



African Diaspora Public Affairs Committee
Creating the Diaspora seat at the table

Health and Safety Policy

This is an ADPAC CIC policy

This policy applies to all ADPAC CIC staff and volunteers and anyone carrying out work on behalf or under the instruction of ADPAC CIC.

This policy statement will be displayed in all ADPAC CIC premises and will be made available to all interested parties and those working under the control of ADPAC CIC and its subsidiaries.

Delivery Partners and other parties working with or on behalf of ADPAC CIC have a duty to adhere to and comply with the requirements of relevant sections within this policy.

Purpose

This policy sets out our commitment, vision and general approach to the management of health and safety across all activities of the ADPAC CIC and its subsidiaries.

Crying Son's believes that all staff, service delivery partners, and volunteers have a role to play in inspiring and supporting young people to realise their potential, and continually improving H&S performance. ADPAC CIC is therefore committed to managing the H&S aspects of its activities, in line with relevant legislative requirements, best practice, and its local policies and procedures.

Context

Policy requirements are in accordance with, the Health and Safety at Work etc. Act 1974. Our Safety Management System (SMS) is based upon the structures detailed in the BS OHSAS 18001:2007 OH&S Management Standard.

Health and Safety Policy

ADPAC CIC acknowledges the importance of good health and safety practice and recognises that health and safety management must be accepted as being of equal importance to other aspects of our business performance and integrated into our core business practices. We have the opportunity to help young people develop appropriate skills and necessary understanding of safety management, whilst participating in our programmes and adventurous activities, and to support their future careers and life in general.

Our aim is to make ADPAC CIC a safer place for all to work, learn and earn. By enabling our staff and volunteers to make right decisions, we meet our charitable aims and protect ADPAC CIC so that it can make a positive difference to people's lives now and in the future.

ADPAC CIC is committed to managing our operations in a way that prevents injury, ill-health, and ensures safe and healthy places to work, learn and earn. We will, as a minimum, comply with all relevant legislation, statutory requirements and other applicable H&S obligations and management standards.

We will, so far as is reasonably practicable, ensure the health, safety and welfare of all ADPAC CIC staff, volunteers, young people and other people who may be affected by our actions. To achieve these aims we will:

- Ensure our managers, staff and those we work with understand the contribution they make towards controlling and managing risk
- Provide and maintain safe places of work, vehicles, plant, work and activity equipment, and ensure safe systems of work are identified, implemented and monitored
- Implement suitable risk management programmes to ensure our services and activities are planned, designed, managed and conducted in a manner that prevents injury and ill health to anyone who may be affected by our activities
- Ensure the availability of professional and competent H&S assistance, advice and support
- Provide suitable and sufficient training, information, instruction and supervision so our staff and volunteers have the necessary skills and support to work without risk to themselves or others
- Promote involvement, engagement and participation in the management of H&S and ensure adequate facilities are in place to consult and communicate with all relevant stake holders on health and safety matters
- Establish measurable goals, objectives, targets and improvement plans to facilitate the maintenance and continual improvement of our health and safety performance
- Lead and promote the development of a positive health and safety culture, visibly demonstrating our commitment to achieve and maintain high standards of health and safety performance and management
- Establish suitable programmes to monitor, measure and review our health and safety performance to ensure that high standards are maintained to deliver continuous improvement
- Provide adequate resources to support the delivery of our policy and supporting management arrangements

This policy and its objectives are an integral part of our Safety Management System, which will be made available to staff and other parties through appropriate channels. All staff, contractors, volunteers and visitors are required to co-operate with us in implementing this policy and fulfilling our statutory duties. Staff, contractors and visitors must ensure that their own work, so far as is reasonably practicable, is carried out without risk to the H&S of others.

Health and Safety Policy

This policy provides the setting and framework by which we will review our health and safety objectives and will be subject to annual review. We will continue to develop our Safety Management System within an environment of continuous improvement.



Dean Okai Snr
Chairman

March 2021

Organisation

We aim to achieve the above by securing H&S management control of the organisation. This involves encouraging the co-operation of staff and delivery partners, ensuring the communication of necessary information throughout the organisation, and monitoring the competence of staff, delivery partners and other third parties delivering services.

Every ADPAC CIC member of staff has a duty of care to themselves, their peers, colleagues, volunteers and, most importantly, the young people embarking and participating on our programmes. We all have a role to play, and it cannot be divorced from any activity that we undertake. The H&S of events and activities must be considered at every stage of planning and execution, and risks must be assessed and removed, or controls implemented to reduce them to the lowest reasonably practicable level, unless otherwise required by legislation.

ADPAC CIC

ADPAC CIC have responsibility for ensuring there is an effective and proportionate H&S strategy, policy and resource in place. This is executed through the working of the Audit Committee.

Delegation and accountability to and from ADPAC CIC is shown in Appendix 1.

Chairman

The Chairman is a member of the Executive Committee and has ultimate responsibility for ensuring the H&S of all staff, volunteers and secondees within the organisation, as well as all the young people involved with its activities.

Establishing systems to enable the appropriate management and communication of crises, emergencies and disasters to include contingency planning,

In the event of a conflict of interest or if a matter concerns The Deputy CEO (Design & Delivery), then the Head of Health and Safety shall take the matter to the Company Secretary and/or follow the Whistle Blowing Procedure.

Health and Safety Policy

Executive Committee (ExCo)

The ExCo will act as the main H&S policy, objective and decision makers. They are committed to pursuing an SMS, and positive H&S culture that is fully resourced, integrated, implemented and audited throughout the organisation. The ExCo will ensure the regular monitoring of the H&S performance of Country, Regional and Departmental Directors, and EMTs to ensure they have carried out their H&S responsibilities.

The ExCo will meet formally in this role when a report is presented to them in accordance with an agreed schedule and as required in response to any identified requirement to do so (e.g. in the event of a serious incident).

The ExCo will report to the Audit Committee on H&S matters.

Members of the ExCo are collectively and individually responsible for the H&S performance of all departments and functions within their area of responsibility.

Directors

Directors, (including Deputy Directors) of ADPAC CIC are responsible for implementing the SMS in their country, region or department. Directors and EMTs must ensure that: Their EMT meetings consider H&S performance, including leading and lagging indicators, they have full awareness of, and understanding of ADPAC CIC H&S policies and procedures their staff are provided with information, instruction and training concerning ADPAC CIC H&S policies, relevant codes of safe working practice and guidance pertinent to their undertakings and work activities, the H&S policy, standards and associated procedures are implemented across ADPAC CIC activities, and prompt intervention is taken if policy and procedures are not adhered to, systems are in place for the appropriate management of hazards and risks, through a programme of risk assessment, budget provision is in place to support H&S and enable the full discharge of their responsibilities, they submit (where agreed) their country, region or department to regular H&S audits in accordance with ADPAC CIC procedures, ADPAC CIC H&S objectives and priorities are considered when formulating or revising national or local policies, adequate safety provision is planned and adhered to for all events for which ADPAC CIC is responsible or named as a beneficiary.

Through planning and ongoing delivery, they ensure continual improvement of health and safety within their area of responsibility. They hold their staff accountable and to the requirements of this policy and the overall implementation of the safety management system within their area of responsibility.

Managers

All Managers within ADPAC CIC have responsibility to ensure that their staff are aware of ADPAC CIC H&S policy, standards, H&S Toolkit and associated safe operating procedures relevant to their work activities. Managers should possess the necessary competence to ensure that H&S is considered in every aspect of their line management and their staff's work activities. Managers have a responsibility to ensure that:

Work activities carried out by staff under their control are in accordance with ADPAC CIC H&S policy, its standards and procedures. Prompt intervention must occur if staff do not adhere to SMS requirements, all staff complete a full H&S induction and receive adequate H&S training, information and instruction to support the fulfilment of their roles,

Health and Safety Policy

risk assessments are carried out for any potentially hazardous activities (office, on-site, adventurous), under their control in accordance with legal requirements, ADPAC CIC policy, specific guidance and operational procedures, they contribute to the planning process of their country, region or department and implement safety measures and improvements where and whenever required, where responsible ADPAC CIC vehicles and equipment used on ADPAC CIC business are safe and regularly checked, wherever necessary, staff with specific responsibilities e.g. first aiders and fire wardens, are in place and have received appropriate training, that, in the event of an incident, accident or near miss (including fatalities) relating to their staff, or in connection with the business of ADPAC CIC; these are recorded, reported and investigated in accordance with ADPAC CIC procedures, through planning and ongoing delivery, they ensure continual improvement of health and safety within their area of responsibility, they hold their staff accountable and to the requirements of this policy and the overall implementation of the safety management system within their area of responsibility.

Responsibilities for all Staff

Staff must be aware of ADPAC CIC H&S policy, standards, H&S Toolkit and associated safe operating procedures. All staff have a duty to ensure that they:

Take reasonable care of their own H&S and of others who may be affected by their acts or omissions at work, co-operate with ADPAC CIC in the fulfilment of its H&S responsibilities and SMS as detailed in the H&S policy, standards, the H&S Toolkit and associated safe operating procedures, do not intentionally or recklessly interfere with or misuse anything provided in the interests of H&S or welfare, comply with any instruction, information and training provided in accordance with ADPAC CIC H&S policy and procedures, immediately report all incidents, accidents, near misses, emergencies and crisis situations (including fatalities) in accordance with ADPAC CIC procedures and local and national incident management plans.

Volunteers

We recognise the importance of our volunteers and the contributions they make to ADPAC CIC. We will ensure that all our voluntary workers receive suitable and sufficient information, training and support and that risk to their health and safety are included in our planning.

Head of Health & Safety

The Head of Health & Safety leads ADPAC CIC Health & Safety Team, and is responsible for: developing and maintaining an effective H&S culture and SMS that conforms the requirements of BS OHSAS 18001:2007 reporting on the performance of ADPAC CIC SMS to the ExCo, reviewing, updating and disseminating ADPAC CIC H&S policies, H&S Toolkit, and advice on relevant H&S legislation, notifying ADPAC CIC ExCo of changes in legislation and good practice and advising ExCo and other members of the leadership team, maintaining the Accident Management System for ADPAC CIC and presenting regular H&S reports, ensuring appropriate communication and consultation with ADPAC CIC Exchange (or other agreed employee forums).

Health & Safety Team (HST)

The HST provides advice, professional guidance and support to country, region and department Directors, EMTs and staff. The HST will:

Support the establishment at all levels of an effective health and safety culture and an appreciation of the aims and objectives of the H&S policy, helping to ensure that all ADPAC CIC activities are conducted to a high standard, support the implementation of ADPAC CIC Incident Management Plan and maintain and support the Accident Management system for ADPAC CIC.



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Health and Safety Policy

Establish compliance with ADPAC CIC H&S policy and procedure and good practice through performance and monitoring processes, including audit and inspection and the identification of required corrective and preventive action, advise ADPAC CIC staff on key H&S legislation, standards, best practice and related ADPAC CIC H&S policy, procedure and guidance, support the development of, in liaison with Directors and EMTs, plans to achieve the H&S objectives of the organisation, support and demonstrably lead on the continual improvement of H&S within ADPAC CIC.

Arrangements

ADPAC CIC H&S arrangements are outlined on The Loop. Arrangements provide operating procedures for the effective planning, organisation, control, monitoring, review and auditing of the SMS.

Staff Consultation

ADPAC CIC will ensure appropriate engagement and consultation, with ADPAC CIC Exchange (or other agreed employee forums), on H&S issues, in line with their terms of reference. This will enable appropriate staff consultation and communication on H&S initiatives, policy and procedural changes that may impact, on the health, safety and wellbeing of staff.

Occupational Health

ADPAC CIC operates an occupational health scheme, and this can be accessed through establish compliance with ADPAC CIC H&S policy and procedure and good practice through performance and monitoring processes, including audit and inspection and the identification of required corrective and preventive action, advise ADPAC CIC staff on key H&S legislation, standards, best practice and related ADPAC CIC H&S policy, procedure and guidance, support the development of, in liaison with Directors and EMTs, plans to achieve the H&S objectives of the organisation, Support and demonstrably lead on the continual improvement of H&S within ADPAC CIC.

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Occupational Health

ADPAC CIC operates an occupational health scheme, and this can be accessed through ADPAC CIC People and Learning department. Managers are responsible for monitoring any sickness absence within their teams and ensuring all staff submit a self-certification certificate or doctor's certificate, if appropriate, for each episode of sickness absence.

The People and Learning department will monitor and analyse sickness absence and patterns across ADPAC CIC and will work with managers and employees to resolve any occupational health issues, drawing on expert medical advice as required. People and Learning department. Managers are responsible for monitoring any sickness absence within their teams and ensuring all staff submit a self-certification certificate or doctor's certificate, if appropriate, for each episode of sickness absence.