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**Mission**

 “Through inclusive engagement of young people in social action and a range of positive activities, our aim is to develop confident, healthy, skilful, valued and empowered members of our local community, providing targeted support to those facing additional barriers”

Health and Safety Policy

**Policy last reviewed – March 2021**

**Policy next review due- March 2022**

**Person Responsible - Jaki Farrell**

**Health & Safety advisors – MJC Safety Services**

**Ratified by Board of Trustees Andrew NOBLE 8/7/20**

**Section 1: General Statement of Health and Safety Policy**

The following statement sets out the health and safety objectives for

**Seeds4Success**

With the aim of ensuring best practice in the management of health and safety.

**Seeds4Success;**

- Will take all reasonable steps to provide safe and healthy conditions for Employees, volunteers, service users, young people and others who may be affected by its activities.

- Will take steps to ensure compliance with all relevant health and safety legislation.

- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.

- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.

- Expects all employees, volunteers, service users including young people to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.

- Is committed to providing the necessary information, instruction and training to all employees, volunteers, service users and young people where applicable.

- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.

- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.

- Will set out full details of the organisation and arrangements for the management of health and safety of Seeds4Success, in separate documents.

**Signed:** *Ben Williams* **Date: 18/3/20**

**Chair of Board of Trustees:** Ben Williams

**Section 2: Organisation and Responsibilities**

**Responsibilities for implementing and reviewing Seeds4Success**

**Safety Policy are detailed below:**

 **1.0 Board of Trustees**

**The Board of Trustees** has responsibility for ensuring that Seeds4Success Health and Safety Policy is approved for use and that arrangements are in place for the organisation to implement it. Seeds4Success Trustees recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

**2.0 Management Structure**

**2.1 The Board of Trustees** is responsible for strategic health and safety planning and for periodic review of health and safety performance.

**2.2 The Health and Safety Lead (Jaki Farrell)** is responsible to The Board of Trustees for securing the full implementation of Seeds4Sucess Health and Safety Policy.

The Health & Safety Lead will be advised by the charity’s H&S advisors:

MJC Safety Services

102 Lays Drive

Keynsham

Bristol

BS31 2LE

Tel: 0117 3079888

Ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers

All of the staff, are responsible for the safety of the charity. Health and Safety Lead (Competent Person) is responsible for monitoring the safety of Seeds4Success and will ensure reviews of the safety policies are carried out on an annual basis, unless there are changes in procedure, legislation or personnel. The Board will be appraised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Moreover, information and training for employees including risk assessment briefings will be provided in order (as far as reasonably practicable) to achieve and maintain a high standard of safety proficiency.

**2.5 'Competent person'** has responsibility as the competent person for advising the Board of Trustees and staff team in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation. Seeds4Success Competent person is **Jaki Farrell** whose responsibilities cover the maintenance of safety records, investigation of accidents, providing accident statistics, and keeping a watching brief on changing safety legislation; they report directly to the Board. Full investigation of accidents will be carried out by **the Competent Person** with a view to the prevention of future occurrences.

The Competent Person will be advised by the charity’s H&S advisors where required:

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The Competent person’s main role will be that of advising management on legal obligation and providing guidance, training and monitoring to ensure the charity complies with these.

The Competent person is responsible for monitoring that the charity’s obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment, display screen equipment and hazardous substances are met.

**2.4 The Charity Director** is responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

The Charity Director has the responsibility to provide leadership and to promote responsible attitudes towards health and safety. They will:

* Ensure that all new employees are given induction training; including the precautions procedures appropriate to their specific jobs (all new members of staff will be shown the location of the first aid box, fire exits and fire-fighting equipment.
* Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person designated to implement those procedures.
* Ensure all staff for whom they are responsible understand the Health & Safety policy
* Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely
* Keep up to date with health and safety matters applicable to the operations of the charity
* Investigate all accidents with the assistance of the Competent person, with a view to prevention
* Ensure good housekeeping standards are applied
* Review periodically all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.
* carry out regular safety checks, risk assessments and audits

**2.5 Employees:** All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees, service users and any others affected by their actions or omissions at work. They are expected to follow Seeds4Sucess procedures to report any incidents which have or may have led to injury or damage in order for the charity to introduce actions to prevent recurrence where possible.

All employees should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform their Line Manager about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the Line Manager is not available, an employee may stop work and immediately proceed with all service users to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the Line Manager after the danger has ceased or has been dealt with.

**3.0 Implementation**

**3.1 The Board of Trustees**, will implement Seeds4Success Health and Safety Policy by ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.

**Arrangements**

**1. Proactive Schedule of Health & Safety Monitoring:**

Seeds4Success Proactive Schedule of Health & Safety Monitoring will enable Seeds4Success to implement, monitor and review all aspects of health and safety management. The monitoring schedule outlines who has responsibility for undertaking key health and safety tasks, such as risk assessments.

**2. Accident reporting and Investigation:**

Accidents should be recorded and reported in Seeds4Success accident report book. Accidents should be investigated as soon as possible after occurrence and should be investigated by management of the premises in which the accident happened or by the Charity Director if it occurred outdoors. Investigation provides reactive monitoring data.

Anything recorded in the accident book will be brought up with the Board of Trustees at the next board meeting and health and safety is a standing item on the agenda.

Assistance in Accident/incident investigation shall be gained where required from the charity’s H&S advisors.

 **3. Consultation with employees:**

Seeds4Success has a legal duty to consult with all members of staff in respect to health and safety issues. This will be achieved through a staff health and safety working group and by including health and safety as an agenda item on all staff team meetings.

**4. Display Screen Equipment:**

Wherever a member of staff uses a computer workstation an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment. Anyone who is classed as a “user” - i.e. they have no option but to use a computer and use it for at least one hour a day every day - is entitled to an eye or eyesight test that will be paid for by the employer.

**5. Educational Visits and Offsite Activities:**

Visits and offsite activities must be planned and well managed; staff leading visits and activities must be competent to lead them. Full risk assessments must be produced and externally approved prior to the activity commencing Seeds4Success may use their external qualified H & S advisor - to carry out this assessment and/or approval.

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**6. Electrical appliances:**

Seeds4Success must manage the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment. All Portable electrical appliances will be inspected and tested (PAT) and a register maintained.

Electrical equipment is normally safe, provided it is properly installed and regularly inspected.

Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damages cables, flexes, plugs and sockets, the overloading of circuits and fuses, etc would make the shock more severe. Therefore, you should:

NEVER touch electrical equipment with wet hands, or move any portable electrical equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless you are an authorised person.

KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment around.

ALWAYS switch off all equipment when not required, unless continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and /or instructed otherwise; report any defective equipment to the Charity Director.

**7. Emergency Evacuation and Planning:**

Systems should be implemented to ensure that all occupants of any premises used can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation - e.g. fire and bomb evacuations. Seeds4Success should also plan for emergencies. The type of emergency may be loss due to fire, events occurring during an educational visit or offsite activity loss of electricity, major road traffic etc. Arrangements should also be in place to enable normal operation to continue alongside the management of an emergency.

**8. First-aid:**

Seeds4Success must ensure that first- aid is provided to all staff. Provision of first-aid to young people is part of the common law duty of “in loco parentis”. During the induction programme employees will be shown the location of the first aid box. Names of first-aiders and appointed persons together with information on how to contact them are given on ‘First Aid arrangement notices’. For offsite educational visits or activities adequate first aid provision will be included in all risk assessments.

**9. Fire Safety:**

A Fire risk assessment must be carried out for any premises occupied by the charity where significant risk is present. All employees must know evacuation routes from facilities used and assembly point in case of fire. All service users, volunteers and young people will be instructed in the action to take if there is a fire and regular fire drills will be undertaken.

If you DISCOVER a fire:

**a.** RAISE THE ALARM by shouting fire and operate the nearest fire alarm call point.

**b.** WITHOUT PERSONAL RISK, try to put out the fire, if possible, with the nearest appropriate fire appliance provided, by directing the hose or extinguisher to the base of the flame. **Only if trained to do so**

**c.** CALL THE FIRE BRIGADE immediately by-

* Dial 999
* When the operator answers ‘Emergency, which service, give the location of the venue you are using and give your mobile phone number
* When the fire brigade answers tell them a fire has occurred at: the facility you are using and the nature of the fire.
* Do not hang up until the fire brigade have repeated the address and the information.

If you HEAR THE FIRE ALARM:

1. All persons should leave the building by the nearest exit and go to the fire assembly point.

2. Do not run. Do not delay for personal belongings. Close windows and doors behind you.

3. Do not re-enter the building until instructed.

4. Ensure all service users are accounted for via a roll call.

**10. Good housekeeping:**

a. Undue hurrying and forgetfulness cause many office accidents. Do not run down steps. Use handrails going down or up stairs.

b. Watch out for someone coming round a blind corner or opening doors quickly.

c. Never read while walking.

d. Leaving lower filing drawers open causes many trips and falls. Please make sure they are closed.

e. Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are a major tripping hazard.

f. Ensure that floor areas are well lit and free of obstruction.

g. Spilled coffee or soft drinks and tracked in rain or snow should be cleaned up immediately.

h. Pointed objects such as pencils, pens, letter openers, files, and the like must be used carefully to avoid puncture wounds.

Horseplay, including throwing paper clips, shooting rubber bands, tossing objects out of windows, is unacceptable behaviour and constitutes a disciplinary offence

**11. Health and Safety in Practical Projects:**

Specific procedures should be implemented within Practical Projects delivered to service users and young people for example practical conservation and environmental projects to reduce risks from equipment and processes to a minimum. Task and site-specific risk assessments will be used for these activities with external approval of these activities being gained from the charity’s H&S advisor before delivery. Staff will carry out site visits and assess relevant training, equipment, PPE, staffing ratio’s relative to group and task requirements.

**12. Illness and infectious disease:**

Seeds4Success aware that when working with groups, particularly when they are children and young people, there is an increased risk of the spread of illness and infection. Good hygiene and handwashing should be promoted at all sessions and liquid soap and paper towels / air hand drying machines should be available in all premises used by the charity. In sessions where there is any food preparation, cooking or meals involved, handwashing must be practiced prior to these activities. For outdoor sessions where handwashing facilities are not available, anti-bacterial hand sanitiser must be provided and used prior to eating.

If a child or young people is unwell at a session, a parent / carer should be notified and where possible they should be collected from the session or taken home. Parents/carers and young people should be aware that if they are ill they should not attend sessions for the advised period outline by Public Health England in their guidance to schools.

**13. Jewellery and other Personal Effects:**

Seeds4Succces should ensure that they have specific policies or risk assessments relating to the range and type of jewellery and other personal effects that service users, young people and volunteers can wear whilst participating in activities, offsite visits and training courses as certain items can place people at risk of injury.

**14. Lifting Equipment:**

Any equipment used for lifting objects or people must be maintained in a good condition. The frequency for inspection and testing will be in accordance with legal requirements outlined in the Lifting Operations and Lifting Equipment

Regulations (LOLER)

**15. Lone & Isolated Working:**

Systems should be implemented in workplaces where staff will either work by themselves or in isolated parts of buildings to help reduce the likelihood of injuries being caused and to enable assistance to be obtained if required. Seeds4Success will implement its lone working policy in these instances.

**16. Manual Handling:**

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.

**17. Medication:**

Wherever possible arrangements should be made to prevent the need for any medication to be given to any young person, service user or volunteer involved in Seeds4Success activities, however there will be instances where this is difficult to achieve. Whenever this is likely to occur Seeds4Success needs to ensure that clear procedures are followed to reduce the likelihood that incorrect dosage and incorrect medication will be given.

The S4S Annual parental consent form requests details of any regular medication and these, along with any other specific details from parents / carers must be followed. Any medication administered to a young person should be checked to ensure that it is prescribed to them and a record of what was given (type of medication and dosage) and the time it was taken should also be noted. Annual consent forms also request permission for pain killers such as asprin/paracetamol to be given by staff to young people if needed. Permission on a consent form must be checked before any medication is to be administered and the parent/carer must be informed that this has been administered. Records of what was taken and when must again be recorded. All medication given to staff and volunteers must be kept in the office or with the first aid kit if the sessions are outdoors.

In cases where specific individuals attending sessions require regular medication or have conditions requiring emergency medication, staff leading sessions must be given clear instructions or training in the need for medication, the risks associated with the condition and any warning signs/ triggers and how to administer the medication appropriately if required. A risk assessment or emergency care plan should be carried out for these individuals and all staff and volunteers working at sessions attended by these individuals must be made aware of it.

**18. Monitoring Processes:**

Seeds4Success needs to monitor the provision of health and safety within the workplace. This is achieved by undertaking regular inspections of the premises, investigation and analysis of accidents and audit of systems and procedures as set out in the Seeds4Success Proactive Schedule of Health & Safety Monitoring

**19. New and Expectant Mothers:**

Specific assessments need to be carried out wherever a new or expectant mother is at work, or accessing services provided by Seeds4Success. The assessments should take into consideration any condition of the work or activity that could adversely affect the mother and/or unborn child.

**20. Noise:**

There are limits contained within the Noise at Work Regulations that should not be exceeded. If they are, specific requirements must be put into place, to include exclusion zones and hearing protection where noise levels exceed 80dB. Where noise levels exceed 85dB hearing protection will be mandatory. Noise levels below the statutory limits should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment for training sessions or accredited courses delivered by Seeds4Success.

**21. Occupational Health:**

The most important asset to any organisation is its staff. Seeds4Success should have regard to ensuring that proactive and reactive strategies are in place in respect to maintaining and promoting good health amongst staff and volunteers. Medical Questionnaires will be completed by all parties and kept on record. These will be updated on an annual basis and reviewed for any changes in the individual’s health.

**22. Permits to Work:**

High risk activities may, on occasion, require very strict controls.

Control can be applied using a permit to work system. A permit will identify the safe conditions and requirements that must be present before any work can be started and must be signed by a member of the Board of Trustees.

**23. Personal Protective Equipment**:

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, and where it is not possible to provide any other means to reduce risk - e.g. for some cleaning tasks, practical conservation sessions or to prevent the spread of infectious disease. PPE as a measure to reduce risk has to be included as part of a thorough risk assessment, has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and the working environment and be maintained in a safe condition. Wearers of PPE must be trained/instructed in its correct use and maintenance.

**24. Physical Recreation Areas:**

Any physical recreation area, and the equipment installed within the area, provided for use by service users, employees, volunteers and young people use must be designed, installed and monitored in accordance with national standards.

**25. Purchase of equipment:**

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

**26. Young People and volunteers carrying out work activities as part of Seeds4Success programmes:**

Measures should be in place to ensure that whenever any young people or volunteers are requested to undertake any work activity on behalf of Seeds4Success or as part of a Seeds4Success educational programme suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

**27. Risk Assessment:**

Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place.

Specific legislation outlines assessments that need to be made for particular types of activity - such as manual handling, use of display screen equipment, noise, and hazardous substances. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified those measures need to be implemented. Assessments should be reviewed on a regular basis and at least every year or whenever there is a significant change to the activity, people likely to be affected by it or change in legislation/policy or procedure. Activity should not commence until the risk assessment has been approved.

Risk assessments will be reviewed as fit for purpose at every activity site and any additional risks and control measures added before conducting a team briefing.

**28. Reporting Accidents:**

Reporting accidents:

a. In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a first-aider. DO NOT MOVE THE INJURED PERSON.

b. Record the full details of the incident in the accident book. The record will be sent to the Health and Safety Officer. The accident will be reported to the inspecting authority as and when necessary.

c. Any ‘near miss’ incident which occurs should also be reported to your immediate line manager who will be responsible for making a report to the Health and Safety Officer.

All accidents will be investigated by the Line Manager and the Safety Officer. A report will be made to the **Competent Person** **(Jaki Farrell)** who will ensure that necessary action is taken to prevent recurrence.

All accidents and incidents will be investigated in order to place additional control measures to prevent recurrence.

**29. Safe use of Ladders:**

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring. A use of ladder risk assessment shall be undertaken and briefing given to all users. All ladders shall be checked before use and shall be entered onto a register.

**30. Safe Practice in Physical Education:**

Specific procedures should be implemented within Physical Education to reduce risks from equipment and activities to a minimum.

**31. Security and Personal Safety:**

The safety and well being of staff, volunteers, service users and young people engaged in Seeds4Success activities can be affected by security and personal safety issues. Seeds4Success needs to ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

**32. Transport and vehicle maintenance**

Seeds4Success recognises its responsibility to ensure that all its vehicles operate safely and within the law. It will ensure that vehicles are properly maintained, that vehicles are roadworthy and that drivers have appropriate qualifications. Seeds4Success has a Vehicle Use and Driving for Work Policy and Procedure which covers this area in greater detail.

**33. Premises safety:**

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of premises. Inspections can be carried out using a checklist pro-forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. Seeds4Success staff are responsible for carrying out risk assessments on all premises it uses for youth work and there will be annual Health and Safety Audit carried out on the organisation as a whole.

**34. Stress:**

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early preventive action to deal with the things causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

**35. Substances:**

Substances that are used or are produced as the result of a process that may cause harm to anyone exposed to them must be assessed and have measures taken to reduce the risks presented. Substances can be hazardous to health, such as solvent vapours, and can also have physical characteristics that could cause harm and injury, such as a flammable liquid. Seeds4Success will follow COSHH regulations at all times. COSHH Assessments will be carried out and available for use for all substances used.

**36. Training Records:**

Seeds4Success should maintain records of all training staff have received. A training needs analysis should be carried out for each member of staff and each staff group. Risk assessments should be used to help identify training needs.

**37. Work Experience for Pupils & Young Persons' Safety:**

Systems should be in place to ensure that any establishment accepting any young person or volunteer on work experience as part of Seeds4Success programme has informed the young persons’ parents or guardians about the risks that may be encountered. Checks need to be made to ensure that the

organisation to which the young person or volunteer is sent complies with health and safety requirements. Young persons must be considered as being at greater risk than adults due to their age and maturity. This should be considered whenever a risk assessment is undertaken for anything that may affect a young person or child.

**38. Work at Heights:**

Any work, that may involve working at a height where a fall may result in injury, must have suitable risk control measures in place.

Before any work at height an assessment will be made on the basis of the Work at Height Hierarchy:

1. Avoid working at height if possible
2. Use an existing safe place of work
3. Provide work equipment to prevent falls
4. Mitigate distance and consequences of a fall
5. Instruction and training and/or other means.

Work at height will include working with ladders & step ladders as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings. Do not attempt to obtain items which are beyond your reach. If you cannot reach, get a ladder or stepping stool, be sure the ladder is in a safe condition. Do not use chairs, open drawers, or any makeshift device for climbing. Do not climb up the shelves themselves. Do not overreach on the ladder. It is safer to get down and move the ladder. Always maintain 3 points of contact whilst using a ladder i.e. two feet & one hand.

**39. Work Equipment:**

Any equipment used at work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used. The PUWER (Provision & Use of Work Equipment Regulations) must be adhered to at all times.

All work equipment must be inspected for suitability before each use and a record of regular inspection maintained on a PUWER register.

**40. Work Related Violence:**

An incident will be violent if the victim perceives it to have been, and can range from verbal insults and verbal abuse to threats with a weapon and physical assault. Seeds4Success has a membership process for users and is clear about the expected minimum standards of behaviour for young people engaging in activities or courses, Risk assessments should take into account any specific needs or risks associated with service users.

**41. Workplace Health, Safety & Welfare:**

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff.

Such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

NB: Other policies and guidance notes to read in conjunction with this policy are:

Policies

* Lone Working and Home Visits Policy and Procedure
* Safeguarding Children and Young People (Including Procedures and Codes of Conduct)
* Data Protection Policy and Procedure
* Staff Handbook
* Vehicle Use and Driving for Work Policy and Procedure

Information and notes:

* Fire precautions for specific venues

Assessment forms

* Workplace Inspection form
* First Aid Box checklist
* Risk Assessment forms
* Medical Questionnaire

Disciplinary action: If you contravene the provisions of this policy, whether or not in doing so you place the health and safety of yourself or others at risk, you will be disciplined and if appropriate dismissed.

**Signed** *Ben William*  **Date***:* *25/3/21*

**Chair of Trustees:** *Ben Williams*

**Next Review Date:** *March 2022*

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