



Date Approved/Updated	June 2022
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Policy and Guidelines	Health and Safety

1. Introduction

Ambition Aspire Achieve (AAA) will endeavour to conduct its business in such a way as to avoid harm to its employees, volunteers, children, youth, contractors employed and members of the public who may be affected directly or indirectly by its activities.

This Health and Safety Policy document outlines the responsibilities and arrangements of AAA for ensuring the health and safety at work for all employees, young people, volunteers and contractors. The aim is to help all concerned to work safely and avoid accidents by providing a framework within which a safe method of work can be established. It is therefore important that each and every employee, volunteer and contractor read the advice given here before commencing work in the organisation.

Accident prevention is mainly common sense, tidiness and forethought, but safety within AAA does require constant vigilance and care. With the correct commitment, disciplined approach and planning we can save a great deal of trouble and regret. Always seek expert advice when in doubt.

Within AAA we are aspiring to develop a safety culture which says "If it is not safe - don't do it". AAA will ensure that opportunities are provided for employees to participate in health and safety initiatives, and to give and be given back feedback on health & safety issues.

You are required to sign and return the declaration issued with this policy stating that you have read the policy and that you are satisfied as to your and the responsibilities of AAA with respect to health and safety.

This policy will be reviewed annually, and supplementary information distributed to all employees, volunteers and contractors of AAA. Suggestions for inclusion, corrections and revisions for future editions of this policy should be sent directly to AAA's Chair of Trustees.

SECTION 1

HEALTH & SAFETY POLICY STATEMENT

Health and Safety Policy Statement

To ensure, so far as is reasonably practical, the health, safety and welfare of employees, volunteers and contractors while they are at work and children, youth and members of the public who may be affected by our activities ensuring compliance with all the relevant legislation.

- This policy is issued in accordance with its responsibilities under Section 2(3) of the Health and Safety at Work Act 1974
- This policy incorporates guidance produced by the DfE, 'Health and Safety: Advice on legal duties and powers' June 2013

Based on the Health & Safety at Work Act 1974 and subsequent secondary legislation Ambition Aspire Achieve is committed to:

- Ensuring that there are arrangements put into place for the effective planning, development and review of this health and safety policy.
- Ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the various locations within AAA.
- Protecting the safety and health of all employees, volunteers and contractors within the charity by preventing work-related injuries, ill health, disease and incidents.
- Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which AAA subscribes.
- Ensuring that employees, volunteers and their representatives are consulted and encouraged to participate actively in all elements of the Health and Safety Policy.
- Providing the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of employees and volunteers.
- Making use of other professional organisations and expert advice and support where the necessary skills are not available within AAA.
- Providing training and instruction to enable employees and volunteers to perform their work safely and efficiently
- Liaise and work with all necessary persons to ensure health and safety and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.

Employees and volunteers have a duty to co-operate in the operation of this policy:

- By working safely and efficiently
- By using any protective equipment provided, and by meeting statutory obligations
- By reporting all incidents and accidents that have led, or may lead to injury or damage
- By adhering to the organisation's procedures developed on their behalf for securing a safe workplace/environment
- By assisting in the investigation of accidents and in the prevention of further accidents by cooperating fully in any risk assessment and risk management processes

This policy will be reviewed on a regular basis and safety instructions on the following pages will be amended and updated when required. Any alterations or amendments will be brought to the attention of all staff following appropriate consultation.

We recognise that safety is the responsibility of everyone and is not just a function of management. Employees and volunteers will have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees and volunteers have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and to co-operate to achieve the standards required.

AAA will in consultation with employees, volunteers and their representatives set out in writing a commitment to ensuring that our health and safety policy will be:

- Specific to AAA and appropriate to the nature of our activities.
- Concise, clearly written, dated and made effective by the signature of the Chair of Trustees.
- Communicated and readily accessible to all persons at their place of work.
- Reviewed for continuing suitability and made available to relevant external interested parties, as appropriate.

By signing this statement, I accept that I am responsible for ensuring that the requirements of the Health and Safety ay Work Act 1974 are met at AAA.

Signature: _____

Date: _____

Name: **Christine Bowden – Chair of Trustees**

SECTION 2

HEALTH & SAFETY ROLES & RESPONSIBILITIES

2.1 General Responsibilities

The following have been allocated general health and safety responsibilities within the terms of our policy:

- Chair of Trustees/Board of Trustees
- Health and Safety Officer
- Project Co-ordinators
- Employees and Volunteers
- Young People

They will also be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

2.2 The Chair of Trustees/Board of Trustees

The Chair and Board of Trustees have ultimate responsibility for the Health and Safety of all employees and volunteers and for ensuring:

- The health, safety and welfare of all AAA employees and their activities, the charity's contractors and members of the public affected by their activities.
- Monitoring the achievement of externally and internally set safety objectives.
- Initiate the charity's policy for health and safety to prevent injury, ill health, damage and waste and to set targets for the reduction of accidents and to initiate the charity's health and safety policy for safe places of work and ensure that this is explained to all staff during the charity induction process.
- The health, safety and welfare of all support services / support department(s) employees and their activities, the department's contractors and members of the public affected by its activities.
- The provision of a personnel database for the recording of safety related employee records such as training records, rules examinations, medical limitations and screenings.
- Approval of AAA's health and safety procedures and policies.
- Creating and maintaining a strong positive health and safety culture throughout the charity.

2.3 Health & Safety Officer

The named Health & Safety Officer for Ambition Aspire Achieve is: **Paula Blake**

The Health & Safety Officer's responsibilities include:

- Liaising with and reporting all matters of Health and Safety to AAA's Chief Executive and Trustees
- Briefing all new members of staff on safety guidelines and procedures and ensuring that they sign a Staff Safety Form during their induction
- Ensuring the Policy is clearly communicated to all relevant persons
- The provision of the health, safety and welfare of all AAA employees and their activities, the charity's contractors and members of the public affected by their activities and the ensuring compliance with the health and safety at work regulations.
- Advising the Chief Executive and Board of Trustees on all matters relating to Health and Safety to ensure the organisation meets its obligations under the Health and Safety Act and any other associated regulations or statutory requirements
- In conjunction with the Chief Executive, updating the Health and Safety Policy Statement annually and ensuring that it is displayed in an easily accessible place within AAA venues
- Maintaining the accident report system, investigating accidents and recommending actions to remove the cause and recurrence of the accident, and compiling accident reports for presentation at trustees' meetings
- Ensuring emergency procedures are in place
- Completing risk assessments of the premises and ensuring working practices are undertaken

- Conducting inspections bi-annually with the Chief Executive and other staff to check that staff and volunteers are fully aware of and are complying with the Safety Statement. The results of the inspection and recommendations for immediate action will be reported directly to the Board of Trustees
- Ensuring the training of First Aiders is approved by the Health and Safety Executive (HSE)
- The management of contractors
- In conjunction with the Chief Executive, arrangements for maintenance and repair of equipment at AAA's premises and facilities.
- In conjunction with the Chief Executive, arrangements for maintenance and repair of buildings at AAA's premises and facilities
- Identification of and provision of appropriate Personal Protective Equipment (PPE) for all staff
- Setting of safety objectives, and appraising the performance in relation to these objectives for staff
- Monitoring the achievement of externally and internally set safety objectives.
- Identification of need to carry out safety audit and assessment when new/non-traditional equipment or procedures are being considered for introduction within area of property or facility.
- Identification of training needs of staff in reference to introduction and implementation of AAA's health and safety procedures and policies.

2.4 Project Managers and Co-ordinators

Project Managers and Co-ordinators have direct responsibility for:

- That there is awareness of safety responsibilities and understanding of safety standards/procedures by staff.
- Conducting pre-planned 'safety tours' and regular planned inspections and checks of AAA's workplaces and facilities, in conjunction with the Health & Safety Officer.
- Supporting the Health & Safety Officer in the production and implementation of risk assessments
- Reporting, investigation, conclusion and follow up of accidents and incidents in line with the AAA's accident reporting procedures.
- Identification of health hazards and means of controlling such hazards.
- Safety checks and audits to ensure compliance with AAA's health and safety procedures and policies.

2.5 Employees and Volunteers

All employees and volunteers shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperate with management to meet the employer's legal duties and work in accordance with charity procedures.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others.
- Demonstrate their commitment by their behaviour and co-operate in the investigation of accidents/incidents.
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so.
- Exercise good standards of housekeeping and cleanliness.
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained for.
- Report to management defects in equipment or other dangers immediately, or as soon as it is safe to do so.

2.6 Young People

Young people in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe all the health and safety rules and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

2.7 Health and Safety Assistance and Training

Health and Safety training and instructions will be given to all staff on recruitment, transfer or change of job. Where new equipment or technology is introduced additional training will be provided as required. AAA will provide staff with comprehensive information on risks and the necessary preventative and protective measures to counteract any risks.

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of AAA that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

AAA will appoint health and safety risk advisors to provide competent advice and guidance as required.

2.8 Workplace Inspections

It is the policy of our charity to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 and the Construction (Health, Safety & Welfare) Regulations 1996.

The Health & Safety Officer, Chief Executive, Project Managers and Co-ordinators will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

2.9 Consultation and Communication with Employees

The responsibilities identified above shall be communicated to all employees in line with operating procedure internal and external communication.

The Health & Safety Officer, Chief Executive, Project Managers and Co-ordinators will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the charity health and safety policy.

AAA communicates with its employees verbally or in writing, in the form of directions and statements from the Health & Safety Officer, Chief Executive, Project Managers and Co-ordinators. Communication may also come in the form of directives, this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, cooperation between workers at all levels is essential.

All employees are expected to co-operate and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the charity.

The management of AAA sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of health and safety meetings involving staff representation, the health and safety manager and safety director as is deemed necessary. This arrangement does not preclude any employee from requesting such a meeting.

The purpose of safety meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

SECTION 3

HEALTH & SAFETY PROCEDURES

3.1 Cleaning Practices

Practice Guidelines

Risks from infection, falls or fire should be reduced by maintaining high standards of cleanliness, hygiene and tidiness as outlined in the following rules:

- All chemicals or cleaning materials (including washing-up liquid and bleach) provided at project venues for the use of staff must have a COSHH sheet accessible in case of emergencies
- People using cleaning equipment must be trained in the safe use of any equipment. Equipment must not be used if it is suspected of being faulty or if an electrical cable shows sign of wear. Report all faults to the Health and Safety Co-ordinator and remove the equipment from use
- Before using cleaning chemicals, the instructions for use must be used in the recommended quantities only. Do not mix different cleaning chemicals, as some mixtures will explode
- Chemicals must be stored safely in a dry place and out of the reach of children, as directed on the label, and never in the same cupboard as food
- Whilst using chemicals make sure there is adequate ventilation and do not smoke.
- If you feel drowsy or unwell after using cleaning chemicals, report to the First Aider immediately

Use of aerosols:

- Keep the can away from heat
 - Never puncture the can
 - Never use near a fire or naked flames
 - Avoid breathing the vapour
 - Use only in a ventilated room
-
- Separate mops must be used for cleaning toilets and kitchens
 - Warning notices must be put up when floors are wet and slippery whether from washing or spillages
 - Work tidily. Do not leave buckets, bags of rubbish, trailing cables, obstructing gangways or emergency exits
 - Spread of infection must be prevented by thoroughly cleaning and disinfecting toilets and kitchen areas frequently and regularly

3.2 Fire Safety

Practice Guidelines

- All new staff and young people should be briefed on the fire precautions, fire exit routes and office evacuation procedures.
- All participants on AAA projects and activities should be briefed on the fire procedures used at the venue and informed of the assembly point.
- Fire drills at AAA sites will be carried out twice annually as a minimum.
- Should the alarm sound, all staff, volunteers, programme participants and others present should leave the building immediately via the nearest fire exit and go to the assembly point.

It is the duty of all AAA staff, volunteers and programme participants to:

- Familiarise themselves with the nearest Fire Exit route to their place of work or project activity and Fire Alarm / Extinguisher point.
- Ensure that all corridors, doorways and other escape routes are kept clear of obstacles at all times.
- Prevent the creation of potential fire hazards, in particular by not smoking inside

It is the duty of Fire Marshals to:

- Take appropriate and effective action if a fire occurs
- Ensure that escape routes are available for use
- Identify hazards in the workplace
- Record and report their observations

3.3 Accident Procedures

The Law

The Health and Safety (First Aid) Regulations 1991 require that as an employer, AAA must provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to its employees if they are injured or become ill at work. The minimum first aid provision in the AAA venues is a suitably stocked First Aid box and an Appointed Person(s) to take charge of First Aid arrangements. (These may be provided by other organisations hosting a project).

The Reporting of any Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 requires by law that any accidents or ill health at work are reported to the Environmental Health Department of the Local Authority or the area office of the Health and Safety Executive.

Practice Guidelines

- If there is an accident causing injury during an AAA project, then the relevant First Aider for the venue or project must be contacted immediately
- Decisions regarding appropriate treatment or action to take in the event of an injury, accident or illness to a young person should be made by staff on the appointed First Aider's recommendations
- Appointed persons should not provide first aid treatment for which they have not been trained. First Aiders should only provide first aid treatment for which they have been trained and are competent. Paramedics may be called in cases beyond first aid
- It is the responsibility of the relevant Project Manager, Coordinator or the Health & Safety Officer to ensure that all accidents are properly recorded. The Project Manager, Coordinator or Health and Safety Officer will urgently investigate the cause of any accident and recommend ways to avoid further similar accidents
- Employees and volunteers should report all accidents other than very minor ones to the Project Manager, Coordinator or Health & Safety Officer the same day that they occur. At the end of any project the Project Manager, Coordinator should hand in the Accident Book to the Health & Safety Officer, who will produce an annual health and safety audit summarising any accidents or 'near misses' for presentation to the Board of Trustees
- All cases of 'violent attacks' (to be defined as incidents when a person is abused, threatened or assaulted) should be reported and the same procedure employed as for accidents

Records Required

All accidents, incidents and work-related ill-health must be recorded in the AAA Accident Book (available reception areas) including accidents to staff, and third parties (i.e. non-employees, service users, visitors, contractors etc.)

AAA is obliged under RIDDOR (Reporting of Injuries, Diseases and Other Dangerous Occurrences Regulations, 1995) to notify the Health and Safety Executive (HSE) of certain types of incidents. In order for AAA to comply with this requirement, the Board of Trustees, Health & Safety Officer and Chief Executive must be notified immediately of the following:

Any incidents that result in a serious injury to an AAA employee including:

- A break or fracture of any bone
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- An injury resulting from electric shock or electrical burns
- An injury that leads to a loss of consciousness or requires resuscitation
- An injury that requires the injured employee to be hospitalised for more than 24 hours

- Any accident or incident connected with or arising out of work activity that results in a “third party” i.e. someone who is not an AAA employee, being taken from the scene of the accident to hospital. This is regardless whether or not they are admitted into hospital or the method for getting to the hospital
- Any dangerous occurrence
- Specified diseases associated with certain work activities or exposure to certain substances

Cases of an accidental death or major injury to any person out of or in connection with AAA activities, must be reported immediately to the Board of Trustees, Health & Safety Officer and Chief Executive, who will then report this to the Environmental Health Department of the Local Authority. A completed accident report (Health and Safety Executive F2508) must be sent within 10 days after the accident

In the case of death, a major injury or an accident (including an act of physical violence) where an injury lasting more than 7 days is suffered, then a completed accident report form must be sent to the Health and Safety Executive.

3.4 Visitors

A clear protocol and procedure for the admittance of external visitors to AAA centres/sites must be clearly communicated to all staff, volunteers, trustees and service-users by centre managers.

The following protocols and procedures apply for visitors at AAA centres:

- Visitors should only enter AAA sites by main gates
- Visitors should always sign in at reception areas and where relevant show some form identification
- Visitors must state the purpose of their visit and who has invited them or who they wish to see.
- Visitors will receive passes/badges which should be worn at all times during their visit. These must be returned to reception or a member of the AAA staff team once the visit is over.
- Visitors will be escorted to their point of contact or their point of contact will be asked to come to reception areas to receive the visitor
- Staff must always tend to their visitors when they are on site at AAA centres and visitors must not be left unsupervised at any time
- Internet, data protection and confidentiality policies temporarily cover our visitors while they are on site at AAA centres. They must not misuse internet connections, disclose confidential information or take photographs without the permission of centre managers.

Contractors and Suppliers

Contractors and suppliers (e.g. IT support, plumbers, maintenance workers) can enter AAA sites/premises only to complete their job duties. Contractors must be given a visitor pass/badge on arrival, which must be worn at all times.

Deliveries

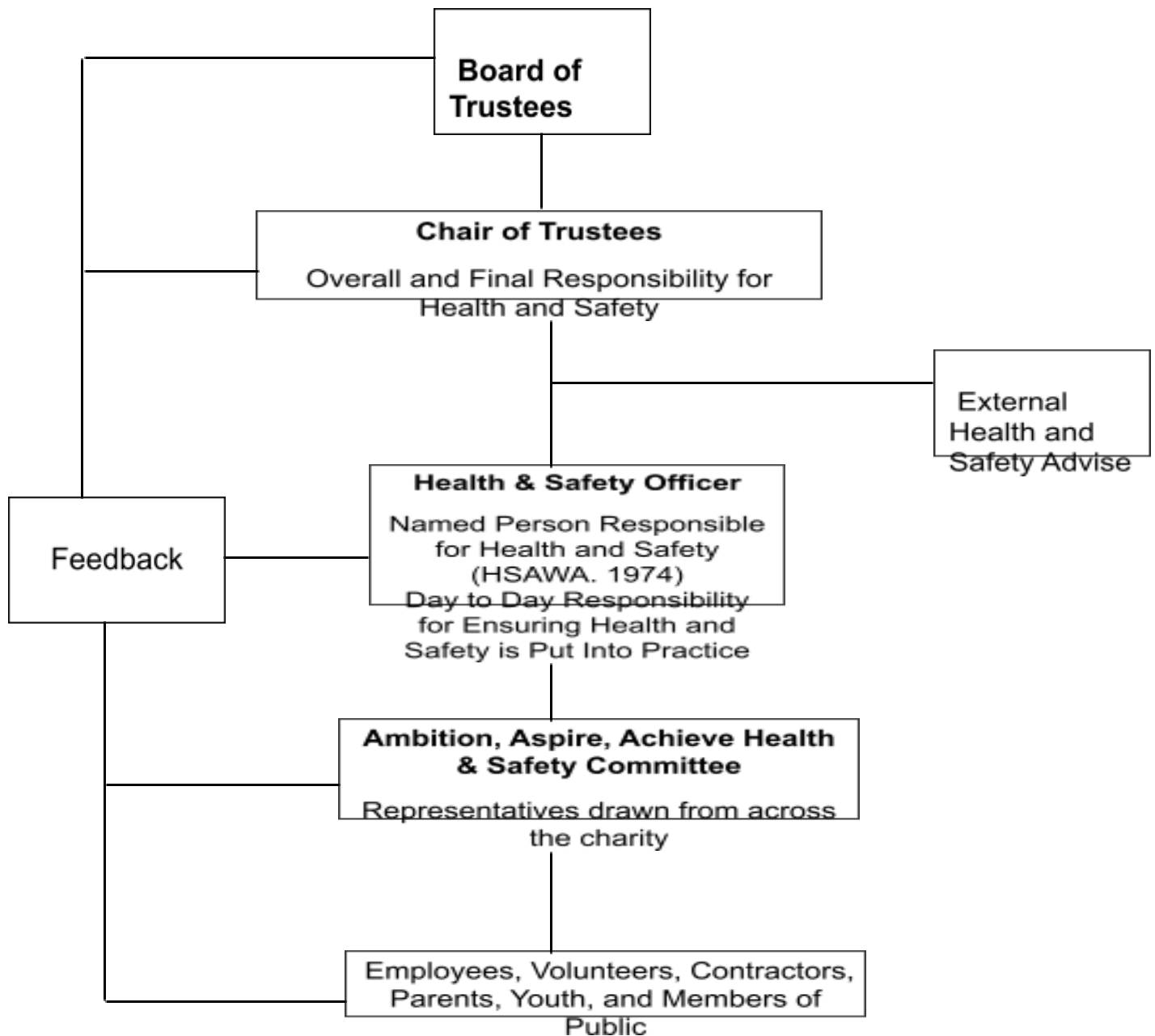
Anyone who delivers orders, mail or packages must remain in reception areas and centre managers must sign for and disseminate all business orders and mail.

Unauthorised Visitors

Staff must remain vigilant at all times for unauthorised visitors entering AAA sites/premises. Any visitors not wearing a visitor pass/badge will be challenged politely to enquire who they are and what the purpose of their visit is. They should then be escorted to reception to sign the visitors’ book and be issued with a visitors’ pass/badge.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately. Centre Managers and/or Chief Executive will consider the situation and decide if it is necessary to inform the police.

Appendix 1: Health and Safety Organisation Chart



All Staff / Employees / Volunteers

Responsible for their own safety, and the safety of others. Through their own acts and omissions.

Assist in ensuring safe working and compliance to Health and Safety regulations and procedures.

Reporting hazards, and potentially hazardous situations. Reporting all injuries and dangerous occurrences and safety issues, including child protection and vulnerable adult protection.

Appendix 2: Health and Safety at Work Statement

On joining you should be asked to read and sign the following statement.

The signed copy will be held on your personnel file.

Health & Safety at work statement:

It is a requirement of Health and Safety procedures that all Ambition Aspire Achieve staff understand and agree to follow Health and Safety guidelines as laid out below. Please take the time to read the statements, sign below as indicated and return as soon as possible to HR for your personnel file. If you have any queries, please speak to your manager or a member of the Health and Safety Committee. Many thanks.

As a member of staff at Ambition Aspire Achieve I agree to the following conditions in respect of Health and Safety:

I have read or had explained to me the Ambition Aspire Achieve Health and Safety Policy which is in the staff handbook and have an understanding of the policy.

I understand that I have a responsibility to take all reasonable care to keep myself and my colleagues safe at work. I undertake not to behave at work in a manner which is likely to cause danger to myself or anyone else and to behave in a manner which sets a good example to others in respect of Health and Safety at work.

I will treat the premises and facilities in which I work with respect, using equipment correctly in order to avoid any unnecessary damage or loss.

I have read the guidelines in respect of PC use which is in the staff handbook and will abide by them when using a computer.

I will abide by all health and safety rules and regulations that may apply to my particular role or project. (you will be fully informed of any such requirements for your post by your manager).

I will report any accidents or near accidents to myself, colleagues, users or Ambition Aspire Achieve services or visitors to my manager, AAA's Health & Safety Officer or the Chief Executive as soon as possible after any incident.

If I have any concerns or questions in respect of health and safety, or, if I am unsure about procedures in respect of Health and Safety I will always ask for guidance from my manager or more experienced colleague before proceeding.

Name _____

Signed _____

Date _____