

Alpha 1 UK Health and Safety Policy

1. Introduction

Alpha 1 UK is committed to ensuring the health, safety, and welfare of its employees, volunteers, service users, and any other individuals who may be affected by its activities. This Health and Safety Policy sets out the approach and responsibilities for managing health and safety across all aspects of the charity's work.

2. Objectives

The main objectives of this policy are to:

- Ensure a safe working environment for all employees, volunteers, and service users.
- Comply with all relevant health and safety legislation.
- Prevent accidents, injuries, and ill health.
- Provide clear guidelines for managing risks associated with the charity's activities.

3. Health and Safety Responsibilities

3.1 Employer Responsibilities

The charity's leadership team, including Alpha-1 UK Trustees are responsible for the overall health and safety of the charity. Their duties include:

- Implementing and maintaining this Health and Safety Policy.
- Ensuring that health and safety risks are regularly assessed and controlled.
- Providing appropriate health and safety training and resources to staff and volunteers.
- Keeping up to date with changes in relevant legislation.
- Ensuring that appropriate first aid provision is available.

3.2 Employee and Volunteer Responsibilities

All employees and volunteers are expected to:

- Take reasonable care of their own health and safety and the safety of others who may be affected by their actions.
- Follow any health and safety instructions and procedures provided.
- Immediately report any hazards, accidents, or near-miss incidents to their supervisor or the designated health and safety officer.
- Participate in health and safety training as required.

3.3 Health and Safety Officer/Designated Person

Maisy Sheldon is responsible for overseeing any the health and safety management system, when required including:

- Conducting regular risk assessments and reviews.
- Ensuring the implementation of safe working practices.
- Communicating health and safety information to employees and volunteers.
- Managing the reporting and investigation of accidents and incidents.

4. Risk Assessments

The charity will conduct regular risk assessments to identify potential hazards and implement appropriate control measures. Risk assessments will be reviewed annually or whenever there are changes to working practices, environments, or legislation.

5. Accident Reporting and Investigation

All accidents, injuries, or near-miss incidents must be reported immediately to the relevant supervisor or acting Chair. An investigation will be carried out to determine the cause and prevent recurrence. An accident report form should be completed and kept on record.

6. Emergency Procedures

In the event of an emergency, the following procedures will apply:

- **Fire Safety:** [External venue procedures for fire safety, including evacuation plans and designated assembly points.]
- **First Aid:** [External venue on the location of first aid kits, names of first aid-trained individuals, and how to access medical assistance if necessary.]
- **Other Emergencies:** local Emergency Services

7. Training and Awareness

Health and safety training will be provided to all employees and volunteers upon commencement of their role and at regular intervals thereafter. The training will cover:

- General health and safety awareness.
- Specific risks and procedures related to the charity's activities.
- Emergency protocols.

8. Health and Safety Review

This Health and Safety Policy will be reviewed annually or whenever there are significant changes to the charity's operations or the law. The review will be carried out by [Insert name or role of responsible person] and may include input from staff and volunteers.

9. Conclusion

The charity is committed to fostering a culture of health and safety and to ensuring that all necessary precautions are taken to protect everyone involved in its activities. All individuals are expected to work together to maintain a safe and healthy environment.

This Health and Safety Policy is approved by:

Tanya Jones

Vice Chair

1 February 2026
