trip Information Sheet and answering any questions arising from this.
- Carrying out a risk analysis in consultation with our partner, Edfri International, for SeeKenya trips. Reviewed annually.
- Reviewing the Crisis Policy and Safeguarding Policy on an annual basis.
- Providing all team members with an Emergency Card with relevant emergency contact numbers and details.
- Reviewing any risk assessments and outstanding actions from previous trips before each trip.
- Compiling two Emergency Folders and an online copy. The team leader will take one folder to Kenya, the UK Lead will have access to the second in the case of an emergency. All relevant documentation should be stored here.

### **2. SECURITY**

#### **PRIOR TO TRIP**

To ensure security for all team members on each trip, SeeKenya will;

- Check the security situation in Kenya by means of contact with our partner Edfri International and through government foreign travel advice.
- Carefully consider any advice issued and take appropriate action. Inform team members if specific concerns arise prior to departure.
- If cancellation of the trip becomes an option that needs to be considered, the appropriate SeeKenya leadership and trustees will be involved.

#### **SEE KENYA'S RESPONSIBILITIES IN KENYA**

- In the event of a security issue arising whilst the team is overseas, whether or not the team is directly involved, the team leader will follow the procedures in the Crisis Policy.
- The team leader will carry out a further risk analysis within 48 hours of arrival in a location. This covers both security and health & safety issues. A copy of this will be kept by the team leader. Any issues arising from this will be discussed with the hosts, and, where required, with the UK Lead.

- The team leader will update the team on any risks the group is not already aware of, and how these can be minimized.
- Avoid any public demonstrations and other civil disturbances.

### **PARTNER'S RESPONSIBILITIES**

SeeKenya's partners take security seriously. They will;

- Taking all reasonable steps to provide accommodation and meals which are safe and secure and a safe working environment.
- Checking that any vehicles hired or loaned are roadworthy.
- Keeping the team leader informed of any dangers, concerns, risks or security threats that they become aware of whilst the team is with them.
- Liaise with SeeKenya and the team leader in the event of an emergency and assist as appropriate.
- Ensure fire equipment and procedures are in place and inform the team how to raise the alarm in the case of a fire on arrival, and where the rendezvous point is.
- Provide a security debrief for the team on arrival.

### **3. HEALTH**

SeeKenya will follow the procedures below to ensure the health of all team members;

- Check what vaccinations, immunisations and Covid requirements are needed for the team members and inform them of this using the SeeKenya Trip Information Sheet and any other communications means necessary.
- Inform the insurers of any pre-existing conditions that team members have. If these cannot be covered under the insurance, SeeKenya will inform the individual and discuss this further if required.
- Inform the insurers of any health concerns or medical conditions that arise after the initial health questionnaire has been completed.
- If any team member is not fit to travel at the time of completing the medical questionnaire, SeeKenya must check with the individual that they are cleared to travel prior to leaving on a trip.
- Record accidents or incidents in the accident book and report these to SeeKenya's administrator after the trip.

### **MEDICAL CARE IN KENYA**

- SeeKenya will carry a first aid kit and have a nominated first aider on each trip. As far as possible, the team will have someone with a current first aid qualification.
- SeeKenya will also provide the required PPE for working within the clinics.
- Where treatment is necessary, follow the procedures laid out in SeeKenya's Crisis Policy.

## **CULTURAL AWARENESS**

SeeKenya will ensure that team members receive a briefing on cultural awareness before each trip to ensure that behaviour, clothing and any other relevant cultural issues that they should be aware of have been discussed.

## **TRAVEL**

SeeKenya will arrange travel including insurance, flights and transport whilst in Kenya. Details of all paperwork, tickets and passport copies are held within the emergency folder carried by the team leader. A duplicate emergency file is kept at head office. SeeKenya will advise the team members on any visas or other paperwork they need to complete to travel to/from Kenya.

## **HEALTH & SAFETY**

It is recognised that Kenyan safety, health and welfare standards vary greatly and conditions are often beyond our control. Therefore;

- Risk assessments will be carried out by a nominated team member within 48 hours of the start of each trip and actions taken where required or because of a new risk, hazard or equipment malfunction being highlighted by a team member. Risk assessment matrix can be found in the Appendix.
- Risk assessments from each trip must be passed to SeeKenya's administrator for review following each trip.
- The team leader will inform the team members of any additional health and safety precautions that arise during the trip.
- SeeKenya will ensure team members know how to report a fire at each accommodation and clinic.
- An accident book is available on each SeeKenya trip. In the event of any accidents or incidents, an accident report must be filled out by the team leader as soon as possible and a copy (paper or photographic) must be sent to SeeKenya's administrator. Any immediate action to prevent further incidents or accidents must be put in place. All reports will be reviewed following the trip.

## **EMERGENCY PROCEDURES & CRISIS MANAGEMENT**

SeeKenya has a separate Crisis Policy in the event of an emergency. A copy of this is available in the emergency folder carried by the team leader. The emergency folder also contains details of the risk analysis for each trip in order to minimize or eliminate risks. This has been compiled in association and with reference to procedures from Newfrontiers, Banner Group Insurers, Sightsavers, Gov.uk, The King's Church Mid-Sussex and Thrive.

SeeKenya will ensure that;

- The team leader keeps the emergency folder with them at all times.
- In the event of a crisis, the procedures laid out in the SeeKenya Crisis Policy will be followed. It is the responsibility of the team leaders to familiarise themselves with these procedures before departure.
- A copy of SeeKenya's Crisis Policy can be made available to team members on request.

Approved by P Wright	Signed Paul Wright
Policy owner M Garrett	Signed Mark Garrett
Review date	May 26

## Appendix 1 - Manual Handling Procedures

- Plan the lift and think where the object is to be placed – is it light enough to lift, is the route clear, is there space to lower your load where you want it to go?
- If the load is too large or awkward, ask for help to move it.
- Make sure your feet are apart so that you have a balanced and stable base for the lift.
- Ensure that your leading leg is as far forward as is comfortable and where possible pointing in the direction you wish to go.
- Always bend your knees when lifting from a low level.
- Keep your back straight but try to keep the natural curve. (Tucking your chin in helps)
- Lean forward over the load a little, if necessary, to get a good grip with your whole hand not just your fingers.
- Keep your shoulders level and facing in the same direction as your hips; try to keep your arms within the boundary formed by your legs.
- Keep the load close to your body as long as possible and the heaviest side next to your body.
- Lift slowly and smoothly raising your chin as the lift begins; don't twist your body when turning, always try to move your feet in the direction that you want to place the load.
- Lowering is a reverse of the lift. Keep your back naturally straight, head forward and lower your load smoothly to its resting place.
- If necessary, place the load down and then slide it into position.

To watch a one-minute manual handling video, please go to;

[www.youtube.com/watch?v=1UgmmfpHB-k](http://www.youtube.com/watch?v=1UgmmfpHB-k)

## Appendix 2 - Risk Assessment Template

Likelihood	Impact		
	L: Minor - 1	M: Moderate - 3	H: Major/Catastrophic - 5
H: Almost Certain - 5	5	15	25
M: Likely/Moderate - 3	3	9	15
L: Rare/Unlikely - 1	1	3	5

Step 1: Risk Identification	Step 2: Risk Assessment			Step 3: Managing Risks					
Possible Risks	Impact H/M/L	Likelihood (H/M/L)	Overall Risk Rating	What are we already doing about it?	What more can we do about it?	When will it be done?	Who will do it?	How will we review progress?	Reviewed level of risk
									5
									5
									5

## Appendix 3 - Risk Assessment – The King’s Centre Meetings, Training and Packing Sessions

Step 1: Risk Identification	Step 2: Risk Assessment			Step 3: Managing Risks					
Possible Risks	Impact H/M/L	Likelihood (H/M/L)	Overall Risk Rating	What are we already doing about it?	What more can we do about it?	When will it be done?	Who will do it?	How will we review progress?	Reviewed level of risk
Fire	M	L	3	Fire alarm at The King’s Centre and fire exits available throughout building. Fire assembly point outside in carpark on grass area by main entrance. All training sessions start with awareness of fire evacuation procedures and, if relevant, the smoking area outside of building. Those working within The King’s Centre will not unnecessarily store items that can fuel a fire (paper, cardboard, paper, clothing etc)	If The King’s Centre is not manned when a fire alarm goes off, staff/trustees should use the emergency fire exit in lobby behind wooden backdrop and sweep relevant areas of building if any team members not accounted for at fire assembly point. Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose (they must NOT be used to prop doors etc open). If any staff, trustees or team members are unable to use the stairs in the case of an emergency, a personal emergency evacuation plan should be drawn up prior to any sessions.				
Manual Handling	M	M	9	Room is set up for meetings so minimal manual handling on furniture. Use room closest to plant room for packing evenings. Most suitcases have wheels to minimize manual handling. All team members receive a copy of the Trip Information Sheet which includes manual handling best practice information.	Send all staff, trustees and team members manual handling video prior to packing evening. Staff/trustees to monitor moving of suitcases and other equipment.				
Trip hazards	M	L	3	Equipment for using screen is located on table next to screen to minimize trailing cables.	If anyone plugs any equipment in that is located in a walkway, mats should be placed over the top of the cables to prevent tripping hazard. During packing evenings, suitcases should be placed ideally at edge of room. All walkways, corridors, stairways and exits must be kept clear of suitcases and equipment. Fire exits must never be obstructed. Any materials moved/taken apart should be packed away or disposed of promptly. Items returned to The King’s Centre plant room should be safely stored/stacked and keep the walkways clear.				
Electrical	M	L	3	Electrical equipment located at King’s is PAT tested. Any equipment used must be checked for signs of wear and tear and only used if in a safe condition. Any issues with SeeKenya or King’s equipment must be reported to SeeKenya’s Administrator at info@seekenya.org.	If planning to use any equipment either from storage or from home, equipment should be checked and training provided prior to use where required (e.g. electric screwdriver). All equipment that could cause injury should only be used where there is adequate space so there is no risk of injuring others or themselves.				
Food	M	L	3	Any food given to staff, trustees or team members at training sessions should be purchased from shop rather than made at home to minimize risk of food poisoning.	If catering is provided, ensure the relevant food hygiene training has been completed.				
First Aid	L	M	3	First aid kit and accident record book available at reception desk.	Prior to training evening agree who will be appointed first aider. Inform team members at training evening who this is and to report any incidents to them. If any accidents occur, the appointed first aider must inform a trustee and reporting under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be carried out by the trustee if required.				