

Health and Safety

Policy and procedures

Aug 2025-27

Review - This policy shall be updated in line with any new or emerging legislation and be reviewed bi-annually

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Version History

| Version | Date | Modified by | Notes of Changes |
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| 1 | December 2021 | Logistics & Administration Lead Strategy & Partnerships Manager | Reaching Higher Health and Safety Policy has been reviewed by Jordan Ignatius. This document will be put through to Approval by Mark Hobbs (Chief Executive Officer) before it is formally published.. |
| 2 | May 2021 | Mark Hobbs (former CEO) | Reviewed by Mark Hobbs (CEO) and Emma Barlow (Trustee) |
| 3 | May 2023 | Jordan Ignatius (Managing Director) and Maria Khan (HR & Executive Assistant) | RH Health, Safety and Welfare Policy reviewed. Stress and Mental Health at Work were added in the policy. |
| 4 | July 2023 | Jordan Ignatius (Managing Director) and Maria Khan (HR & Executive Assistant) | RH Health, Safety and Welfare Policy reviewed. Maintenance of Work Equipment added to the policy. |
| 5 | 11 th August 2025 | Hannah Lashley | Policy updates and changes in training cycle. |
| 6 | 16 th September 2025 | Hannah Lashley | Policy changes to main points of contacts; PAT testing; Related policies |
| 7 | 30 th September 2025 | Robert Davis | Trustee review and feedback |
| 8 | 4 th November 2025 | Hannah Lashley | Amendments to headers. Added PEEP plan. Change to 'competent person' due to nature of RH's work varying across services and the charity having no building ownership. |

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Related documents

- Safeguarding Policy
- Data Protection Policy
- Disciplinary procedures
- Sick Leave Policy

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1. Purpose and Principle of policy and procedure

Reaching Higher is bound to abide by the Health and Safety at Work Act as well as other legislations such as:

- Regulatory Reform Fire Safety Order 2005
- COSHH regulations 2002
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

This lays down certain duties on all staff and office volunteers. Their duties are to take care of one's own safety and that of other staff, volunteers and visitors and to co-operate with the Board of Trustees and its officers to enable it to carry out its responsibilities.

2. Staff and office volunteers have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the Charity premises at any time;
- Adhere to safety procedures laid down by Reaching Higher from time to time, and conform to all instructions given by those with a responsibility for health and safety;
- Record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the Health & Safety Officer(s)
- Meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

3. Organisation and Responsibilities

Overall and final health and safety responsibility within the organisation lies with the **Senior Leadership Team**. The Senior Leadership Team shall appoint up to two persons who will take the responsibility for drawing to the attention of the Trustee Board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

4. Delegated Responsibility

The Health & Safety Officers shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular they will assume delegated responsibility for:

- Ensuring that regular safety inspections have been carried out at Samuel Coleridge Taylor Centre or any other facilities regularly utilised by Reaching Higher
- Investigating and reporting accidents
- Making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building
- Ensuring staff and volunteers (as appropriate) are given a copy of this Policy and understand its contents; ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire.
- Ensuring all RH staff has completed training on Health & Safety.

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- Creating general Health & Safety material to make young people aware of Health & Safety rules and regulations for Samuel Coleridge Taylor Centre or any other facilities regularly utilised by Reaching Higher.

5. Staff and Office Volunteers

All staff and office volunteers have a responsibility to:

- Read and fully understand Reaching Higher's Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Health & Safety Officers.
- Co-operate with the Senior Leadership Team as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Report to the Senior Leadership Team within 24 hours any accident occurring on or off the premises whilst acting on behalf of Reaching Higher.
- Bring to the notice of the Health & Safety Officers any potentially dangerous circumstances that the employee is unable to put right.

6. Responsibility for when directly working with Young People

All staff and volunteers have a responsibility to:

- Attend training on Safeguarding training and health and safety training/briefings
- Have an up-to-date DBS (as appropriate to role)
- Follow safety procedures when at a Reaching Higher or external organisation event or taking part in a workshop.
- Explain safety procedures to young people before the start of any session or event when at a Reaching Higher or external organisation event or taking part in a workshop.
- Keeping staff/volunteer to young people ratio (1:10) where possible.

7. Accidents and First Aid

Reaching Higher has a Health & Safety Accident Book which is held in the designated place in the RH offices. All incidents, no matter how small, must be reported to **Amie Cooper-Abbott** OR **Jordan Ignatius**, so they can be recorded as soon as possible after the incident. In addition to reporting accidents, it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. It is the responsibility of Health and Safety Officers to investigate all incidents and ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident recurring.

| | |
|--|---|
| Amie Cooper-Abbott Executive Assistant and Administrator info@reachinghigher.org.uk | Jordan Ignatius Managing Director |
|--|---|

There is a First Aid kit in our main office (SCTC). There is a competent persons available for First Aid assistance at all projects, events and workshops.

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Staff are responsible for:

- Taking charge when someone is injured or falls ill
- Administering first aid in the event of an injury (**only if completed first aid training**).
- Calling for an ambulance, if required
- Looking after first aid equipment and supplies and ensuring it is restocked (**only if completed first aid training**).

Staff should report to Amie OR Jordan OR available Senior Leadership team member if there have been any incidents at SCTC.

For external incident, please report to RH Safeguarding Team (Karlys, Warren, Alecia).

8. Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)

Competent persons with the RH Senior Leadership Team responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the London Borough of Croydon Environmental Health Department. RIDDOR covers the following incidents:

- Fatal accidents
- Major injury accidents/conditions
- Dangerous occurrences
- Accidents causing more than 3 days incapacity for work
- Certain work-related diseases.

9. Incidents

All incidents and accidents that occur must be recorded as soon after the incident as possible. The form must be filled out as accurately as possible and then the lead worker for the activity must be informed. If the incident is also a matter for the Safeguarding Team, please state on the form and let one of the members know. A copy of this will also be attached to the young person safeguarding file.

10. Fire Safety

Reaching Higher has a responsibility for fire safety for all events and activities organised by the charity. There is a fire risk assessment within the risk assessment of each event or activity.

The responsibility for the overall fire safety for Samuel Coleridge-Taylor Centre is with the Croydon Council management and then with the RH team. We liaise with management and receive instruction and information from them. **Any issues with Samuel Coleridge-Taylor Centre should be shared with a Senior Leadership Team member who will contact the appropriate Croydon Council liaison** who is responsible for various Health and Safety matters regarding the building such as keeping the log for checking fire extinguishers, blankets and fire doors etc.

The responsibility for keeping safe and using a Fire Safety Plan when engaged in RH activities is the Fire Warden appointed as the competent person(s). The fire warden's role will be to:

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- Make sure risk assessments are carried out
- Ensure fire safety induction carried out at least once a year
- Do a Fire Safety Plan (as and when necessary)
- Do a Personal Emergency Evacuation Plan (as and when necessary)
- In case of a fire, carry out evacuation procedure (simultaneous evacuation strategy)

RH's competent person(s) appointed as Fire Wardens are the Senior Leadership Team.

Reaching Higher commits to ensuring electrical equipment undergoes PAT Testing annually as a minimum.

11. Risk Assessments

Reaching Higher's activities, workshops and events are throughout the year and a risk assessment is done for each one. The risk assessment contains general hazard awareness and how any incidents and accidents will be dealt with. There are lists of staff and volunteer contact details, safeguarding instructions and details on how to risk-manage behavioural concerns, whether and disability

12. Display Screen Equipment

The [Display Screen Equipment \(DSE\) Regulations 1992](#) require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations, however, employers still have general duties under other health and safety at work legislation.

‘Users’, as defined by the Regulations, are employees who use DSE for a significant part of their normal work (daily, for continuous periods of more than an hour).

Where users are identified, the following must be ensured:

- Workstations are assessed using the [HSE workstation assessment checklist](#) and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use
- Health and safety training and information is provided.

13. Transport and Insurance

Under the [Health and Safety at Work etc 1974](#), employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be

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required to drive either their own private vehicle or a Reaching Higher vehicle, e.g. minibus (see section 3.17).

Employees may use their own vehicle for work only if they have the correct level of insurance. It is the employee's responsibility to ensure they have the correct insurance (usually referred to as Occasional Business use on the policy) and they must provide a copy of their Car Insurance Policy document to their line manager if they intend using their own vehicle for work. It is also the responsibility of the employee to ensure their car is roadworthy, taxed and has a valid MOT.

14. Lone Working

The [Health and Safety at Work Act 1974](#) places a duty on employers to ensure the health, safety and welfare of employees. The [Management of Health and Safety at Work Regulations 1999](#) require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

Reaching Higher will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

15. New & Expectant Mothers

The [Management of Health & Safety at Work Regulations 1999](#) place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers, new and expectant mothers and young persons, for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies Reaching Higher in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work. This risk assessment must be reviewed at least every three months.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

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Further advice can be found on the [HSE website](#) and in the HSE publication [A Guide for New and Expectant Mothers who Work](#)

16. Wellbeing at work (Stress and mental health)

- Employers are required by UK health and safety rules and common law to take care of their employees. This entails doing a risk assessment and taking necessary steps to protect people from working stress.
- There is no one statute that tackles the issue of workplace stress: a plethora of statutes apply, and most of the law managing stress has evolved via case law rather than legislation. Employers must remain current on the repercussions of recent cases since the law in this area is always evolving.
- Employees' physical and mental health might suffer as a result of stress, influencing their behaviour, performance, and relationships with coworkers. It is a major cause of long-term absence from work, and understanding how to deal with the factors that may generate work-related stress is essential for successful people management. RH HR employs a systematic approach to recognising stress dangers, such as yearly stress risk assessments, onsite mental health treatment, and Mental Health Awareness training for employees.

RH is committed to taking all possible precautions to ensure that we:

- Employees who notify us about mental health difficulties should be taken seriously.
- Maintain the confidentiality of employee mental health information
- If staff are experiencing mental health issues, aid them by making necessary changes.
- Employees should be treated with respect, and no decisions should be made about them because they have acknowledged a mental health concern.
- Make all our employees more aware of mental health concerns
- Take any incidences of bullying and harassment that include mental health issues seriously.

We might be able to make changes at work to help people with their mental health difficulties. These might be permanent changes or just temporary ones to help staff as needed.

The reasonable modifications RH can make will depend on the personnel's situation; however, the following changes may be beneficial:

- Employees will be offered a wellbeing plan to document and communicate their wellbeing needs to their line managers
- Increased frequency of meetings with line managers
- RH will share information with employees in person so that they can discuss how they feel about it - or RH will send information to employees in advance so that they can think about how they want to communicate it - Whatever is helpful in the situation
- Rescheduling some of their obligations
- Changing their start and finish timings, or when they take their breaks. This may assist employees in avoiding situations that they are aware would be problematic for them.
- Agreed to enable them to work somewhere else at times if necessary - for example, from home or reduce hours on case by case dependant on role.

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17. Personal Safety

- Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Staff or volunteers who are going to be away on Reaching Higher business should make it clear to other staff where they will be, how long for and how they can be contacted.
- Staff and volunteers should inform the office whom they wish to be contacted in the event of an emergency giving contact details.
- Staff that carry money for Reaching Higher have the right to be accompanied by another person. Visits to the bank should not be at a regular time.
- Staff should not put themselves at risk on account of Reaching Higher's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to RH Senior Leadership Team and be recorded via book or email.

18. Personal Emergency Evacuation Plan

- In the case of an emergency, RH is responsible for ensuring that its staff and visitors are quickly evacuated from a facility.
- No one should be left in the building while waiting for the fire service to arrive unless it has been properly planned in advance.
- RH Senior Leadership Team must develop [PEEPs](#) for their staff as well as any visitors for whom they are accountable who require evacuation assistance.
- The Equality Act calls for "reasonable adjustments to the building" to allow people to evacuate.
- No one should be allowed to work in any location of a structure from which they cannot escape.
- In most cases, elevators should not be utilised in an emergency. Special lifts are available in a few buildings.

19. Maintenance of work equipment

- Maintenance of work equipment is necessary to make sure that all RH staff and young people are safe as well as to ensure that all equipment is working effectively.
- All RH equipment used during sessions (speakers, work laptops, work phones, footballs, basketballs, creative's equipment etc) will go under routine check twice a year.
- Equipment that is used for sports or creative sessions (footballs, basketballs etc) would be checked, by the delivery officers before each session.
- Maintenance log will be kept along with the equipment log.
- Any faults found in the equipment will be immediately reported to the line of manager.
- Faulty electrical equipment will be given to external collaborators to fix them if possible.
- Any equipment no longer safe to use will either get recycled or thrown away.

20. Staff Training

All staff at RH is required to attend amongst others Health and Safety induction once a year.

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Reaching Higher - Personal Emergency Evacuation Plan (PEEP)

Details of Senior Leader completing the PEEP

| | |
|-----------------|--|
| Name: | |
| Job title: | |
| Contact number: | |
| Date completed: | |

Details of PEEP details

| | |
|--|--|
| Name of employee/young person/volunteer: | |
| Location for PEEP: | |
| Further details of reasons for PEEP: | |

Questions to complete

| Question | Yes/No | Important notes |
|--|--------|---|
| 1. Would it help if you were provided with a written emergency evacuation procedure? | | |
| 2. Do you require emergency evacuation procedures to be provided in an alternative format? | | <i>For example In Braille, large print, or through BSL.</i> |
| 3. Do you have any problems reading/identifying signage that indicates where the emergency exits and evacuation routes are? | | |
| 4. Do you have any problems with hearing the fire alarm(s) that are in your workplace? | | |
| 5. Would you have difficulties raising the alarm if you were the first to discover a fire? | | |

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| | | |
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| 6. Would you struggle to travel independently to the nearest emergency exit (<i>in a safe and timely manner</i>)? | | |
| 7. Do you find using stairs difficult? | | |
| 8. Do you require the use of a wheelchair for mobility? | | |
| 9. Do you have any additional comments that you feel would be relevant to a fire emergency evacuation? | | |

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