



## ACHIEVE INSPIRE and MOTIVATE CIC

### HEALTH AND SAFETY POLICY

#### STATEMENT OF GENERAL POLICY

AIM-CIC fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. AIM-CIC requires its Board to ensure that the following policy is implemented and reviewed annually on its effectiveness.

#### 1. MANAGEMENT ORGANISATION AND ARRANGEMENTS

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all employees and associates through the normal line and project management processes.

#### 2. MANAGEMENT RESPONSIBILITIES

##### **AIM-CIC Board.**

2.1. The Board has overall responsibility for the implementation of the Company's policy and collectively and separately are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

##### **Directors and Project Managers**

2.2. Directors and Project Managers are wholly accountable to the Board for the implementation and monitoring of the policy within the area of their specified responsibility.

##### **Directors and Safety Officers**

2.3. The Board will nominate a Director to be responsible for co-ordinating effective health and safety policies and controls across AIM-CIC.

- 2.4. The Nominated Director is responsible to the Board for:
- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
  - its application;
  - monitoring and reporting on the effectiveness of the policy;
  - the provision of general advice about the implication of the law;
  - the identification of health and safety training needs. The nominated director also acts on behalf of the AIM-CIC Board, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
  - the production and maintenance of Health and Safety Codes of Practice for AIM-CIC projects and activities.
- 2.5. Responsibilities for Specific Workplaces

WORKPLACE	PROJECT MANAGER/LEAD YOUTH WORKER	ACCOUNTABLE TO THE PROJECT MANAGER/LEAD YOUTH WORKER FOR HEALTH AND SAFETY IN THEIR ACTIVITIES
e.g. i Rooms Hired for meetings ii Fund Raising Activities iii Youth Work	Nominated Director	All Project Managers or Associates are accountable to the Nominated Director for their respective activities and workplace.

### 3. HEALTH AND SAFETY MANAGEMENT PROCESS

- 3.1. AIM-CIC believes that consideration of the health, safety and welfare of employees is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in job descriptions.
- 3.2. Where AIM-CIC appoints an Associate, they will work to this H&S policy and the Company will ensure that the Associate has the correct training, insurance etc as required to act in a responsible manner
- 3.3. The Company requires project managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety

needs will be met from agreed project budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

- 3.4. For identifies major additional expenditure, cases of need will be submitted by Directors to the Board.
- 3.5. If unpredictable health and safety issues arise during the year, the Nominated Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

#### **4. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS, ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

- 4.1. It is the policy of AIM-CIC to require a thorough examination of health and safety performance against established standards annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
  - standards laid down in the policy;
  - departmental guidelines;
  - relevant regulations;
  - environmental factors;
  - staff attitudes;
  - staff instructions;
  - methods of work;
  - contingency plans;
  - recording and provision of information about accidents and hazards and the assessment of risk.
- 4.2. AIM CIC operates in premises where contracted to work; it will comply with the Health and Safety Policy of those schools and institutions. However, AIM will operate within its own Policy if its standards are higher than those of its clients or partner organisations.
- 4.3. The information obtained by the Audit will be used to form the basis of the plan for the Company and its Projects for the following year. Audits must be completed annually and at the end of each Project and annually for the Company.
- 4.4. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Board and will be carried out by the Nominated Director.
- 4.5. It is the responsibility of the Board to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 4.6. In addition to carrying out Safety Audits, all portable and electric equipment should be checked at least quarterly to ensure that all problems are immediately dealt with.

- 4.7. Directors and Project Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
1. Identify the hazards
  2. Decide who might be harmed and how
  3. Evaluate the Risks and decide on precautions
  4. Record the findings and implement the precautions
  5. Review the assessment and update when necessary

## 5. TRAINING

- 5.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
- 5.2. Four areas of need shall be given special priority:
- training for Project Managers, to equip them with an understanding of their responsibilities under this policy;
  - training for all employees to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
  - induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

## 6. RECORDS, STATISTICS AND MONITORING

- 6.1. AIM-CIC will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences
- 6.2. Advice on systems will be provided by the Nominated Director, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with project managers and lead youth workers, at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to AIM-CIC Board.

## **7. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

- 7.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Nominated Director on behalf of the Board.
- 7.2. Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Nominal Director from expert individuals or bodies outside the Company.

## **8. FIRST AID**

- 8.1. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Nominated Director is responsible for ensuring the Regulations are implemented and, along with Project Managers, for identifying training needs.

## **9. FIRE**

- 9.1. AIM-CIC does not have any work premises but will from time to time hire rooms and halls. In this case the AIM-CIC risk assessment will be completed before Hire.
- 9.2. Where AIM-CIC carries out meetings, Projects and youth activities, the Project Manager/Lead worker on site, must take note of the Risk Assessment and ensure knowledge of:
  - the requirements of the hired building for safe evacuation,
  - be aware of escape routes and meeting point
  - know correct address of building in case Fire Brigade needs to be called
  - have an attendance list to check all are safely out in case of fire
  - MUST NOT re-enter the building or try to fight the fire.
  - contact details of the building caretaker
  - report any incident to the Nominate Director

## **10. FOOD HYGIENE**

- 10.1. AIM-CIC does not generally purchase, store or cook food for purchase.
- 10.2. Where there is an intention to purchase and cook food for a Project e.g. residential, camping etc. The staff responsible for overseeing the cooking activity will hold a

Basic Food Hygiene Certificate.

- 10.3. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Nominated Director

## **11. LIFTING AND HANDLING**

- 11.1. AIM-CIC will ensure training in lifting and handling is provided to staff who require it.

## **12. SMOKING**

- 12.1. AIM-CIC supports a no smoking policy. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.
- 12.2. The Company may hire public venues and smoking in such buildings is illegal. Smokers will usually have a designated place outside of the building.
- 12.3. Staffing levels need to be sufficient for the activity taking place – the emphasis is on the safety of participants not on the smokers needs.
- 12.4. Staff must not ask for or provide cigarettes to young people.

## **13. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

- 13.1. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Nominated Director is responsible for implementing these Regulations.

## **14. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**

- 14.1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.
- 14.2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or

where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

Date of Policy Review: 21/10/2020  
Next Review of Policy: 01/10/2023