



ORGANISATIONAL POLICY

Health, safety and emergency management policy

Risk prevention and response in local, residential and international activities

Version	2.0
Revision	28 August 2026
Effective date	1 October 2026
Next ordinary review	1 October 2028

OUR COMMITMENT

Io Per l'Altro - APS organises each activity so that learning, participation and wellbeing can develop in reasonably safe conditions. This policy defines responsibilities, minimum standards and procedures to prevent incidents, protect health and respond to emergencies.

GUIDING PRINCIPLE

Safety does not require every uncertainty to be removed. It requires risks to be identified and reduced, people to be informed, and an activity to be stopped when conditions are no longer acceptable.

1. Purpose and scope

This policy applies in Italy and abroad to youth exchanges, training courses, events, outdoor activities, excursions, travel, overnight stays, evening and online activities, and initiatives organised, funded or represented by the Association.

- Board members, employees, contractors, professionals and volunteers
- trainers, facilitators, group leaders, accompanying persons and project leads
- partners, suppliers, host venues and host families where involved
- participants, with measures adapted to age, autonomy and specific needs

This policy complements, but does not replace, applicable law, funding-programme conditions, host-venue rules and country-specific duties.

2. Safety principles

- prevention proportionate to the likelihood and severity of harm
- informed participation and the right to report a hazard or request an adjustment
- accessibility, non-discrimination and attention to conditions of increased exposure
- health information limited to what is necessary and accessible only to those who may need to act
- priority of life and health over programme delivery, cost or reputation
- recording incidents and near misses to learn and improve

3. Roles and responsibilities

Role	Core responsibility
Board of Directors	Approves the policy, ensures adequate resources and considers updates.
President - Marco Valerio Battaglia	Holds institutional accountability and coordinates insurers, authorities, families, partners and the National Agency where needed.
Project lead	Prepares the risk assessment and checks venue, transport, cover, contacts and participant information.
Field activity lead	Monitors actual conditions, assigns duties, activates the response and may immediately modify or stop the activity.
Trainers and facilitators	Apply agreed controls, observe changes, provide first aid within their competence and report incidents and near misses.
Group leader/accompanying person	Supports participants, verifies essential information and keeps project emergency contacts available.
Partners and suppliers	Apply at least equivalent standards, communicate local risks and provide focal points and emergency procedures.

Role	Core responsibility
Participants	Follow safety instructions, communicate relevant needs and do not expose themselves or others to avoidable risk.

4. Planning and risk assessment

Each activity is reviewed before it starts and again when venue, weather, group, programme or individual circumstances change. The assessment considers hazards, people exposed, existing controls, likelihood, impact, residual risk, owner and deadline.

- a documented assessment is mandatory for travel, overnight stays, outdoor and evening activities, groups with children or participants with specific needs
- high risks require additional controls and project-lead approval; risks that cannot be reduced to an acceptable level prevent the activity from starting
- the safety briefing is proportionate to the activity and understandable to the group

5. Information, consent and individual needs

Before the activity, participants receive realistic information about the programme, required effort, environment, transport, accommodation, rules, contacts and principal risks. They may ask questions, request adjustments or withdraw from a specific activity without humiliation or improper penalty.

HEALTH INFORMATION

Only information needed to prevent risk or provide support is collected: allergies, intolerances, medication, relevant conditions, accessibility and an emergency contact where required by the project.

6. Medication, first aid and healthcare

- adult participants normally manage their own medication; any different support is agreed and documented before the activity
- for children, permissions, instructions and responsibilities are agreed with the person holding parental responsibility
- no one administers medication or performs healthcare interventions beyond their competence, except emergency actions permitted by law
- first-aid supplies are proportionate to the activity, accessible and checked before departure
- at least one designated person has first-aid preparation appropriate to the context; where workplace law applies, its formal requirements are followed

7. Venues, overnight stays, transport and outdoor activities

- accessibility, exits, lighting, hygiene, capacity, private spaces and assembly point checked
- rooms allocated by the project lead with the team, considering age, gender, needs, reasonable preferences and safety
- drivers, vehicles, seat belts, breaks, schedules and road conditions checked; no one drives while tired, impaired or unauthorised
- for outdoor activities and excursions, weather, route, equipment, group capability, communications and return options are checked
- alcohol, smoking and substances are managed under law and project rules; illegal substances are prohibited and no consumption may compromise supervision or responsibility

8. International mobility

Each international mobility has an updated country sheet covering emergency numbers, health services, local partner, host venue, insurance, embassy or consulate, alternative transport and local duties. For non-EU destinations, general security, access to care, evacuation and repatriation are also considered.

- consult Viaggiare Sicuri and host-country institutional channels before departure and during the activity
- consider registration on Dove siamo nel mondo for groups and destinations where this may support assistance
- keep essential contacts and a controlled copy of the emergency plan available offline
- 112 is the single European emergency number; outside the EU, the effective local number is always checked

9. Insurance

The Association and volunteer cover linked to ACSE affiliation is checked against each project's characteristics. Territorial validity, insured persons, limits, excesses, exclusions, assistance and claim procedure are checked before the activity.

- volunteers are insured in accordance with obligations applicable to Third Sector entities
- participant health, accident, liability, travel and repatriation cover is checked according to project and destination
- any gap requires additional cover or a change to the activity
- an activity does not start where necessary cover is absent or cannot be verified

10. Emergency response

IMMEDIATE DANGER

Move people to safety and call local emergency services. The field lead may stop the activity without waiting for authorisation. The President is informed as soon as circumstances allow.

1. assess the scene without creating additional risk and protect the group
2. call emergency services, giving the precise location, nature of the emergency, and number and condition of people involved
3. provide first aid within one's competence and follow emergency-service instructions
4. designate who accompanies the person, who remains with the group and who maintains communications
5. preserve relevant information and items without obstructing responders or conducting an investigation
6. record facts, decisions, times and persons contacted as soon as possible

11. Incidents, near misses and communications

Every incident, significant illness, damage, evacuation, emergency-service intervention or near miss is reported to the project lead and recorded. Recording does not assign blame: it supports fact reconstruction, compliance and prevention.

Area	Lead
In the field	Activity lead and emergency services
Coordination	Project lead
Institutional	Marco Valerio Battaglia - President

Area	Lead
Participants and group	Person designated by the field lead
Families, insurer, authorities, National Agency	President, unless immediate action is required

No one shares names, diagnoses, images or unverified accounts. External and media communications are authorised by the President.

12. Modification, suspension or cancellation

Trainers, facilitators and activity leads may immediately modify or stop an activity. The project lead decides on resumption; the President decides on cancellation, early return or institutional consequences, unless urgency requires immediate field action.

- the decision considers residual risk, alternatives, the person's condition, informed wishes, service advice and logistical feasibility
- no educational or funding objective justifies continuing an unsafe activity
- the decision and rationale are recorded and reviewed after the event

13. Data, retention and confidentiality

Health information and emergency contacts are accessible to the President, project lead and only those who may need to act. Ordinary data is deleted after the project when no longer needed, subject to funder obligations. Incident records follow separate periods based on legal, insurance and protection needs.

14. Training, monitoring and review

- each team receives a briefing on the risk assessment, roles and emergency routes
- first-aid competence and supplies are checked before relevant activities
- incidents and near misses are analysed without unnecessary personal data to identify improvements
- the policy is reviewed every two years and after significant events, legal change or new activity types

15. Contact

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President	Marco Valerio Battaglia

16. References

- Italian Legislative Decree 117/2017, Article 18, on compulsory insurance for volunteers.
- Italian Legislative Decree 81/2008 and Ministerial Decree 388/2003 where workplace health, safety and first-aid duties apply.

- Erasmus+ Programme Guide 2026 and Erasmus+ quality standards on participant protection, health and safety.
- Italian Ministry of Foreign Affairs: Viaggiare Sicuri, Dove siamo nel mondo and the Crisis Unit.
- Regulation (EU) 2016/679 and Italian Legislative Decree 196/2003, as amended, on personal data protection.

<https://servizi.lavoro.gov.it/Runts/AnteprimaPDF.aspx?id=16>

<https://erasmus-plus.ec.europa.eu/programme-guide/part-a/important-features>

<https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-1/youth-exchanges>

https://www.esteri.it/it/unita_crisi/

<https://digital-strategy.ec.europa.eu/en/policies/112>

Approval

Approved by	Board of Directors of Io Per l'Altro - APS
Resolution date	
Effective date	1 October 2026
Legal representative's signature	IC PER L'ALTRO APS Battaglia 260584 paosla@gmail.com Marco Valerio Battaglia