



*Trinity Safe Space*

## **Trinity Safe Space Health, Safety and Welfare Policy**

<b>CO-WRITER:</b>	<b>Pauline Mary Ruth</b>
<b>APPROVED BY:</b>	<b>Trustee Board</b>
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Charity number: 1194939

Address: c/o Trinity Methodist/URC Church, Peelhouse Lane, Widnes, Cheshire. WA8 6TN



*Trinity Safe Space*

## **Trinity Safe Space Health, Safety and Welfare Policy**

### **RATIONALE**

Trinity Safe Space is committed to continual improvement in health, safety and welfare performance. The staff and Trustee Board recognise our “duty of care” and a commitment to create, within the organisation buildings and grounds, a safe and healthy environment in which to work and spend leisure time. This involves ensuring the well-being of everyone involved in our organisation: service users, staff, parents/carers/specified contacts, Trustee Board, visitors, contractors and members of the public using its services. A consistent approach and co-operation are essential where the promotion and development of health, safety and welfare measures are to be achieved, so far as is reasonably practicable. “Staff” includes volunteers.

The Health, Safety and Welfare Policy outlines the roles and responsibilities regarding the management of health and safety in the organisation to comply with the requirements of the Health and Safety at Work (etc) Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and other associated Regulations and Approved Codes of Practice.

In particular, the aims of the Health and Safety at Work (etc.) Act 1974 are to:

- (a) Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace and
- (b) Promote safety awareness to ensure a safe organisation and to continually improve performance

Section 2 (3) of the Act requires employers to prepare a written Safety Policy and to bring the Policy Statement to the notice of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document.

### **PURPOSES**

The Policy is designed:

- to be utilised in conjunction with the staff information
- to provide and effectively communicate information and guidance for good practice
- to determine duties and responsibilities

- to provide suitable and sufficient health, safety and welfare training
- to foster confidence, as staff rely on well planned health, safety and welfare systems when carrying out their responsibilities
- to ensure that all reasonably practical steps are taken to promote the health, safety and welfare of all persons using the premises
- to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of staff, service users and other supervising adults participating in off-site visits
- to establish and maintain safe working procedures amongst staff and service users
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- to develop safety awareness amongst staff, service users and other supervising adults.
- to reduce the likelihood of reoccurrence of accidents, ill-health, incidents and near misses through effective risk assessments and the identification and identifying any areas for improvement
- to formulate and implement effective procedures for use in the event of fire and other emergencies
- to ascertain that all statutory duties are fulfilled
- to encourage proactivity in identifying and managing risks relating to service users, employees, parents/carers/specified contacts, contractors, members of the public, premises, equipment and in sessional and other activities

## **GUIDELINES**

All staff must be aware of their legal responsibility and have a duty of care for themselves and others who might be affected by their acts or omissions. Special care should be taken with the health and safety issues of any new venture or project.

Facilities/activities which could potentially be dangerous, for example: sporting activities, transport, leisure time etc, are specially monitored by the staff involved using staffing ratios determined by the age and abilities of the service users.

Staff must be alert to potential hazards, raise health and safety issues and report concerns or defects to the Trustee Board. The Trustee Board will ensure that the defect/concern is rectified appropriately, and action taken to prevent anyone being affected by the defect.

All staff have access to health and safety material:

- issued by the Health and Safety Executive (HSE)
- detailed by the Advisory, Conciliation and Arbitration Service (ACAS)

Visitors, contractors and users of the organisation premises and grounds, other than young service users, must satisfy the Trustee Board of their competence to undertake their activities safely and make adequate arrangements for fire and other relevant emergency precautions.

Everyone working in the organisation should:

1. Identify any hazard (potential for something to cause harm) - look for anything in the organisation environment, work practices, substances and equipment with the potential to cause harm.
2. Be aware of their responsibility to report accidents / potential hazards.

3. Assess the risk. Decide how much harm a hazard might cause, to whom and how often the harm might arise. Hazards will not always result in harm.
4. Take precautions appropriate to the level of risk. Serious problems must be rectified as soon as possible, others requiring less urgent action will be prioritised, tackled and addressed when resources become available.

### **Role of the Senior Managers**

The main duties/responsibilities are to:

- Develop a culture of safety throughout the organisation
- Make all employees and volunteers of the organisation aware of their legal responsibilities for ensuring their own health, safety and welfare and that of others
- Manage, daily, all health, safety and welfare matters in the organisation in accordance with the Health, Safety and Welfare Policy
- Pass on information received regarding health, safety and welfare matters to appropriate people and provide information to new employees as part of their induction
- Ensure that all staff fulfil their duties to co-operate with the Policy
- Formulate and co-ordinate safety procedures
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, as and when necessary, reporting back to the Trustee Board if required
- Liaise with appropriate staff on a regular basis to manage site issues
- Report to the Trustee Board any defects and hazards that are brought to his/her notice
- Carry out investigations. Use the 'Accident Reporting/Investigation checklist for Significant Accidents and those Reportable to the Health and Safety Executive'.
- Identify with staff the training needs and arrange appropriate training
- Submit inspection reports to the Trustee Board
- Ensure that any actions arising out of inspections/risk assessments are incorporated into an action plan which has a time framework, and is monitored
- Liaise with Trustee Board on policy issues and any problems in implementing the Health, Safety and Welfare Policy
- Report to the Trustee Board on health, safety and welfare issues/practices
- Delegate clear roles and responsibilities for health, safety and welfare functions
- Attend any training for Senior Managers that is recommended and develop an understanding of safe systems of work to minimise risks
- Seek advice from sources of expertise, for example, Halton Borough Council's Principal Health and Safety Adviser (0151 511 7967)

### **Role of Staff**

The main duties/responsibilities are:

- Awareness of their legal responsibility to ensure their own health, safety and welfare and that of others who may be affected by their actions

- Understanding that they have a legal duty to follow any procedures which are designed to protect their health, safety and welfare
- Day to day management of health, safety and welfare in accordance with the Health, Safety and Welfare Policy and guidance in the staff information
- Ensuring that they have read and understood the Health, Safety and Welfare Policy
- Fully supporting all health, safety and welfare arrangements
- Checking that session rooms/work areas/storage areas are safe. Having familiarity with hazards of work and with the safe systems of work designed to minimise them
- Checking equipment is safe before use
- Ensuring, as far as is reasonably practicable, that service users use equipment safely
- Raising awareness of safe practices and procedures. Where appropriate, specialist guidance is followed, e.g. BAALPE for Physical Education, Safe Practice in Physical Education and Sport, 2012
- Reporting any concerns of abuse to pupils to the Designated Safeguarding/Child Protection Officer
- Completing an 'Accident / Incident / Violence Investigation' form in the event of a significant accident or incident of violence or 'near miss'
- Completing the Inclusion Register to inform all staff of any service users with medical needs or who may need specific handling, to ensure the health, safety and welfare of service users and/or staff
- Making certain that safe procedures are followed
- Ensuring that protective equipment/clothing is used, when needed
- Reporting concerns/defects/potential hazards/health and safety issues to the Trustee Board
- Identifying individual training needs and requesting training
- Carrying out special tasks, for example, first aid

### **Role of the Trustee Board**

The Trustee Board ensure that the organisation implements a health, safety and welfare management system based upon national advice and guidance

The main duties/responsibilities are:

- Deciding policy
- Giving strategic guidance
- Monitoring and reviewing health, safety and welfare issues
- Ensuring the correct insurance is taken out and renewed as necessary
- Ensuring adequate resources for health, safety and welfare are available (including human, financial and time)
- Recognising responsibility so far as is reasonably practicable to
  - a) Providing plant, equipment and systems of work, which are safe, and without risks to health
  - b) Making arrangements for handling, storage and transportation of articles and substances
  - c) Providing adequate training/access to adequate training, information, instruction and supervision to enable all staff employed in the organisation and service users to perform their work safely and efficiently
  - d) Promoting the development and maintenance of sound safety, health and welfare practices

- e) Maintaining the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises
- f) Providing and maintaining a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, service users and other supervising adults
- g) Ensuring sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances
- h) Maintaining a close interest in all the health, safety and welfare matters in so far as they affect activities in the premises under the control of the organisation
  - Participating in /arranging inspection of the premises, including grounds (if applicable)
  - Monitoring (including consideration of inspection reports)
  - Prioritising actions where resources are required
  - Ensuring actions are taken
  - Including health, safety and welfare on Trustee Board members' meeting agendas
  - Ratifying the organisation's Health, Safety and Welfare Policy
- i) The Trustee Board will be kept informed of:
  - Health, safety and welfare related advice and guidance provided nationally
  - The findings and actions arising from premises, fire, stress, occupational and activity-related risk assessments
  - Any hazards identified outside of the risk assessment process
  - Significant accidents and their causes and any actions taken or recommended to prevent future incidents
  - The findings of external health, safety and welfare reviews and any recommendations translated into an organisation action plan
  - Health and safety issues arising from the annual maintenance review

### **Role of the Person Responsible for Maintenance where applicable**

The main duties/responsibilities are:

- Ensuring that he/she is familiar with the organisation's Health, Safety and Welfare Policy
- Regularly liaising with representatives from external agencies eg assessment personnel, fire alarm personnel, and asbestos personnel, maintaining their records, and reporting to the Trustee Board appropriate information
- Conducting health, safety and welfare surveys with the Trustee Board and Health and Safety Trustee Board member
- Conducting a two-monthly site check
- Carrying out regular health and safety assessments of conditions, activities and protocols in the organisation and confirm satisfaction. To recommend improvements where unacceptable risks are encountered
- Ensuring that all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon, under the direction of the Trustee Board and/or the Trustee Board members' Premises Committee
- Liaising with the Senior Managers/Trustee Board on a regular basis to manage site issues

- Ensuring that all cleaning staff are aware of any implications of the Health, Safety and Welfare Policy as it affects their work activities e.g., storage arrangements for materials, equipment, substances, etc
- Reporting to the Senior Managers/Trustee Board any defects and hazards that are brought to his/her notice
- Ensuring that everything received from suppliers (for direct organisation use), machinery, equipment, substances etc., is accompanied by adequate information and instruction prior to use
- Testing and recording the fire alarm and fire doors weekly and the emergency lighting monthly, but daily in winter
- Assisting with regular fire drills and recommending improvements to safety where necessary
- Informing the Senior Managers/Trustee Board whenever contractors are due to enter the organisation to undertake maintenance, service or works contracts
- Ensuring that contractors have sight of the organisation's asbestos register before commencing work
- Maintaining a record of hazardous substances used for cleaning and similar purposes
- Undertaking pest control, for example, ants, bees, etc

### **Role of the Service Users**

The main duties/responsibilities are:

- Exercising personal responsibility for the safety and welfare of themselves and others
- Following the safety rules of the organisation and in particular the instructions of staff/other specified adults given in an emergency
- Using and not wilfully misusing, neglecting or interfering with things provided for their safety

### **Role of the Parents/Carers/Specified Contacts**

The main duty/responsibility is:

- Supporting the organisation in any health, safety and welfare matters

### **Training**

The successful implementation of the organisation's Health, Safety and Welfare Policy relies upon the knowledge and skill of all staff and Trustee Board members. In support of this there is specific training on health, safety and welfare available.

### **Accident reporting**

Please refer to 'First Aid Policy' and 'Staff Handbook'

Accidents should be referred to one of the First Aid Trained Staff.

All injuries, apart from the most minor bumps and grazes, are to be reported to the Trustee Board and an accident report form is to be completed and put in the file (located in the office). An official accident form needs to be completed if the individual requires medical attention. All injuries to staff need reporting to the Trustee Board members, who may have to report on depending on the nature and severity.

Accidents that involve bumps to the head or more serious injuries to other parts of the body should be reported to the person with parental responsibility in the case of a child or young person or to the specified

contact in the case of an adult vulnerable to harm, either personally, by telephone or in writing. An accident notification letter is completed and is available.

### **Evacuation of premises**

See 'Fire Action' and staff information'

There are procedures in place for the efficient evacuation of the premises.

A fire drill is held at least once every three months. The effectiveness of the procedures is reviewed, and the practice recorded.

The fire alarm is tested weekly by the person in charge of maintenance.

All fire appliances are checked annually under a contract with Fire Protection Association.

Notices giving details of action in the event of a fire are displayed in the rooms and corridors.

The emergency lighting is tested, before it may be required for use, by the person in charge of maintenance. (in winter, daily).

### **Electrical equipment**

Mains powered portable and transportable equipment is checked annually to ensure that it remains hazard free.

### **Physical Education/Sports Equipment**

All fixed and portable PE apparatus/sports equipment undergoes an annual safety and maintenance check. Reports are actioned and filed.

The sports specialist checks the safety of apparatus regularly and reports signs of wear and tear.

### **Equipment in general**

Extreme care is to be taken when service users are moving equipment and it is always to be under supervision.

Equipment must always be operated in accordance with the manufacturer's instructions. There should be no trailing leads.

Cleaning equipment/materials must be safely stored.

All equipment taken out of use and awaiting repair should be stored out of reach, safely.

### **Content of Sessions**

Health and safety issues can be part of sessions delivered by staff, utilising the expertise and information supplied by the Police, Fire Service, medical staff, Clinical Commissioning Group, road safety unit, theatre groups etc.

Safety and health issues arise daily. The time and place to deal with some concerns is when they are brought to light. However, some safety matters are preventative and need to be considered before an incident occurs, for example: Road Safety and e Safety.



When service users are using tools, they must be carefully supervised. Any activity which involves cutting with sharp tools, hammers, saws etc, must be undertaken with great care and only after instruction in the correct use of the tools. Safety glasses should be worn where necessary.

### **Child Protection**

See 'Safeguarding/Child Protection Policy' and staff handbook for supervision of children and young people before, during and after activities.

### **Smoking Policy**

From 1st July 2007, all public places and workplaces became smoke-free in England, except for a limited number of exemptions under the Smoke-free (Premises and Enforcement) Regulations, 2006. The Trustee Board members have a no smoking policy and smoking is not permitted on the ORGANISATION premises and in some areas of the grounds.

### **Security**

See staff information

### **Consultation and Communication**

The Senior Manager/Trustee Board ensure that there is a two-way communication system for all health, safety and welfare matters by having health, safety and welfare as an item on the agenda of meetings.

The Trustee Board members are informed of health and safety issues as required by this policy during their meetings.

### **POLICY REVIEW**

The Health, Safety and Welfare Policy will be reviewed by the Senior Manager/Trustee Board and staff and by the Trustee Board in the light of training and changes in legislation, on the advice of funders, a concern raised by a user of the premises and site, or in response to any major incidents. Any amendments will be agreed by the staff and the Trustee Board.

**Trinity Safe Space**

MAINTENANCE – WORK REQUIRING ATTENTION							To be completed by person responsible for maintenance	
Date	Location	Hazard/Problem	Work/Action Required	Reported by	Priority Code	Estimated date for completion	Signed off date	

<b>Priority Codes</b>	<b>1. Urgent/immediate attention</b>	<b>2. Within a week</b>	<b>3. Within a month</b>	<b>4. Within three months</b>
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**APPENDIX II**  
**Trinity Safe Space**

**TRUSTEE BOARD – HEALTH, SAFETY AND WELFARE STATEMENT**

Trinity Safe Space is committed to providing a safe and healthy environment for the organisation community. The organisation ensures that:

- All legal requirements are met under both health and safety and fire legislation
- All advice and guidance in relation to health, safety and welfare is implemented or that systems equally or, if not more, effective are in place
- The organisation is proactive in identifying hazards and managing risks relating to the service users, employees, parents/carers/specified contacts, contractors, members of the public, premises, equipment and both session and other activities.

To establish a robust system for managing health, safety and welfare in the organisation, the following responsibilities have been allocated:

**Trustee Board**

- The Trustee Board ensure that the organisation implements a health and safety management system based upon relevant advice and guidance
- In their decision-making capacity, Trustee Board members show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) are made available
- The Trustee Board are kept informed of:
  - Health and safety related advice and guidance
  - The findings and actions arising from premises, fire, stress, occupational and session-related risk assessments
  - Any hazards identified outside of the risk assessment process
  - Significant accidents and their causes and any actions taken or recommended to prevent future incidents
  - The findings of the external health and safety review and any recommendations translated into an organisation action plan
  - Health and safety issues arising from any maintenance review

The Trustee Board has responsibility for the daily management of health and safety:

- As required by the Management of Health, Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment are carried out at recommended intervals
- Ensuring that any actions arising from risk assessments are put into a time-bound action plan
- Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process
- Delegating clear roles and responsibilities for health and safety functions
- Identifying and supporting the provision of relevant health and safety training for ORGANISATION employees
- Attending any appropriate training for Trustee Boards

- Ensuring that contractors have sight of the organisation's asbestos register before commencing work
- Providing a safe environment
- Ensuring that all activities are carried out safely
- Communicating health and safety information
- Investigating and recording accidents
- Managing fire safety and safe escape routes
- Providing health and safety information to new employees upon induction

### **Session Leaders**

Session Leaders provide guidance to ensure that:

- Activities within their area are carried out safely
- Any significant risks are identified and adequately controlled
- Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education
- All staff are aware of safe practices and procedures
- Systems are in place for the organisation to monitor Health and Safety performance
- Thorough accident investigations are carried out for all session related accidents
- Accidents are reported according to the appropriate requirements

### **All Employees/volunteers**

Employees/volunteers

- Are responsible for their own health, safety and welfare and that of service users, colleagues and any others who may be affected by their work
- Have a duty to report any identified hazards
- Should co-operate with the employer by following the Health and Safety Guidance
- Should be familiar with relevant sections of Health and Safety Guidance

### **Consultation and Communication**

The Trustee Board ensures that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff meetings. Trade Union representatives and employees are invited to take an active role in the management of health and safety in the organisation.

The Trustee Board are informed of health and safety issues as required during the meeting of the full organisation