

# HEALTH & SAFETY POLICY

## Record of updates

HEALTH & SAFETY POLICY	
<b>Date Created</b>	<b>April 2008</b>
<b>Adopted by Trustees</b>	<b>April 2008</b>
<b>Revision Completed</b>	<b>May 2012</b>
<b>Revision Completed</b>	<b>May 2013</b>
<b>Revision Completed</b>	<b>May 2014</b>
<b>Revision Due</b>	<b>May 2015</b>
<b>Revision Due</b>	<b>May 2016</b>
<b>Revision Due</b>	<b>May 2018</b>
<b>Revision Due</b>	<b>April 2020</b>
<b>Revision Due</b>	<b>March 2021</b>
<b>Revision Due</b>	<b>January 2022</b>
<b>Revision Due</b>	<b>January 2023</b>
<b>Revision Due</b>	<b>January 2025</b>
<b>Revision Due</b>	<b>January 2026</b>
<b>Revision Due</b>	<b>January 2027</b>

DOCUMENT VERSION CONTROL		
Issue No.	Issue Date	Summary of Changes
1	April 2008	Original Version
2	November 2008	Revised to include Manual Handling update
3	October 2009	Risk Assessment Review
4	January 2010	Policy Updates by Trustees
5	February 2010	Pregnant Workers Risk Assessment
6	March 2010	Wiltshire Council Inspection Revisions
7	May 2010	New RIDDOR Arrangements added
8	May 2010	Policy Revisions adopted by Trustees
9.	May 2011	Policy Revisions adopted by Trustees
10	May 2012	Policy adopted by Trustees
11	May 2013	Policy Revisions
12	May 2014	No Revisions
13	Nov 2014	Policy Revisions
14	May 2015	No Revisions
15	Jan 2016	Lynn Evans: responsible for EECs
16	March 2017	The Service Administrator responsibilities added
17	April 2018	Staff names updated. RIDDOR amendments added
18	August 2019	No revisions
19	Sept 2019	Manual Handling Training Booklet requirement added
20	March 2021	Staff names updated
21	January 2022	COSSH/ head injuries added. New H&S lead – Leona Smith
22	January 2023	Names updated – Ali Wiltshire new H&S lead

23	January 2025	Names/ job roles/ venues updated – Lynn Evans, H&S lead. Wristbands added for head injuries
24	January 2026	Added recording pre-existing injuries

## Health and Safety at Work Act 1974

# This is the Health and Safety Policy Statement of The Rise Trust

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising out of work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain a safe working environment and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

This policy should be read in conjunction with the following Rise Trust Policies and the Staff Handbook:

- 2.11 Accident & Incident Policy
- 2.12 Fire Procedure & Policy
- 2.14 Risk Assessment Policy

This policy should also be read in conjunction with The Rise Trust's Guidance for working with children and Young People which includes information on fire procedures, first aid, accidents, and incidents, administering medicines, manual handling, children's behaviour, child-adult ratios, and transporting children.

Signed: *Lynn Evans*      CEO (Employer)

## **Arrangements and Responsibilities**

1. Overall and final responsibility for health and safety is that of The RISE Trust overseen by the CEO of The RISE Trust.
2. Day to day responsibility for ensuring the policy is put into practice is also Lynn Evans, CEO.
3. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Lynn Evans	Trust Health & Safety Coordinator
Danielle Blake	Young People's Service Lead
Debbie White	RISE pre-school @ The Oaks

4. All employees must:
  - 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
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

## **Health and safety risks arising from work activities**

- Risk assessments and safety checks will be undertaken by all facilitators in relation to aspects of service functioning as required.
- The findings will be reported to and signed off by their line manager.
- Additional action required to remove/control identified risks will be reported to The CEO.
- The CEO will be responsible for ensuring the additional action required is implemented and check the risk has been removed/reduced.
- Risk assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

## **Consultation with employees**

- The Employee Representative is Lynn Evans.
- Consultation with employees is provided by The RISE Trust.

## **Safe Working Environment and equipment**

The CEO will be:

- Responsible for identifying all equipment needing maintenance (as reported by other staff members).
- Responsible for ensuring effective maintenance procedures are drawn up.
- Responsible for ensuring that all identified maintenance is implemented.
- Responsible for ensuring staff members are aware of and check compliance to relevant health and safety standards before equipment is purchased.

## **Safe Handling and use of substances**

The CEO will be:

- Responsible for identifying all substances which need COSHH assessment.
- Responsible for undertaking COSHH assessments.
- Responsible for ensuring that all actions identified in the assessments are implemented.
- Responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Responsible for checking that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **Manual Handling**

- The RISE Trust requires employees and trustees to comply with The Manual Handling Operations Regulations 1992, as amended in 2002.
- These regulations require that the risks specifically associated with manual handling activities (including lifting, lowering, pushing, pulling, and carrying) are assessed and eliminated or reduced as far as reasonably practicable. The load may be inanimate – such as box or a trolley, or animate – a person, child, or adult.
- Staff will read and follow the EBSI Health Safety & Environment Manual Handling booklet which gives guidance on the main principals for Manual Handling and gives safe techniques for the workplace. Manuals held in each centre and with Young People's Service Lead. Staff to ensure that they read manuals.
- Staff should follow the safe system of work developed from the risk assessment for handling operations, using any mechanical aids provided. Any faults should be immediately reported to their manager/supervisor and to The CEO.
- When a manual handling operation could give rise to personal injury, there is a need for a specific risk assessment, which should be in writing.
- A Risk Assessment Checklist is included in the Risk Assessment Policy and staff must ensure that they take careful note of this guidance.
- Staff agree to follow the guidance of a qualified medical professional in relation to personal capabilities and discuss with their line manager who may be required to complete an 'Individual Risk Assessment'.
- When lifting children, the practitioner must make a judgement on how heavy a child they are able to lift as an individual. Therefore, as with any manual

handling task, the practitioner must perform a risk assessment before lifting the child and the practitioner must take into consideration:

- How much the child weighs
- What their lifting capabilities are as an individual
- The environment
- The task
- If the lifting is necessary

### **Information, Instruction and Supervision**

- The Health and Safety Law poster is displayed The RISE Trust Community Hub.
- Health and safety advice is available from The CEO.
- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by line managers.
- Managers are responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

### **Competency for tasks and training**

- Induction training will be provided for all employees by their managers.
- Job specific training will be provided by managers.
- Specific jobs requiring special training, such as manual handling, will be provided by the appropriate manager.
- Training records are kept by the Office Coordinator.
- Training will be identified, arranged, and monitored by line managers and the CEO.

### **Accidents, first aid and work-related ill health**

- Records of accidents, first aid administration and work-related ill health are required for all employees and volunteers.
- All service user accidents and incidents are required to be recorded and reported to a line manager.
- Notices are on display at all RISE venues identifying where the First Aid boxes are located. Staff delivering youth work or sessions in the community will take First Aid boxes with them.
- The appointed person/first aiders are: CEO, Pre-school manager and Young People's Service Lead
- All staff are trained in Paediatric First Aid.
- All accidents/ incidents are to be recorded on the accident/incident log in the RISE Directory overseen by The CEO and cases of work-related ill health will be recorded in individual personnel files.
- The CEO is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.
- Head injuries (pre-school) – NHS head injury advice sheet to be given on day of accident and wristband put on child. Staff to ensure accident/incident form signed by responsible adult.

## **Health Surveillance**

Health surveillance will be undertaken to protect employees from occupationally related disorders and where necessary, because of employees being exposed to specific hazards or by virtue of a statutory obligation.

However, most work processes in this Trust are low risk and will not require health surveillance. Should health surveillance be required we will:

- Gather information on the extent and nature of the exposure.
- Facilitate an examination of the individual employee.
- Conduct a comprehensive review of the employee's medical history and job history.
- Facilitate a detailed assessment of symptoms.

## **Monitoring**

- To check our working conditions and ensure our safe working practices are being followed, we will:
  - Monitor the H&S and fire compliance monitoring logs
  - Regularly carry out inspections using open/closed and daily checklists
  - Have reports submitted by others
  - Undertake spot checks
  - Annual audit
- The CEO is responsible for ensuring accidents/incidents/pre-existing injuries are investigated.
- The CEO is responsible for investigating work-related causes of sickness absences.
- The CEO is responsible for acting on investigation findings to prevent a recurrence.
- Records of causes of sickness absence are kept and regularly reviewed.

## **Emergency procedures – fire and evacuation**

- The CEO is responsible for ensuring additional control measures identified in the Fire Risk Assessment completed by the designated Fire Safety Company by Wiltshire Council are implemented.
- Escape routes are checked by administrators in each RISE building every day.
- Fire extinguishers are maintained and checked by the designated Fire Safety Company as deemed by Wiltshire Council on an annual basis and routinely visually checked every day by Fire Wardens.
- Alarms are tested by the Office Coordinator every week.
- Emergency evacuation is tested once a school term.

## **Guide dogs and therapy dogs (officially registered)**

- The RISE Trust recognises that at times visitors to The RISE locations will need to bring guide and/or therapy dogs with them.
- We would respectfully ask these visitors to report to a staff member at the main entrance.

- A staff member will discuss the visitor's needs – if a child is to be collected from our preschool, we will ask the visitor to wait outside, and a staff member will bring the child to them. If a guide / therapy dog needs to accompany the person into the building, a brief verbal risk assessment will be completed. This will ascertain whether this is safe for all present and enable any amendments to our staffing or the environment that need to take place in order to facilitate the visit.
- No dog should be left unattended on site.
- Ask visitor for official registration/ training evidence and clear identification on the dog re: therapy, guide dog, nervous dog.

## **Incident at work**

- The RISE Trust will record and report accidents and incidents at work under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) using this link [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](https://www.hse.gov.uk/riddor/). Records of which will be kept for at least three years (see The RISE retention schedule).
- We will report fatal accidents or accidents resulting in specified injuries to workers **only**, by phoning 0345 300 9923 within 10 days of the incident.
- All other incidents will be reported online in accordance with the HSE guidance, see HSE RIDDOR web pages.

- **We will report to RIDDOR without delay:**

Death or Major specified injuries including:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss or reduction of sight.
- Any crush injury to the head or torso causing damage to brain or internal organs.
- Serious burns covering more than 10% of the body or cause significant damage to eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed place which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24hrs.

Injuries to members of the public or people not employed, where they are taken from the scene of an accident **directly** to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

**We will report within 15 days:**

- For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

- Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.
- Accidents must be recorded but not reported where they result in a worker being incapacitated for more than three consecutive days.

**Policy agreed:** 16/01/2026

**Signed:**   
LYNN EVANS, CEO