

Activate Community and Education Services	Policy number:	POL- 13
	Authorisation level:	Issue Number: 2.1
	Implementation Date: 14/06/13	Revision Date: 5 September 2022
Health and Safety Policy		

Introduction

At Activate we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment.

Responsibility

Activate recognise that individuals and groups of individuals have responsibility for the health, safety and wellbeing at Activate. Activate will ensure that all staff have suitable and sufficient training and resources to complete the tasks required of them.

Trustees

Trustees are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing.

CEO

The CEO is responsible for the overall management of all health and safety matters in accordance with this and relating policies.

Health & Safety Officer/ Caretaker

The Health & Safety Officer is responsible for the day to day management of all health and safety matters and the preventative steps taken to ensure site and personnel safety.

Employees / Volunteers

All employees are responsible for their own health and safety and that of others who may be affected by what they do (or fail to do). In doing so they are responsible for co-operating with Activate on health and safety by reporting all health and safety concerns to senior management or Caretaker and not interfere with anything provided to safeguard their health and safety and that of others. Do not assume that someone else will report it.

Some job roles may have more specific health and safety conditions in the job description.

Students

Where possible, and capacity is not compromised, students are responsible for their own health and safety and follow staff instructions in case of emergency and safety guidelines (i.e. hygiene, wearing PPE). Students have a responsibility to not interfere with anything provided to safeguard their health and safety and that of others. For a high proportion of students at Activate, staff are responsible for the students health and safety.

Policy Statement

Activate recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances (including medicines);
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have spoken English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;

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- to have access to external competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

Activate also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we use an Employee Safety Handbook to provide information and set out core rules about health and safety at work.

Visitors and other users

Activate will ensure there is a suitable means to communicate and co-ordinating health and safety policy with other occupiers of the centre by:

Ensuring there is a suitable system implemented whereby visitors are required to record their visit and the time they leave

Wear a visitor identification badge

Where necessary visitors to be accompanied by an employee

Where an individual or party have hired Activate's centre, for any event, they are aware of their obligations under health and safety legislation and this policy (where necessary) through the terms and agreement.

First Aid

An up-to-date list of all first aiders is available in reception.

First aid kits are located within the site and portable kits are available for off-site trips and visits.

For further information on Health and Safety and roles and responsibilities please refer to the Employee Safety Handbook.

Other Documentation

For staff and volunteers, please also refer to the staff handbook for Health and Safety.

Policy Review

This policy will be reviewed annually by the CEO and the Board of Trustees