

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Our health and safety policy is to:

**Signed**

**Date**

**Print name**

**Review date**

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

### 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Amy Eleftheriades (Compliance Lead)- Overall responsibility for compliance and health and safety; attend mini team meetings and report back to the board on development, strategic development and horizon scanning around new regulations affecting the organisation; review updates of policy and procedures; consulting with Compliance Team Members; carry out reviews of accidents, incidents and near misses. Review policies and procedures to fit with legislation and AlphaIC purpose and values; be aware of changes to employment legislation and update policies and procedures as needed; oversee the compliance of the whole team to agreed policies and procedures on a day to day basis; liaise with other agencies to support our development of compliance within the organisation; monitor and plan mandatory and additional CPD within agreed timescales; add to the probation period documentation to support successful onboarding of new team members; support all team members to compassionately challenge others using the Communication Agreement.

Sarah Matthews (Compliance Team) - Logging of incident and accident reports and escalating to AE as appropriate, reviewing and implementing health and safety procedures and processes to support those leading on other areas of the organisation; reviewing changes in health and safety legislation and communicating with the team; creating tools to support compliance for the wider team; booking mandatory and other CPD training.

### 4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for health and safety

### *Risk assessment*

### *Training*

### *Consultation*

Consultation

- We will consult team members on health and safety (including mental health and wellbeing) as matters arise and formally when we review health and safety.

Agreements and systems

- We will use the Team Communication Agreement to address concerns around health and safety (including psychological safety)
- We will use the decision-making agreement to respond to health and safety concerns (eg resolve ourselves or pass on to the Compliance Team)
- We will use the systems in place to address health and safety concerns we notice. These include: de-briefing, one to ones, mental health support plans, feedback to office team members on issues in the AlphaIC bases.

### *Evacuation*