



TOC Health and Safety Policy

September 2023 – Health and Safety within TOC is continually reviewed so please contact support@thinkout.org.uk if you require very latest version of this policy

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.

1. 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.
2. To outline responsibilities for health and safety
3. To minimise and manage our exposure to all levels of risk
4. 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 directors and employees 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 Directors

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 directors and others that have health and safety responsibilities.
- Ensuring overall responsibility for risk assessment processes and record keeping

COVID 19

TOC's COVID-19 specific risk assessments are determined with reference to primary sources of information including from Public Health England (PHE) and the Health and Safety Executive (HSE) and other industry bodies relevant to the TOC's work.

The risk assessments are adopted are both accountable and responsible for their regular review thereby ensuring that the assessments reflect the unique nature of our work, and the local management and control of COVID-19 virus and any future variations of the virus.

The assessments are regularly reviewed at Director level to ensure these reflect the up to date UK government guidance. We conduct periodic monitoring to check risk control measures are complied with.

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 current rests with Directors 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 & 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 Directors who will seek to respond with advice and/ or seeking 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; reporting any risks.
- Ensure that this policy statement is promoted between employees and volunteers. Directors will keep the policy under review to ensure its continuing relevance.

Accident Reporting, Recording and Investigation

All accidents and near misses must be reported to Directors and uploaded onto encrypted and password protected. Incidents will be investigated by Directors 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 Directors.

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

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 healthy and safe but allowing the young people to build confidence and independence. All employees and volunteers will have DBS clearance – see TOC safeguarding 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:

1. Fire instructions are posted in every room of any venue.
2. Where appropriate, names of fire wardens should be known by TOC staff and volunteers.
3. Emergency Exits, Assembly Point Instructions are clearly identified by safety signs and notices.
4. That there is always a clear escape available and ask staff/volunteers to ensure the alarm is raised in the event of a fire.

Fire Drills

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

Other Emergency Procedures

- TOC have procedures for alerting parents and carers to collect young people earlier than planned or 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 the young adults. This process will involve keeping the 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 the Trust 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. The management of any injury which exceeds the first aid measures that we have in place shall be referred to the NHS and depending on the severity of the injury or incident it will be referred immediately to the 999 service.

Medicines

Young people who are competent to manage their own health needs and medicines will be allowed, after discussion with parents/carers, to carry their own medicines and relevant devices, or will be allowed to access their medicines for self-medication.

In cases where the young people need support to administer their medication TOC will require written consent from parents/carers before administering any medicine to a young person.

Medicines will only be accepted for supported administration if they are:

- Prescribed;
- In date;
- Labelled;
- Provided in the original container, as dispensed by a pharmacist, and they include instructions for administration, dosage and storage. The exception to this is insulin, which must be in date but will generally be available as an insulin pen or pump, rather than in its original container.

Medicines will be stored safely at our regular hired premises and in a secure medical bag when out and about in the community. The young people should know where their medicines are at all times. Written records will be kept of all medicines administered to the young people. Further details are contained in our medicines policy.

Food and Food Hygiene

The 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 people. Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training. All staff and Directors 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 Directors will maintain an appropriate record of training.

Monitoring

Health and Safety performance will be monitored producing reports on compliance levels and discussed at director meetings. In the event we secure a permanent venue we would expect to complete regular health and safety audits. All reports will feed into the health and

safety improvement plans for the organisation and implementation of updated plans will be monitored by Directors.

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 the Trust will:

- identify what could cause harm (injury or ill-health) as a result of the TOC's activities
- determine how likely it is that someone could be harmed and how seriously that harm may be
- to take action to eliminate the hazard, or if this isn't possible, control/manage the risk.

Competency

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

Operation

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 that the assessment is no longer valid, such as a change in the matter to which it relates and/or following an accident/near miss incident.

Model (generic) risk assessments may be used but must have a site/task/activity specific review before any activity commences. Changes in risk controls 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/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 the 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 taking any unnecessary risks.