



# Health and Safety policy

This Health and Safety policy was written 28th November 2024

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## **Legal Responsibilities**

The Health and Safety at Work Act 1974 sets out the legal obligations of an organisation to its employees. It also outlines organisations responsibilities to individuals that are not employees, such as volunteers and members of the public who may be affected by their work activities. In addition to this, the Management of Health and Safety at Work Regulations 1999 also place a duty on employers to assess the risk to anyone who may be affected by any work activities.

The Health and Safety Executive (HSE) and the current legislation on Health and Safety practice require organisations to comply with the following practice:

- Examine the risks inherent in their workplace and in the working practices of paid staff and volunteers
- Act to mitigate or protect against those risks.
- Set up systems for reporting incidents and auditing performance.

## **Policy Statement**

This is the Health and Safety Policy Statement of Aim Higher, in accordance with Health and Safety at Work Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities
- To consult with our volunteers on matters affecting their health and safety
- To provide information, instruction, and supervision for volunteers;
- To ensure all volunteers are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

## **Responsibilities**

1. Overall responsibility for Health and safety within Aim Higher lies with the Board of Trustees.
2. Aim Higher will ensure that a risk assessment has been carried out for all locations where activities/volunteering takes place, identifying any potential health and safety risks and how these will be mitigated. This can be the location's own risk assessment if this exists.

3. Aim Higher will record and monitor any health and safety concerns raised by participants/volunteers and take appropriate action where necessary. They will also keep a record of all incidents and (or) accidents involving participants/volunteers for monitoring purposes.
4. The leader/location named person will ensure that site induction for participants/volunteers includes familiarisation with their health and safety policy and procedures
5. Participants/Volunteers should be aware of their own responsibility to themselves and others in respect of health and safety matters, and must:
  - co-operate on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and take care not to put the health and safety of others at risk
  - report all health and safety concerns to an appropriate person
  - make themselves familiar with the health and safety policy of location (if required and exists), and comply with its procedures

## **Main Health and Safety issues**

### **Use of equipment**

There may be occasions when participants/volunteers need to use equipment supplied by the organisation and/or location, for the purpose of participating in the activity. Volunteers must be trained in the correct and safe use before using any equipment

### **Fire Procedures**

It will be the responsibility of the leader/named person/location to ensure that participants/volunteers are familiar with emergency procedures in case of fire. Participants/volunteers should ensure that they know the emergency procedures within their location – including how to raise the alarm, where the main fire exits are, and where the evacuation muster point is.

### **Accident procedures**

Participants/volunteers must follow the procedures of the organisation/location if an accident occurs.

The leader/named person should ensure that participants/volunteers know the name of the nominated First Aider, the location of the first aid box and the procedures for recording accidents.

If an accident or injury occurs the nominated first aider should be notified immediately, and they should administer any first aid required. Participants/volunteers should not administer first aid unless it is an emergency and there is no nominated first aider available

If a minor accident or injury occurs to a participant/volunteer, they should inform the nominated health and safety person so that it can be recorded in the accident records

If a more serious accident or injury occurs, the participant/volunteer should immediately inform Aim Higher as soon as possible after the event.

This policy will be reviewed annually.

This policy has been agreed by the trustees of Aim Higher and is signed on behalf of Aim Higher by Nicola Robinson

**Signature**.....

**Date**.....

Health & Safety Policy			
Policy Review Date	Action Required	Date action completed	Person completing review