



# Health & Safety Policy



LETA/LEPA is committed to make every reasonable and practical effort to ensure that its volunteers, participating members of public and yogis visiting its premises or attending events organised by LETA/LEPA are safe from Injury and risk to health.

## LETA/LEPA will implement following measures to achieve the objectives of this policy:

- appoint a volunteer Health & Safety Coordinator in each location;
- implement safety procedures to be followed at LETA/LEPA's premises and during participation in LETA/LEPA events;
- communicate the safety procedures to its volunteers and regular visitor and casual visitors;
- **The LETA/LEPA premises are maintained to ensure ;**
  - no slip & trip hazards;
  - adequate ventilation;
  - adequate and clean amenities;
  - adequate lighting in the evening or in dark areas;
  - adequate drinking water supply;
  - no overcrowding;
  - no rubbish accumulation;
  - free from electrical hazards;
  - free from fire hazards;
  - no emergency exits being obstructed;
  - minimise and protect against sun exposure during outdoor events

- secure premises against entry by unwanted persons;
- prepare and display emergency evacuation plan;
- assess risk of fire before puja/havan involving fire, flames, candles or incense;
- display general rules of attending its premises at prominent location within the premises;
- ensure that a first aid qualified volunteer is in attendance along with a first aid facility at significant events;
- conduct annual review of the Health and Safety Management system and identify areas of improvement

### LETA/LEPA will require all volunteers to:

- follow the safety management system, instructions and rules;
- perform all duties with regards to their own and other's health and safety;
- consider health and safety aspects in all activities undertaken and do not attempt to undertake work for which they are not trained or qualified e.g. attempting to repair electrical appliance.
- co-operate and assist the visitors, yogis and other members of public to ensure health and safety of all is not jeopardised.
- identify casual visitors and point to them the general rules of attending the premises and location of amenities and emergency exits.

Should a Sahaja Yoga volunteer or outside service providers consistently fail to adhere to the above guidelines and compromise the health and safety of others, they will be advised of the breaches in writing by the LETA Trustees as the legally responsible authority for Sahaja Yoga.

This Policy and supporting procedures are reviewed every two years to ensure relevance and compliance.

Signed



Director / Trustee LETA/LEPA.

Date: 30/6/2019

Revised September 2023