



Health and Safety Policy

Reviewed By	Date
Luke Woodjetts (Head of Operations)	1 st May 2023

Approved By	Date
Beth Coley (Interim CEO)	1 st May 2023

Review Date
1 st May 2024

HEALTH AND SAFETY POLICY

Aim

The aim of this policy is to (a) comply with the requirements of the Health & Safety at Work etc. Act 1974 and other relevant statutory provisions; (b) to act as a pivotal document in implementing Springboard's safety management system (SMS), following the HSE's HSG65 'Managing for H&S' and (c) to ensure, so far as is reasonably practicable, a healthy and safe environment for all people who work, use or visit Springboard's premises.

It is the personal responsibility of every individual referring to this policy to ensure that they are viewing the latest version; this will always be published on Springboard's SharePoint.

Springboard accepts in full responsibilities under the Health and Safety at Work Act 1974 and will act positively to minimise the incidence of all workplace risks via our commitment to taking all reasonably practical steps to protect the health, safety and welfare of our workforce, service users and others who may be affected by our activities.

We also recognise that the effective management of health and safety is an integral part of our overall business performance and should be an integral everyday part of our employees' activities. We expect those employees and others who may visit or work on our premises, to share this commitment, by the exercise of personal responsibility in complying with company policies and procedures and to understand that they have legal and moral obligations to themselves and to one another.

Springboard is committed to:

- Providing a safe working environment for all employees, volunteers, service users and visitors to our premises and services.
- Providing safe access and egress to all workspaces.
- The provision of and maintenance of safe plant and safe systems of work.
- Providing adequate health and safety instruction, supervision and information for all employees and volunteers whilst working on our behalf.
- Ensuring all employees are competent to do their tasks and to provide them with adequate training to ensure their and others health and safety.
- Consulting with our employees on matters affecting their health and safety.
- Preventing incidents, accidents and cases of work related injuries, ill health and disease.

The allocation of duties regarding safety matters and the particular arrangements we have made to implement this policy are set out in Springboard's Safer Working Procedure documents.

To ensure that this policy reflects the current business activity and any legislative changes, this policy and its implementation will be reviewed, as necessary, at regular intervals.

Myself, Springboard's Management Team and Trustee Board are committed to this policy and to the implementation and maintenance of the highest standards of health and safety across the organisation. We expect every employee and volunteer of Springboard to share this commitment and to work together to achieve it.

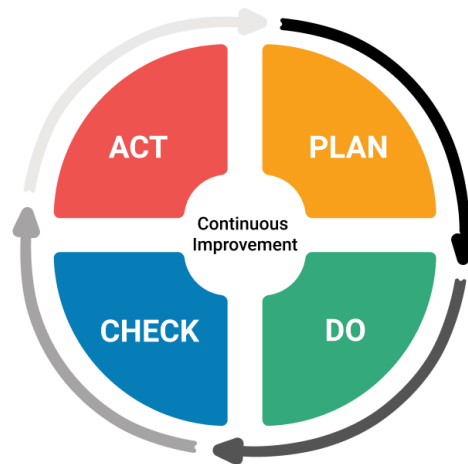
Signed:

Beth Coley
Interim Chief Executive

Date: 1st May 2023

Plan, Do, Check, Act Cycle

Springboard operate a Plan, Do, Check, Act approach that achieves a balance between the systems and behavioural aspects of health and safety management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



<p>Plan (Policy and Planning) H and S Manual undergoes regular consultation and review. Nominated H and S Leads Commitment from board and management to improve H and S. Competent H and S advice that improves H and S. H and S committee meetings support compliance, decision making and assurance. H and S planning a requirement of service/department delivery.</p>	<p>Do (Risk Profiling, Organisation and Implementation) Resourcing H and S arrangements. Competent H and S advice. Structure to support Risk Assessments at all levels. Employee representation at H and S committees, meeting, forums. Staff consultation where appropriate. H and S designed into change wherever possible. H and S Targets. Inspections and Checks.</p>
<p>Check (Measuring and Investigating) Reporting of H and S training. AIM reporting, investigation, reviewing. Sickness Leave data reviewed H and S inspection/audit programme. Inclusion of significant issues on risk register. Monthly review of H and S management information. Review of AIM reporting.</p>	<p>Act (Lessons Learnt, Reviewing Performance) Regular review of H and S policies and procedures. H and S issues reported, reviewed and acted upon. Changes to risk assessment, policies and procedures.</p>

Responsibilities for Health and Safety

Chief Executive

Is responsible for:

- Compliance with the Health and Safety at Work Act 1974 and other relevant statutory provisions.
- Being the organisation's 'competent person', as required under regulation 7 of the Management of Health and Safety at Work Regulations 1999
- Ensuring that statements, policies and procedures are up to date and communicated to all staff.
- Ensuring the effective implementation and maintenance of this policy across the organisation.
- Working with the Head of Operations and Facilities and Customer Support Officer to maintain high standards of health and safety across services and premises.
- Monitoring health and safety management information with the management team and board of trustees.
- Ensuring that accidents, incidents and near misses are properly reported (especially those under the umbrella of RIDDOR) and recorded and appropriate investigations and reviews are undertaken and acted upon.
- Ensuring that any areas of concern noted above are identified, monitored and managed via the organisational risk assessment.
- Establishing effective arrangements for staff consultation relating to health and safety.
- Creating an open environment which encourages staff to raise and discuss health and safety issues with their respective colleagues.
- Being the organisation's 'competent person', as required under regulation 7 of the Management of Health and Safety at Work Regulations 1999 (moved to Head of Operations responsibilities during interim CEO tenure).
- Providing the organisation with advice and assistance on the measures it needs to take to comply with its statutory health and safety obligations.
- Periodically monitoring, reviewing and auditing by sampling the organisation's health and safety arrangements, ensuring those arrangements are effective at and appropriate for controlling risks.
- Providing advice to staff, volunteers and service users to maintain a safe place of work and safe environment.

Head of Operations

Is responsible for:

- Ensuring that suitable and effective health and safety arrangements are in place across the organisation.
- Ensuring that health and safety management arrangements reflect best practice.
- Reporting on matters relating to the management of health and safety to the Chief Executive and briefing the trustee board as appropriate.

- Ensuring that health and safety risks are managed effectively by the Service Delivery Officers.
- Ensuring that health and safety issues are considered an integral part of business operations and that adequate resource is available to ensure their achievement.
- Ensuring that effective communication of health and safety matters exists between them, their team and the wider team.
- Periodically reviewing the health and safety performance of services with the board of trustees, senior leadership team, their team and the wider team.
- Ensuring that staff (and others where appropriate) receive the training necessary for safe working.
- Ensuring that accidents, incidents and near misses are properly reported (especially those under the umbrella of RIDDOR) and recorded and appropriate investigations and reviews are undertaken and acted upon.
- Establishing effective arrangements for staff consultation relating to health and safety.
- Creating an open environment which encourages staff to raise and discuss health and safety issues with their respective colleagues.
- Maintaining the organisation's Health and Safety Policy and such documents including the Health and Safety Manual.
- Periodically monitoring, reviewing and auditing by sampling the organisations health and safety arrangements, ensuring those arrangements are effective at and appropriate for controlling risks.
- Producing monthly findings of health and safety management information.
- Providing advice to staff, volunteers and service users to maintain a safe place of work and safe environment.
- Acting as the Health and Safety Lead for Springboards Disability Services.

Facility and Customer Support Officer

Is responsible for:

- Overseeing the building compliance and maintenance of Springboard's Horsham premises.
- Ensuring that accidents, incidents and near misses are properly reported (especially those under the umbrella of RIDDOR) and recorded and appropriate investigations and reviews are undertaken and acted upon.
- Establishing effective arrangements for staff consultation relating to health and safety.
- Creating an open environment which encourages staff to raise and discuss health and safety issues with their respective colleagues.
- Maintaining the organisations Health and Safety Policy and such documents including the Health and Safety Manual.
- Periodically monitoring, reviewing and auditing by sampling the organisation's health and safety arrangements, ensuring those arrangements are effective at and appropriate for controlling risks.
- Producing monthly findings of health and safety management information.
- Providing advice to staff, volunteers and service users to maintain a safe place of work and safe environment.

- Acting as the Health and Safety Lead for Springboards Stay and Play Service and its Horsham Centre.

Service Delivery Officers

Are responsible for:

- Assisting their line manager and wider team in meeting their health and safety responsibilities.
- Implementing the health and safety policy within the respective departments and services.
- Ensuring that periodic workplace inspections are carried out and any unsafe conditions found are subsequently removed or adequately controlled.
- Ensuring that staff (and others where appropriate) receive the training necessary for safe working.
- Ensuring suitable and sufficient risk assessments have been carried out and appropriate control measures are in place.
- Providing advice to staff, volunteers and service users to maintain a safe place of work and safe environment.
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All employees

Will:

- Assist their line manager and wider team in meeting their health and safety responsibilities.
- Implement the health and safety policy within the respective departments and services.
- Ensure that periodic workplace inspections are carried out and any unsafe conditions found are subsequently removed or adequately controlled.
- Take responsible care for health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Co-operate with any relevant person and company with all relevant health and safety policies, procedures and risk control measures.
- Use any equipment, machinery, hazardous substances, transport equipment, safety device, or system of work in accordance with any training or instruction provided to ensure safe use.
- Wear the appropriate safety equipment and use the appropriate safety devices where applicable.
- Report to their line manager and/or health and safety lead, all hazards which they believe their line manager is currently unaware of.
- Report immediately to their line manager and/or health and safety lead any accidents, incidents or near misses or dangerous occurrences in which they are involved, regardless of whether persons are injured or not.

Consultants/Advisors (Assurity Consulting)

Will, when commissioned;

- Advise Springboard of developments and improvements that can be made to the organisations health and safety management arrangements.
- Report to the Chief Executive on the organisation's health and safety performance.

Contractors

Act in accordance with Springboards Health and Safety Policy.

Arrangements for the Management of Health and Safety

Training

Health and Safety training will be provided for all staff (including sessional workers) as part of their induction and repeated periodically as part of their mandatory training.

The level of the training will depend on the role, experience and nature of the work they carry out, this will be in line with Springboard's training matrix.

Other training will include but is not limited to; First Aid, Fire Marshall, COSHH, Legionella, Challenging Behaviour, Team Teach.

Training records will be kept on personal files, which are overseen by line managers.

Risk Assessment

Risk assessment is the key to effective and sensible health and safety management. The findings from risk assessments will be used to identify, prioritise and control risks at all levels within the organisation.

Staff will ensure that:

- All significant hazards in their workplace, services and activities under their control have been suitably risk assessed and that any subsequent risks are adequately controlled.
- That these assessments are reviewed annually.

Risk assessments will also be reviewed should there be:

- Any changes in legislation which affects the assessment.

- Any changes to working practices or environmental conditions that could affect employee safety.
- An accident, near miss or serious incident.
- An indication that the assessment is no longer valid.

The relevant risk assessment procedures and associated documentation are contained within the organisation's Health and Safety Manual.

Risk Register

Where service/department managers identify hazards and risk exposures that may have a major impact or be detrimental to service users, staff and the organisation an entry onto the service/department risk register must be completed.

These risks will then be monitored and reviewed regular with appropriate action taken to ensure progress is being made to eliminate or reduce the risk.

If the risk/s are deemed high enough, they may also form part of the organisational risk register.

Accident, Incident and Near Miss (AIM) Reporting and Investigation

All accidents, incidents and near misses should be recorded, reported and investigated in accordance with the organisation's Accident, Incident and Near Miss (AIM) Reporting Policy.

Each employee is responsible for reporting accidents, incidents and near misses to which they are party, or witnesses of and should liaise with their line manager in this regard. The line manager should ensure that the organisation's AIM reporting form is completed in each instance.

Service/Department Managers will review all reported incidents, accidents and near misses which occur in the workplace and investigate certain incidents further, e.g. those which are actually or potentially more serious or those which are frequent. The main purpose of the investigation is a 'lessons learnt' approach, wherever possible to reduce the likelihood of repeat events occurring.

Having made an initial investigation of the accident, incident or near miss and reviewed, revised any risk assessment and informed representatives of any changes, the line manager should ensure that updated versions are saved accordingly.

All RIDDOR reportable incidents should be investigated and the outcome discussed at an appropriate forum (eg. Managers Meeting, Trustee Meeting, H and S committee) to ensure that timely feedback is provided to all involved.

The respective line managers, operational managers or lead members of staff are responsible for reporting incidents immediately:

- To the Chief Executive if there is likely to be an insurance claim resulting.

- To the Health and Safety Executive re: RIDDOR (see RIDDOR guidance in the Accident, Incident and Near Miss (AIM) Reporting Policy).
- To Ofsted.
- To Commissioners if in line with contractual commitments.
- To the service/department line manager with a copy of the incident/accident report.

First Aid at Work

Springboard will ensure that adequate provision is made, via the risk assessment process, to enable:

- Immediate assistance to be given to employees, volunteers and service users suffering from potential injuries or illness associated with our undertakings.
- Rapid summoning of an ambulance or medical assistance.

The level of provision provided will be appropriate to the risks identified in each workplace, service or activity risk assessment.

All First Aiders will be competent in Paediatric First Aid (PFA) and hold a valid certificate of training.

More specific details are contained in the policy SS09 First Aid at Work.

Supporting Documentation

Springboard has a number of supporting documents which provide employees with more detailed practice arrangements regarding health and safety issues. They are available in the Health and Safety Manual, some examples are listed below:

SS 02 COSSH Policy	SS06 Lone Working Policy
SS03 Driving for Work Policy	SS07 Moving and Handling Policy
SS04 Fire Safety Policy	SS08 Accident, Incident and Near Miss (AIM) Reporting Policy
SS05 First Aid at Work Policy	SS09 Display Screen Equipment Policy

It is essential that all employees familiarise themselves with the content of these documents to ensure that they have a good understanding of all health and safety measures.

Communicating Health and Safety Information

Springboard uses a variety of methods to ensure suitable and sufficient health and safety information is disseminated to all staff, these are:

- Health and Safety law poster.
- Sharepoint.
- Health and Safety Manual.

- Team briefings which may contain health and safety information.
- Consultation between managers and employees via regular meetings, reflective practice, and supervision where AIM is always a standard agenda item.
- Emails, training and workshops.
- Alerts via emails and face to face to share good/best practice/learning.

Monitoring

A workplace safety inspection is an effective way of identifying faults, hazards and unsafe working practices.

Service/Department Managers must ensure that the team/s carry out inspections of premises under their control or supervision, including venues being hired. The frequency and manner of the inspection should be determined by the risk assessment but as a minimum should be completed at least annually.

If any unsafe conditions are found, the responsible person for that area must take effective action to remove those conditions from the workplace. The lead member of staff is ultimately responsible for ensuring that all issues arising from inspections, wherever possible, are resolved to a satisfactory standard.

Reactive Monitoring

The monitoring of injuries, ill health, accidents, incidents and near misses complement active monitoring and is used to effectively identify causation, lessons learnt and positively reduce future incidents.

Health and Safety Audit

Springboard will audit and inspect sites, paperwork and session delivery across the organisation to determine both the level of compliance, with the health and safety policy, standard of work and the degree to which risks are being adequately controlled.

The audit findings will be reported to line managers and respective teams, and individuals.