



Health and Safety Statement

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The Institute for Advanced Learning and Metacognition (IALM) is committed to providing a healthy and safe environment, so far as is reasonably practicable, for everyone affected by its activities — including its employees, trustees, volunteers, members, event participants, visitors and contractors. This statement sets out our general policy and is made in accordance with the Health and Safety at Work etc. Act 1974.

Responsibilities

Ultimate responsibility for health and safety lies with the Board of Trustees. Day-to-day responsibility for implementing this statement is delegated to the Director. Everyone connected with the Institute has a personal responsibility to take reasonable care for their own safety and that of others, and to co-operate with the Institute's health and safety arrangements.

How we meet our responsibilities

IALM fulfils its obligations by:

- complying with relevant legislation, in particular the Health and Safety at Work etc. Act 1974;
- carrying out suitable risk assessments for its activities, events and any premises it uses, and putting in place appropriate controls;
- ensuring that those acting on behalf of the Institute have the information and competence they need to work safely;
- considering the safety of those working remotely or alone;
- maintaining first-aid and emergency arrangements appropriate to its activities; and
- having a process for reporting, recording and learning from incidents and near misses.

Events and venues

Much of the Institute's work takes place online or at venues provided by others. Where IALM organises or hosts an event, it will assess the health and safety of the activity and the venue, and will expect any venue or delivery partner to meet appropriate health and safety standards.

Reporting incidents

Any accident, injury, dangerous occurrence or near miss should be reported to the Director as soon as possible. Incidents will be recorded, and any matter that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the relevant authority.

Review and development

This statement will be reviewed by the Board of Trustees at least annually. As the Institute grows — for example, on employing five or more people — it will maintain a fuller written Health and Safety Policy with supporting risk assessments and procedures.

Contact

A copy of this statement, and any supporting health and safety information, is available on request from info@theialm.org.