



Together Our Community (TOC)

Health and Safety Policy

Last updated: May 2026

Applies to: all staff, volunteers, young people, and parents/carers

Statement of Intent

This policy confirms that TOC is committed to providing a safe and healthy environment for staff, volunteers, young people, and parents/carers.

The aims of the policy are to ensure that the management of health and safety is consistent with TOC's legal obligations, operational plan, and vision.

- To outline responsibilities for health and safety.
- To minimise and manage our exposure to all levels of risk.
- To set out our approach to overall risk management in everything we do.

This policy applies to all staff, volunteers, young people, and parents/carers, whether in a regular venue or at off-site locations. All leadership and staff are asked to join in ownership of this policy document.

Policy Principles

- Those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities have been fulfilled.
- We all have responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- Communication of health and safety information is essential. Care must be taken to continually review and improve.
- Continually developing our understanding of health and safety is a crucial part of successful health and safety management.

TOC Organisational Structure and Responsibilities

TOC CEO and Deputy CEO

- To ensure the operational work of the organisation is conducted in accordance with this policy and practice for health and safety with regard to any statutory duties.
- Providing reports on health and safety management.
- Ensuring decision making is in line with health and safety requirements.
- Ensuring health and safety performance is continually evaluated.
- Drawing up action plans that integrate health and safety and look for opportunities to make improvements to practice and policy.
- Ensuring effective monitoring to support consistency of health and safety practices.
- Ensuring suitable health and safety training is taken up by the leadership and others that have health and safety responsibilities.
- Ensuring overall responsibility for risk assessment processes and record keeping.

Risk Assessments

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out currently rests with leadership in respect of venues and off-site providers. The results of the risk assessments must be brought to the attention of those employees and volunteers to whom they relate. Risk assessments should be undertaken collaboratively between those undertaking the task and employees and volunteers. See Annex A for the approach to risk assessment.

Communications Relating to Health, Safety and Welfare

Participation and consultation are vital aspects of this policy. Employees and volunteers are encouraged to:

- Discuss any identified health, safety, and welfare matters with the leadership, who will seek to respond with advice or seek expert advice where necessary.
- Contribute to the successful implementation of this policy. It is recognised that this is dependent upon the wholehearted cooperation of all employees and volunteers. Employees have a duty to take reasonable care of themselves and others, and to co-operate at all times, contribute good ideas and improvements, and report any risks.
- Ensure that this policy statement is promoted among employees and volunteers, so the leadership can keep the policy under review to ensure its continuing relevance.

Accident Reporting, Recording and Investigation

All accidents and near misses must be reported to the CEO and Deputy CEO and uploaded onto encrypted and password-protected drives. Incidents will be investigated by the leadership and measures to prevent re-occurrence will be implemented if appropriate.

Any accidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by the leadership.

Details of any accidents will be recorded and discussed to identify any trends that might require further measures.

Supervision of Young Adults

All young adults shall be supervised to a very high level to ensure their health and safety. TOC directly ensures young adults have the right level of supervision and support during placements with local partners. We tailor support to provide a balance of ensuring safety and health while allowing young people to build confidence and independence. All employees and volunteers will have DBS clearance. See TOC's Safeguarding Adults Policy for further details.

Fire Safety

We ensure all staff and volunteers are aware of the completed risk assessment, which includes details of fire instructions at our regular venue or off-site placement.

In our risk assessments shared with staff and volunteers, we ensure:

- Fire instructions are posted in every room of any venue.
- Where appropriate, names of fire wardens are known by TOC staff and volunteers.
- Emergency exits and assembly point instructions are clearly identified by safety signs and notices.
- There is always a clear escape route available. Staff and volunteers are asked to ensure the alarm is raised in the event of a fire.

Fire Drills

We will undertake fire drills at regular venues at least three times a year. A record of each drill will be kept in the Fire Log Book.

Other Emergency Procedures

TOC has procedures for alerting parents and carers to collect young people earlier than planned or to update them on changes to the service in the event of local health and safety challenges, for example in the event of severe weather.

TOC will implement a lockdown process for circumstances in which we need to immediately protect young adults. This process will involve keeping young adults safe within their current environment and updating parents/carers.

First Aid

In accordance with the requirements of the Health and Safety (First-Aid) Regulations 1981, TOC will provide adequate and appropriate first-aid equipment, facilities, and people to ensure that all employees and volunteers will be given immediate help if they are injured or become ill whilst at work.

Whilst TOC has no legal obligation to make first aid provision available to non-employees, including young people, members of the public, and parents/carers, TOC will ensure that these individuals are considered in their first aid needs assessment and that adequate provision is made for all. Any injury which exceeds the first aid measures in place will be referred to the NHS, and depending on the severity, will be referred immediately to the emergency services.

Medicines

Young people who are competent to manage their own health needs and medicines may carry their own medicines and relevant devices, or access their medicines for self-medication.

TOC does not administer medication. Young people who require support to administer their medication must arrange for this to be provided by their own Personal Assistant (PA). It is the responsibility of the individual and, where appropriate, their family or support network to ensure that suitable arrangements are in place before attending TOC activities.

Medicines should be stored safely at our premises and young people should know where their medicines are at all times. Further details are contained in TOC's Medicines and Health Needs Policy.

Food and Food Hygiene

Young people are encouraged to follow good food hygiene in the preparation of food, and the use of any kitchen is subject to risk assessment.

Moving and Handling

Injuries can be caused by incorrect moving and handling of objects, which need not be large or heavy, or of people. Generic risk assessments are undertaken and staff engaged in the specified activities will be required to adopt the safe working practices outlined, following appropriate training. All staff, including the leadership, will have regard to the HSE guidance 'Manual Handling at Work' in drawing up risk assessments. Appropriate training will be provided for all staff identified as being at potential risk and the leadership will maintain a record of training.

Monitoring

Health and safety performance will be monitored, with reports on compliance levels discussed at Trustee meetings. In the event TOC secures a permanent venue, regular health and safety audits will be expected. All reports will feed into the health and safety improvement plans for the organisation, and implementation of updated plans will be monitored by the leadership and at trustee level.

Contact

If you have any questions about this policy, please contact: contact@tocommunity.org.uk

Annex A: Risk Assessment Process

Legislation

TOC is required by law to protect its employees and others who may be affected by its work. Accordingly, TOC will:

- Identify what could cause harm (injury or ill-health) as a result of TOC's activities.
- Determine how likely it is that someone could be harmed and how seriously.
- Take action to eliminate the hazard, or if this is not possible, control and manage the risk.

Competency

All staff and employees who are given responsibility for undertaking risk assessments should be competent to do so.

Assessing and Controlling Risks

The risks associated with TOC's operational activities will be identified and assessed, and the significant findings recorded using TOC's standard template.

- Risk assessments will be undertaken and subsequently reviewed by competent TOC staff who have previously completed appropriate risk assessment training.
- Risk assessments will be undertaken prior to the commencement of potentially hazardous operational activities.
- All risk assessments shall be the subject of a planned periodic review by a competent person, or earlier if there is reason to suspect the assessment is no longer valid, such as a change in the matter to which it relates or following an accident or near-miss incident.
- Model (generic) risk assessments may be used but must have a site, task, and activity-specific review before any activity commences. Changes in risk control measures should be recorded.
- If a risk assessment determines the risk level to be unacceptable, associated work may not start until a safe method of controlling the risk has been determined and implemented and the remaining risk is low.

All risk assessments must satisfy the legal standard of being suitable and sufficient. Accordingly, TOC staff completing or reviewing them will ensure the following:

- A proper check was made.
- All persons who might be affected have been considered.
- The obvious significant hazards have been identified, taking into account the number of people who may be involved.
- The precautions determined and implemented are reasonable, and the remaining risk is low or well managed.
- Employees and volunteers were consulted in the process.

Risk assessments shall be brought to the attention of all those who are responsible for carrying out the work task or activity, to ensure they understand the risks to which they may be exposed and the measures that have been put in place to protect them.

Prior to commencing any task or activity, staff and volunteers should check that the risk assessment is suitable and sufficient. This process is referred to as a point-of-work or dynamic risk assessment. If additional hazards are identified that were not included, they should be recorded and effective risk control measures determined and implemented before any work or activity can commence.

If staff or volunteers are unsure about the level of risk and how to reduce it, they must stop work and take advice rather than take any unnecessary risks.