Thriveology Wellness CIC

Health and Safety Policy.

March 2026

HEALTH AND SAFETY POLICY

MARCH 2026

1. Statement of Intent

Thriveology Wellness CIC is committed to providing a safe and healthy environment for all employees, associates, volunteers, children, young people, families, visitors, contractors and partner organisations.

We recognise our duties under the Health and Safety at Work etc. Act 1974 and all associated regulations. We will take all reasonably practicable steps to:

- Prevent accidents and work-related ill health.
- Provide safe systems of work.
- Assess and manage risks associated with all activities.
- Maintain safe premises and equipment.
- Provide information, instruction, training and supervision.
- Promote positive physical and mental wellbeing.
- Review health and safety arrangements regularly.

Health and safety is the responsibility of everyone working for and on behalf of Thriveology.

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2. Scope

This policy applies to:

- Directors and senior leaders.
- Employees.
- Volunteers.
- Contractors and consultants.
- Agency workers.
- Students and work experience placements.
- Anyone participating in Thriveology activities.

The policy applies to:

- Offices and administrative locations.
- Schools and educational settings.
- Alternative Provision settings.
- Community venues.
- Online and remote working environments.
- Home working arrangements.

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3. Responsibilities

Directors

The Directors are responsible for:

- Ensuring legal compliance.
- Providing sufficient resources.
- Reviewing health and safety performance.
- Ensuring suitable insurance arrangements are in place.

Managers

Managers will:

- Undertake and review risk assessments.
- Ensure staff receive appropriate training.
- Investigate incidents and near misses.
- Monitor safe working practices.
- Implement corrective actions where required.

Employees and Volunteers

All staff and volunteers must:

- Take reasonable care of themselves and others.
- Follow policies and safe working procedures.
- Report hazards, accidents and near misses.
- Use equipment correctly.
- Co-operate with management on health and safety matters.

4. Risk Assessments

Risk assessments will be completed for:

- Premises and offices.
- School-based work.
- Alternative Provision activities.
- Sensory circuits and physical activities.
- Lone working.
- Home visits where applicable.
- Educational trips and off-site activities.
- Individual children and young people where additional risks are identified.

Risk assessments will be reviewed:

- Annually.
- Following incidents.
- Following significant changes.
- When new activities are introduced.

5. Lone Working

As Thriveology staff frequently work independently in schools, community settings and alternative provision environments:

- Lone working risk assessments will be completed.
- Staff must maintain agreed communication arrangements.
- Visits to unfamiliar environments will be risk assessed in advance.
- Concerns regarding personal safety must be reported immediately.
- Staff should withdraw from situations where they feel unsafe.

6. Educational Settings and Alternative Provision

When delivering services within schools and educational settings:

- Thriveology staff will follow site-specific health and safety procedures.
- Staff will sign in and out where required.
- Safeguarding and emergency procedures will be followed.
- Site-specific risk assessments will be considered before activities commence.
- Appropriate supervision ratios will be maintained.

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7. Equipment and Resources

All equipment used by Thriveology will be:

- Suitable for its intended purpose.
- Maintained in safe condition.
- Regularly checked before use.
- Removed from service immediately if found to be unsafe.

Staff must report faults or defects promptly.

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8. Fire Safety

Thriveology will:

- Comply with fire safety legislation.
- Ensure emergency procedures are communicated.
- Maintain access to emergency exits.
- Participate in host site evacuation procedures when operating in schools and community venues.

All staff must familiarise themselves with emergency arrangements for each location they work in.

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9. First Aid

Appropriate first aid arrangements will be maintained.

This includes:

- Access to first aid equipment.
- Recording all accidents and injuries.
- Contacting emergency services where necessary.
- Informing parents, carers or emergency contacts where appropriate.

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10. Accident, Incident and Near Miss Reporting

All accidents, incidents and near misses must be reported as soon as possible.

Records will include:

- Date and time.
- Individuals involved.
- Description of incident.
- Actions taken.
- Recommendations to prevent recurrence.

Incidents will be investigated proportionately.

Where required, incidents will be reported under RIDDOR.

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11. Health, Wellbeing and Stress Management

Thriveology recognises the importance of staff wellbeing and mental health.

We will:

- Promote a positive and supportive working environment.
- Encourage early reporting of wellbeing concerns.
- Conduct stress risk assessments where appropriate.
- Support reasonable adjustments for health conditions.

Staff are encouraged to discuss concerns with management at the earliest opportunity.

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12. Display Screen Equipment (DSE)

Employees who regularly use computers will:

- Be encouraged to take regular breaks.
- Receive guidance on workstation set-up.

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13. Manual Handling

Where manual handling cannot be avoided:

- Risks will be assessed.
- Appropriate training will be provided.
- Suitable lifting techniques will be used.

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14. Driving and Travel

Employees using vehicles for business purposes must:

- Hold a valid driving licence.
- Maintain appropriate insurance.
- Ensure vehicles are roadworthy.
- Avoid driving when fatigued.

Journey planning should consider staff wellbeing and safety.

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15. Infection Prevention and Hygiene

Thriveology will maintain appropriate hygiene arrangements.

This includes:

- Hand hygiene.
- Cleaning of sensory equipment.
- Safe disposal of waste.
- Following public health guidance when required.

16. Safeguarding and Health & Safety

Health and safety arrangements operate alongside Thriveology's Safeguarding Policy.

Where a health and safety concern places a child, young person or vulnerable adult at risk, safeguarding procedures must also be followed.

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17. Monitoring and Review

The Directors will monitor health and safety performance through:

- Risk assessment reviews.
- Incident monitoring.
- Staff feedback.
- Policy reviews.

This policy will be reviewed annually or sooner where legislative, organisational or operational changes require.

Review Date: March 2027