



# **Health & Safety Policy**

## **1. Policy Statement**

At Rootz we are committed to providing a safe, healthy, and supportive environment for all learners, staff, volunteers, and visitors. We recognise our legal and moral responsibilities to ensure that our premises and practices are free from avoidable risk, and to promote wellbeing and safety in all areas of our service delivery.

## **2. Purpose**

The purpose of this policy is to:

- Ensure a safe learning and working environment.
- Prevent accidents, injuries, and work-related ill health.
- Comply with all relevant health and safety legislation.
- Set out responsibilities for health and safety management.
- Promote a culture of awareness, responsibility, and continuous improvement.

### **3. Scope**

This policy applies to:

- All Rootz staff, volunteers, contractors, visitors, and learners.
- All on-site, off-site, and virtual activities.
- Any setting or space used for delivery of educational or support services.

### **4. Legal Framework**

This policy is underpinned by the following legislation and regulations:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Regulatory Reform (Fire Safety) Order 2005

### **5. Responsibilities**

#### **a) Rootz Senior Leadership Team (SLT):**

- Ensure compliance with health and safety legislation.
- Provide adequate resources for health and safety.
- Appoint a competent person to oversee health and safety.
- Ensure regular risk assessments are conducted.
- Review incidents and implement improvements.

#### **b) Health & Safety Lead (if appointed):**

- Oversee implementation of the health and safety policy.

- Conduct and review risk assessments.
- Liaise with external health and safety advisors.
- Monitor staff training and compliance.
- Ensure records are kept and maintained.

#### **c) All Rootz Staff and Volunteers:**

- Take reasonable care of their own health and safety.
- Report hazards, accidents, and near-misses promptly.
- Comply with training and policies provided.
- Ensure learners are supervised and safe during activities.
- Promote and model safe working practices.

#### **d) Learners and Visitors:**

- Follow any safety instructions given.
- Report hazards or accidents to a staff member.
- Respect the safety of others in the learning environment.

## **6. Risk Assessments**

- Risk assessments are conducted for all regular activities, facilities, and one-off events.
- Risk assessments are reviewed at least annually, or after significant incidents/changes.
- High-risk activities require enhanced safety planning and sign-off.
- All staff must familiarise themselves with relevant risk assessments and act accordingly.

## **7. Fire Safety and Evacuation**

- Fire risk assessments are conducted and reviewed regularly.
- Fire exits are clearly marked and kept unobstructed.
- Fire drills are conducted at least once per term.
- All staff are trained in fire evacuation procedures.

- Firefighting equipment is serviced and tested annually.

## **8. First Aid**

- Qualified first aiders are present during operational hours.
- First aid kits are located in accessible areas and checked regularly.
- All accidents or injuries are recorded in the accident log.
- Serious injuries must be reported under RIDDOR.

## **9. Lone Working**

- Staff working alone must adhere to lone working procedures.
- Risk assessments are carried out for lone working arrangements.
- Communication devices or check-in systems may be used to ensure staff safety.

## **10. Premises and Equipment Safety**

- The premises must be clean, well-maintained, and free from hazards.
- Electrical equipment is PAT tested annually.
- Any damaged or defective equipment must be removed from use and reported.
- Learning spaces must meet temperature, lighting, and ventilation standards.

## **11. Mental Health & Wellbeing**

- The health and safety policy includes mental wellbeing.
- Rootz Staff are encouraged to raise concerns about stress, burnout, or poor work-life balance.
- Learner wellbeing is promoted through a safe, respectful, and inclusive environment.

## **12. Training**

- All Rootz staff receive health and safety training as part of induction.
- Refresher training is provided annually or as needed.
- Training records are maintained and reviewed.

## 13. Incident Reporting and Investigation

- All incidents must be reported to the designated person immediately.
- Accident forms are completed for all injuries and near-misses.
- RIDDOR incidents are reported as required.
- Investigations are carried out for serious or recurring incidents.

## 14. Monitoring and Review

- This policy will be reviewed annually or after significant changes.
- Health and safety audits or inspections are conducted regularly.
- Monitoring includes reviewing risk assessments, accident logs, and training compliance.

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