



RAISE THE YOUTH FOUNDATION

HEALTH AND SAFETY POLICY AND PROCEDURE

Version 1.0
June 2022

54-56 Holmeswood Road,
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Document Control

Date	Version	Description/ Change	Author	Reviewer
29/06/2022	1.0	New Policy	Gemma Hatton	Samantha Croston
27/11/2023	1.0	Review		Dionne Colclough

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Health & Safety Policy

1 Part One – Statement of Intent

The Organisations Board of Directors and Governing Body recognise and accept their responsibilities under the statute, and common and contract law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees, volunteers, service users and others affected by its activities is acknowledged.

The organisation is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and overseen by the Board of Directors and Board of Governors.


The policy will ensure compliance with Health & Safety At Work, etc, Act 1974 so far as is reasonably practicable and the Independent School Standards.

The Board of Directors and Board of Governors are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Maintaining safe access to and from the premises;
- Preventing accidents and work-related illness;
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work.

The Governing Body and Directors are committed to this policy and all employees are required to comply. Everyone is encouraged to support the organisation's commitment to continuous improvement in the school's health and safety performance. For the policy document to be effectively implemented, the organisation requires the full cooperation of employees and others who use the premises.

This policy statement will be reviewed at least annually and revised as and when necessary.

Signed: 
Chief Executive Officer/Director

Date: ...29/06/2022.....

Review Date: ...27/11/2023.....

2 Part Two – Organisation

In order to achieve compliance with the Statement of Intent, both employers and employees have Health & Safety responsibilities which are detailed within this part of the policy and arrangements section.

2.1 The Duties of the Board of Directors

The Board of Directors have ultimate responsibility for the health and safety matters in the organisation but will delegate day-to-day responsibilities to the School Resource Manager, Senior Leadership Team and Health and Safety Lead.

The Directors will ensure:-

- The Health & Safety Policy for the Management of Health and Safety is implemented.
- They monitor the implementation of this policy to ensure that working arrangements and the provision of financial, technical and human resources are consistent with meeting the requirements of this policy.
- They will instigate arrangements to ensure that Raise the Youth Foundation CIC employees have the necessary facilities, training and competencies to discharge the duties assigned to them under this policy.
- That any breaches of compliance with this policy are fully investigated and, where appropriate, disciplinary proceedings instigated.
- They take reasonable steps to ensure that employees and young people are not exposed to risks to their health and safety. This applies to activities on or off the premises.
- As the employer, they have a duty to assess the risks to staff and others affected by the organisations activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Ensure a competent person is appointed to provide advice and guidance on health and safety

2.2 The Duties of the Assistant Director

The Assistant Director has overall responsibility for ensuring compliance with the Health and Safety Policy Document and the Independent School Standard, in partnership with the Senior Leadership Team and School Resource Manager.

They will ensure that there are effective and enforceable arrangements for the provision of any health and safety, periodically assessing the effectiveness of this document and ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

2.3 The Duties of the School Resource Manager

The School Resource Manager is responsible for health and safety day-to-day. That involves:

- Ensuring relevant health and safety policies and procedures are in place.
- Ensuring that the school building and premises are safe and regularly inspected and safe access to and from the workplace is always maintained.
- Reporting to the Directors on health and safety matters.
- Arranging and facilitating Health and Safety meetings.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring all risk assessments are completed and reviewed.
- Training, supervision, instruction and information are provided to employees in health & safety procedures and policies, as necessary.
- Completing the H&S Induction Checklist for new starters and informing new employees about known hazards (Risk Assessments).
- Ensuring arrangements are in place to monitor, inspect, audit and review health and safety activities.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health and safety arising from work activities in their area of responsibility.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes with the health and safety lead.

2.4 The Duties of Line Managers

- Comply with the organisations' Health and Safety policy and arrangements.
- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Act in accordance with any health & safety training received.
- Ensure all persons under their control are aware of the general health and safety requirements of the school.
- Ensuring teaching staff are aware they are responsible for the immediate safety of their classroom and that the associated equipment is maintained.

2.5 The Duties of Facilities Lead

Under the direction of the School Resource Manager, the Facilities Lead will:

- Comply with the organisation's Health and Safety policy and arrangements.
- Have day-to-day responsibility for conducting/arranging statutory health and safety checks, arranging repairs and ensuring the policy is followed and that the Independent School Standards are adhered to.
- Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of Staff, pupils and others;
- Will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
- Will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, and water supplies
- Ensure waste is disposed of safely,
- Maintain safe access of pedestrians both internally and externally
- Will be able to manage asbestos in the building and be familiar with the asbestos register.
- Will ensure that the school transport system includes safety repairs to be carried out where necessary and be maintained in a safe condition.

2.6 The Duties of Health & Safety Lead

The Health & Safety Lead will:

- Comply with the organisations' Health and Safety policy and arrangements.
- Ensure management are kept informed of the implications of current legislation, for assisting with the development of the Health and Safety Policy and Safety Plans.
- Bring to the attention of management any defects or omissions noted during site inspections, audits or surveys.
- Advise on, and organise where necessary, training requirements relevant to health and safety.
- Report RIDDOR incidents to the HSE and investigate accidents and health and safety incidents.
- Attend health & safety meetings as requested.

2.7 The Duties of Employees

Employees will:

- Comply with the organisations' Health and Safety policy and arrangements
- Co-operate with managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of others
- Report all health and safety concerns to an appropriate person
- Report any hazardous situations and defects
- Report all incidents and accidents in line with the current incident reporting procedure

2.8 Children & Young People

Our Children and Young People, in accordance with their age and aptitude, are expected to:

- Exercise some personal responsibility for the health and safety of themselves and others,
- Observe standards of dress consistent with safety and/or hygiene
- Follow all the health and safety rules of the school including instructions given by employees in an emergency

2.9 Temporary Employees

- Comply with the organisations' Health and Safety policy and arrangements
- Will be issued with fire evacuation procedure and relevant health and safety information
- Temporary employees will receive a health and safety induction and be advised of any known hazards (risk assessments).

2.10 Visitors

- Visitors are required to sign in and out at the organisations' reception using the entry sign system
- Visitors must read through and accept the rules outlined in relation to safeguarding, health and safety and fire procedures.

2.11 Volunteers, work experience and work placement

Our Children and Young People, in accordance with their age and aptitude, are expected to:

- Comply with the organisations' Health and Safety policy and arrangements
- Will be issued with fire evacuation procedure and relevant health and safety information
- Volunteers and individuals on work experience or placement will receive a health and safety induction and be advised of any known hazards (risk assessments)
- If any volunteer or individual with work experience is under 18 years old, they will be issued with a young person risk assessment.

3 Retention and Access to your Personal Information

Why do we need to retain your personal information?

All personal information will be retained for 6 years after you leave the company's employment as per the guidance from the Information Commissioner's Office.

Where do we retain your personal information?

Any records relating to breaches of this Policy could result in Disciplinary Action. All relevant paperwork will be retained in the Discipline and Grievance Section of your BreatheHR record. At the conclusion of the Discipline / appeal the record will be updated, associated documents will be scanned and added, and the originals will be destroyed.

Who has access to your personal information?

You will have access to all your personal information via your Personal Profile on BreatheHR. Your HR user and People Matters HR will also have access to all your personal information. Your Line Manager will only have access to certain information, and this will be outlined to you at Induction.

How do you request to have your personal information amended or deleted?

You will have access to update certain information on BreatheHR via your Personal Profile page.

For other information to be amended or deleted, this will need to be put in writing to your Line Manager who will respond with a decision accordingly.

Please note that you must keep all your personal data and emergency contact