



HEALTH AND SAFETY POLICY

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Statement of Intent

iLearn Bedford is committed to creating a safe environment for its employees, volunteers, trustees, service users, associate members, representatives of partner organisations, and any other members of the public directly involved in or affected by its activities and events. It aims to set up and maintain safe systems of operation, which are overseen by iLearn Bedford's trustees and comply with relevant UK health and safety legislation.

Key Procedures

iLearn Bedford will:

- Carry out a risk assessment prior to each event. Risk assessments will be updated as necessary.
- Implement emergency procedures such as evacuation protocol in the event of an emergency. Escape routes will be signposted and kept clear where under iLearn Bedford's control.
- Set in place appropriate first aid arrangements for relevant events and activities.
- Comply with health and safety measures adopted by the venues in which it operates and instruct its volunteers to do the same.
- Provide personal protective equipment where necessary and advise service users on how to use it.
- Provide instructions on the safe handling and use of any substances or objects at its events.

Volunteers and representatives of partner organisations are expected to take reasonable precautions to reduce the risk of harm to others, including by following appropriate health and safety measures or excusing themselves from participation in an activity or event where their health may reasonably affect the safety of others.

Individuals Responsible for Health and Safety

Trustees are responsible for ensuring that appropriate arrangements are in place to manage Health and Safety affairs within iLearn Bedford, including policy and internal procedures oversight.

iLearn Bedford's chairperson carries overall responsibility for the day-to-day oversight of Health and Safety within the organisation, on behalf of the trustees.

The trustees and chairperson may delegate day-to-day health and safety tasks as appropriate, while retaining overall responsibility.

All employees of iLearn Bedford must comply with the procedures outlined in this policy.

Volunteers are expected to follow the guidance provided by iLearn Bedford and to take reasonable care for their own health and safety, and that of others, while volunteering.

Partner organisations are expected to take reasonable steps to ensure the health and safety of their staff and volunteers and to comply with this policy during activities or events delivered in partnership with iLearn Bedford.

Hazard Reporting

Any health and safety hazard identified should be reported promptly to a trustee or an individual with delegated responsibility for the activity or event. Where it is safe and appropriate to do so, reasonable steps may be taken to reduce the risk while the matter is being reported.

Incident Reporting

Any incident occurring during an activity or event by iLearn Bedford must be reported immediately to either the Chairperson or another trustee, depending on who is most accessible. Once the incident is acutely dealt with, it is to be documented into an internal log by the person receiving the report for record-keeping purposes.

Anyone with a concern is expected to raise it as a matter of urgency.

Policy Review and Consultation

This policy will be reviewed by iLearn Bedford at least every two years, and following any significant incident or change, to ensure that it is up to date. As part of this review, iLearn Bedford will invite input and consultation from its associates to ensure the policy continues to provide comprehensive and suitable Health and Safety guidance for all individuals involved.