

# Health Safety Policy

Organisation:	Elevated Minds CIC
School:	Elevated Futures
Approved by:	Doreen Sinclair-McCollin, CEO
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## 1.0 Purpose and Scope

At Elevated Futures, the health, safety, and well-being of our pupils, employees, volunteers, clients, and visitors are of utmost importance.

This policy outlines our commitment to providing and maintaining a safe and healthy environment in compliance with the **Health and Safety at Work Act 1974** and all other

applicable UK health and safety legislation. This policy applies to all staff, contractors, volunteers, and individuals engaged in activities organised by Elevated Futures.

## **2.0 Policy Statement & Aims**

Elevated Futures is committed to:

- Preventing accidents, injuries, and work-related illnesses by identifying, assessing, and mitigating risks.
- Ensuring compliance with all applicable legal and regulatory requirements.
- Providing adequate resources, training, and supervision to enable staff and volunteers to carry out their duties safely.
- Promoting a culture of safety where everyone understands their roles and responsibilities in maintaining a safe environment.
- Regularly reviewing and updating our health and safety practices to reflect changes in legislation, organisational needs, or potential hazards.

## **3.0 Roles and Responsibilities**

To achieve the aims of this policy, a proactive and shared commitment is essential. Health and safety at Elevated Futures is a collective responsibility, requiring active participation from every member of our community. This section clearly defines the specific duties and legal responsibilities for management, staff, volunteers, and the designated Health and Safety Officer, ensuring that everyone understands their role in maintaining a safe and secure environment. viewing and updating our health and safety practices to reflect changes in legislation, organisational needs, or potential hazards.

### **3.1 Management Responsibilities**

Management (SLT and Governing Board) is responsible for:

- Ensuring that all health and safety legislation is implemented and complied with.
- Conducting regular risk assessments and implementing measures to mitigate identified hazards.
- Providing adequate training, resources, and equipment to ensure a safe working environment.
- Maintaining open communication channels for reporting and addressing health and safety concerns.
- Monitoring and reviewing health and safety practices regularly.

## 3.2 Employee and Volunteer Responsibilities

All staff and volunteers are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Following all health and safety procedures and guidelines provided by Elevated Futures.
- Using equipment and resources safely and appropriately.
- Reporting any hazards, near-misses, or incidents promptly to their line manager or the designated Health and Safety Officer.
- Participating in health and safety training as required.

## 3.3 Designated Health and Safety Officer Responsibilities

The designated officer is responsible for:

- Overseeing the day-to-day implementation of the health and safety policy.
- Ensuring all risk assessments are completed, recorded, and updated as necessary.
- Investigating accidents, incidents, and near-misses, and implementing measures to prevent recurrence.
- Acting as the main point of contact for all health and safety issues.

## 4.0 Risk Assessments

Regular risk assessments are a cornerstone of ensuring a safe environment at Elevated Futures.

### 4.1 Risk Assessment Procedure

Risk assessments will:

- **Identify Hazards:** Recognise potential dangers in the workplace, including physical, chemical, biological, and environmental risks.
- **Evaluate Risks:** Assess the likelihood and severity of harm occurring from each identified hazard.

- **Implement Control Measures:** Establish actions to eliminate or minimise risks, prioritising more serious risks first.
- **Communicate Findings:** Share the results of risk assessments with relevant staff and volunteers.
- **Review and Update:** Reassess risks annually, or sooner if there are significant changes in operations, legislation, or after an incident. Records of all risk assessments will be securely stored.

## 4.2 Specific Areas for Assessment

Specific areas requiring risk assessments include, but are not limited to:

- All school environments, facilities, and classrooms.
- All activities involving vulnerable individuals and pupils.
- Use of all equipment and machinery (e.g., in DT, Science).
- External events, educational visits, and site visits.
- Emergency situations, including fire, medical, and security incidents.

## 5.0 Workplace Safety

To ensure a safe workplace, Elevated Futures commits to the following measures:

- Maintaining a clean, tidy, and hazard-free environment.
- Providing adequate welfare facilities for washing, eating, and resting.
- Ensuring that all equipment and machinery are regularly inspected, maintained, and used safely.
- Providing clear signage and safety instructions where applicable.
- Implementing effective fire safety procedures (see 7.2).
- Monitoring and improving workplace ventilation, lighting, and temperature control.

## 6.0 Accident Reporting and Investigation

All accidents, incidents, and near-misses **must** be reported immediately to the designated Health and Safety Officer.

## 6.1 Immediate Response

Ensure the safety of everyone involved and provide first aid or medical assistance if required.

## 6.2 Reporting Procedure

An **Accident Report Form** must be completed as soon as possible after the incident. This form must include:

- Date, time, and location of the incident.
- Individuals involved.
- Nature of the incident or injury.
- Any immediate actions taken.

## 6.3 Investigation

The designated Health and Safety Officer will conduct a thorough investigation to:

- Identify the root cause of the incident.
- Review the effectiveness of existing control measures.
- Recommend additional measures to prevent recurrence.
- Implement preventative measures and update risk assessments and training as required.

## 6.4 RIDDOR

Serious incidents, including those resulting in significant injury, hospitalisation, or fatalities, will be reported to the Health and Safety Executive (HSE) under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**.

## 7.0 Emergency Procedures

Elevated Futures has established comprehensive emergency procedures to address potential situations such as fires, medical emergencies, and evacuations.

## 7.1 Emergency Preparedness

- Emergency contact numbers and procedures are displayed prominently in all work areas.
- Fire evacuation routes and assembly points are clearly marked and communicated.
- First aid kits are strategically located and trained first aiders are available.

## 7.2 Fire Safety Procedures

- Fire drills are conducted at least twice a year to ensure readiness.
- Staff are trained in the evacuation process.
- Regular maintenance checks are performed on fire safety equipment (alarms, extinguishers, emergency lighting).

## 7.3 Medical Emergencies

- In the event of a medical emergency, trained first aiders will provide immediate assistance while emergency services are contacted.
- Staff are instructed to remain calm, follow first aid protocols, and document the incident.

## 7.4 Evacuation Procedures

- A clear chain of command, including designated fire marshals, is established to manage evacuations.
- Fire marshals are responsible for ensuring everyone exits safely.
- Post-evacuation headcounts are conducted at assembly points to account for all individuals.

## 8.0 Training and Communication

Health and safety training will be provided to all employees and volunteers as part of their induction and on an ongoing basis. Training will cover key topics such as risk assessments, fire safety, first aid, manual handling, and the use of personal protective equipment (PPE). Regular updates will be communicated through meetings, emails, and noticeboards.

## 9.0 Monitoring and Review

This policy will be reviewed annually, or whenever there are significant changes to legislation, organisational structure, or identified risks. Regular audits and inspections will be conducted to ensure compliance and effectiveness. Feedback from all staff, volunteers, and stakeholders is encouraged to improve health and safety practices.

## Approval Sign-Off

Name	Position	Signature	Date
D. Sinclair-McCollin	Head Teacher Director		3 January 2025