



ACTION FOR CHANGE & EMPOWERMENT (A.C.E)

# HEALTH AND SAFETY POLICY STATEMENT

## 1. Introduction

Action for Change & Empowerment (A.C.E.) is committed to ensuring the health, safety, and well-being of all employees, volunteers, trustees, beneficiaries, and visitors involved in our activities. We are dedicated to providing a safe and supportive environment, complying with all relevant health and safety laws, and minimizing risks to health and safety in the workplace.

## 2. Purpose

The purpose of this policy is to:

- 2.1 Ensure a commitment to health and safety across all aspects of the organization's operations.
- 2.2 Outline the roles and responsibilities for maintaining a safe working environment.
- 2.3 Ensure that all individuals associated with the organization are aware of the health and safety procedures and are equipped to contribute to a safe and healthy environment.
- 2.4 Minimize risks and hazards that could affect the health, safety, and welfare of staff, volunteers, visitors, and other stakeholders.

## 3. Scope

This policy applies to all employees, volunteers, trustees, contractors, and visitors at Action for Change & Empowerment. It covers all activities and locations where the organization operates, including physical premises, events, and off-site operations.

## 4. Statement of Commitment

At Action for Change & Empowerment, we recognize that health and safety are essential to the success of the organization. We continuously endeavour to ensure

- 4.1 A safe working environment by identifying and mitigating potential hazards.
- 4.2 Compliance with all applicable health and safety legislation and regulations.

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4.3 Continuous assessment of risks and taking appropriate action to manage them.

4.4 Provision of the necessary health and safety training and resources to employees, volunteers, and trustees.

4.5 Encouragement of a culture of health and safety awareness where everyone feels responsible for maintaining a safe environment.

## 5. Responsibilities

### (a) Board of Trustees / Directors

The Board of Trustees / Directors is responsible for:

5(a).1 Ensuring the health and safety policy is implemented and regularly reviewed.

5(a).2 Providing adequate resources to support health and safety efforts.

5(a).3 Ensuring that health and safety are integrated into the organization's strategy and operations.

### (b) Senior Management and Supervisors

Senior management and supervisors are responsible for:

5(b).1 Implementing the health and safety policy on a day-to-day basis.

5(b).2 Ensuring that all staff and volunteers are aware of their health and safety responsibilities.

5(b).3 Identifying and assessing risks and hazards within the organization and taking action to mitigate them.

5(b).4 Providing training, equipment, and support to ensure safe working conditions.

5(b).5 Regularly monitoring and evaluating the organization's health and safety practices.

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## (c) Employees, Volunteers, and Trustees

All employees, volunteers, and trustees are responsible for:

- 5(c).1 Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their actions.
- 5(c).2 Following the health and safety policies and procedures set out by the organization.
- 5(c).3 Reporting any hazards, accidents, or unsafe conditions to their supervisor or management.
- 5(c).4 Participating in health and safety training and being proactive in learning about safe practices.

## 6. Risk Assessment and Management

We will regularly conduct risk assessments to identify potential hazards and take steps to mitigate those risks. The process includes:

- 6.1 Identifying hazards in the workplace, including physical, environmental, and ergonomic risks.
- 6.2 Assessing the level of risk associated with each hazard and determining appropriate control measures.
- 6.3 Implementing safety measures, policies, and procedures to minimize risks.
- 6.4 Reviewing and updating risk assessments regularly or when there is a significant change in activities.

## 7. Health and Safety Procedures

We will implement the following health and safety procedures:

- 7.1 **Emergency Procedures:** Clearly defined procedures for emergencies, including evacuations, fire safety, medical emergencies, and first aid protocols.
- 7.2 **Accident Reporting:** A process for reporting and recording accidents, injuries, and near-misses, ensuring follow-up and corrective actions are taken.
- 7.3 **First Aid:** Provision of first aid kits, trained first-aiders, and access to medical support when needed.

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**7.4 Safety Equipment:** Ensuring that all employees, volunteers, and visitors have access to the necessary safety equipment, such as protective clothing, gloves, or safety signage.

## 8. Health and Safety Training

We are committed to providing ongoing health and safety training to all staff, volunteers, and trustees, which includes:

**8.1 Induction Training:** Health and safety information provided to new staff and volunteers, including emergency procedures, risk assessments, and safe working practices.

**8.2 Specialized Training:** Additional training for individuals who are involved in specific tasks or areas that may have higher risks (e.g., event planning, handling hazardous materials).

**8.3 Regular Refresher Training:** Ongoing education to ensure that everyone stays informed about best practices and updates to health and safety policies.

## 9. Workplace Safety Standards

We will ensure that:

9.1 Our workspaces are clean, organized, and free of unnecessary hazards.

9.2 Adequate signage is displayed to guide safe behavior (e.g., fire exits, safety protocols).

9.3 Maintenance is conducted regularly to ensure that equipment, machinery, and workspaces are safe for use.

9.4 Ventilation, lighting, and hygiene standards are maintained in all areas where staff and volunteers work.

## 10. Monitoring and Review

We will regularly review and monitor our health and safety practices to ensure they are effective. This includes:

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10.1 **Regular Audits:** Conducting internal audits and inspections to evaluate the effectiveness of health and safety procedures.

10.2 **Feedback:** Gathering feedback from employees, volunteers, and trustees about health and safety concerns or suggestions for improvement.

10.3 **Policy Review:** Reviewing this policy annually and updating it as necessary to reflect changes in regulations, organizational activities, or identified health and safety issues.

## 11. Health and Safety Communication

We are committed to transparent communication regarding health and safety matters. This includes:

11.1 Regular health and safety meetings to discuss any concerns and improvements.

11.2 Providing clear communication about the organization's health and safety expectations, procedures, and roles.

11.3 Ensuring that everyone has access to health and safety policies and procedures and understands their responsibilities.

## 12. Conclusion

The health and safety of everyone working with Action for Change & Empowerment is a priority, and we are committed to providing and maintaining a safe and healthy environment for all. In following these policies and procedures, we can create a supportive and risk-free environment for staff, volunteers, and all others involved in our activities.

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**Policy Owner:** Board of Trustees / Directors

**Policy Lead:** Health & Safety Manager

**Audience:** Employees, Volunteers, Trustees, Contractors, and Visitors

**Formally Endorsed By:** Board of Trustees / Directors / Coordinating Committee

**Last Reviewed:** 01/09/2025

**Next Review:** 31/08/2026

Bola Obanubi

Director, A.C.E NGO

Action for Change & Empowerment (A.C.E NGO)

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