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# Health and Safety Policy

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## Aims

The company aims to ensure that staff, volunteers, learners and others are safe in our environments. We take all reasonable steps to ensure risks are assessed, resources provided and steps taken to meet our ethical and legal requirements, including safeguarding of young people or vulnerable adults.

## Learners

Trainers use the generic Risk Assessment for training rooms, adding any risks identified on the day (seeking advice from the Health and Safety Manager as required). Learners are encouraged to understand and control the risks in their environment and to report any issues or concerns to the trainer or the training venue immediately. Trainers inform Learners about this policy and the Health and Safety requirements of the training venue, as part of their induction.

## On Company property

The Company have risk-assessed activities taking place on their premises. Relevant parts are shared with external visitors and learners when they are on site.

## On external sites

The expectation is that team members will familiarise themselves with the health and safety rules within the environment they are working, share them with learners and follow them. Accidents or near misses should be reported to the venue, and also to their line manager. There is an accident/near miss form available from the Company for doing this.

Staff members are also provided with Health and Safety and the Law leaflets as part of their induction.

## Special activities

Any team member planning a special activity (for example an outdoor activity or a trip) is required to undertake a risk assessment prior. This must be authorised by their line manager before the commencement of the activity.

## Lone working

Please see the separate policy relating to this.

## Safeguarding young and vulnerable learners

The Company is committed to ensuring that young and vulnerable learners are protected. Staff, volunteers and associates are required to share this commitment. There is a separate policy describing our policy relating to the safeguarding of young or vulnerable learners.

## **Safe, healthy and supportive environment**

The Company prides itself on having a safe, happy and supportive environment. Staff, volunteers and learners are entitled to an environment which is free from bullying, harassment and risk of injury. They are encouraged to report any concerns without fear of consequences, and these are acted on.

The Company's responsibilities includes the mental wellbeing of staff, volunteers and learners. If there are any concerns, the Company will support the individual, signposting them to services as appropriate and also offer support to those around the affected person.

As part of their induction, staff attend Health and Safety training relevant to their role, this includes training on any equipment, or special procedures, in addition to reporting requirements and how to recognise and manage risks themselves.

## **Risk Assessments**

Risk assessments have been completed for regular activities undertaken by the team in Headquarters and regular training venues used. Staff working there are familiarised with these as part of their induction process.

The Company have taken steps, as far as are reasonably practical, to reduce any identified risks by putting in place preventative or proactive measures or training.

## **Reporting of Accidents/Near Misses and Record Keeping**

Accidents and Near Misses are recorded on reporting sheets, which are returned to the Health and Safety Officer by email at [richard.curtis@rootofit.com](mailto:richard.curtis@rootofit.com). In the event a concern or accident is reported and a Reporting Form has not been completed, they will complete one.

Every accident or incident which results from employment or any associated activity including working with clients is unacceptable and should be avoidable by using safe working methods and appropriate equipment and substances, along with adequate information, instruction, supervision, support and training.

Accidents and Near Misses are then investigated by the Health and Safety Officer and any actions are noted on the Reporting Form. Reporting Forms are kept electronically on the Company's storage system with access controlled by the CEO.

## **Management of Health and Safety**

Health and Safety is the responsibility of all staff, volunteers and learners. They have a duty to report any concerns and to take any steps they are able to if they notice something unsafe.

The CEO has overall responsibility for Health and Safety within the organisation, monitoring and reviewing issues and performance data.

## **Review**

This policy will be reviewed biannually by the CEO.

March 2019