



# Health and Safety Policy

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## **Aims**

To ensure that all colleagues are safe in their working practices as well as ensuring they understand the policy relating to this.

This policy covers staff, associates and volunteers.

## **In schools and homes**

The expectation is that team members will familiarise themselves with the health and safety rules within the environment they are working and follow them. Accidents or near misses should be reported to the school they are working in, and also to their line manager. There is an accident/near miss form available from the Root Of It 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.

## **Risk Assessments**

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

## **Review**

This policy will be reviewed annually.

April 2015