

# Community PRAXIS, Health and Safety Policy

## 1. Policy Statement

Community PRAXIS is committed to ensuring the health, safety, and welfare of all children, staff, subcontractors and volunteers. We recognise our duty of care and our responsibilities under relevant legislation, Health and Safety at Work Act 1974, and all associated child protection and safeguarding guidelines.

Community PRAXIS recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

Community PRAXIS accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their staff, subcontractors, clients, guests etc while in the organisation's premises or during outreach activities.

This policy is to be read in conjunction with the Community PRAXIS's portfolio policies and procedures.

## 2. Community PRAXIS's Statement

Community PRAXIS will:

- provide adequate control of the health and safety risks arising from our work activities.
- consult with our staff and volunteers on matters affecting their health and safety.
- provide and maintain safe equipment that we use.
- ensure all staff, subcontractors, volunteers are competent to do their tasks, and to give them adequate support, trained and aware of their responsibilities.
- risk assess all activities and physical spaces.
- ensure all subcontractors and contractors are fully insured and cognisant of health and safety requirements; insurances, fire safety etc.
- provide a safe and supportive environment for children and young people.
- protect children from harm, abuse, and exploitation.
- Identify and minimise risks associated with outreach activities.

This policy is to be read in conjunction with the Community PRAXIS's policies and procedures.

Community PRAXIS's Director, **Silvia P. Moncada**,

Signed



Date: 3<sup>rd</sup> June 2025

## 3. Scope

This policy applies to all employees, volunteers, subcontractors, and anyone working on behalf of Community PRAXIS involved in outreach programmes, projects and educational activities with children.

### Procedure

It is the responsibility of all staff, subcontractors and volunteers to:

- assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the CP's premises.
- familiarise themselves with all aspects of the CP's Health and Safety policy, including departmental regulations.
- Comply with all instructions given by the CP H&S Officer, for the protection of its staff and visitors.
- undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
- undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
- ensure that items of personal electrical equipment used on the premises have first been tested and authorised as safe to use. This is for insurance purposes.

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- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or stair wells.
- study and be familiar with CP regulations in regard to Fire Precautions and other Emergency procedures.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to the H&S Officer.
- Co-operate in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- Not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare

### Subcontractors

All subcontractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with our Health and Safety Policy.

Premises (not owned by Community PRAXIS) where CP's staff/subcontractors/volunteers are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the CP's policy on Health and safety.

CPRAXIS reserves the right to discipline persons contravening any of the sections above.

## 4. Responsibilities

Staff/subcontractors and volunteers must:

- Follow safe working practices and safeguarding procedures.
- Report hazards, injuries, or concerns without delay.
- Report all accidents, incidents, and near-misses to the H&S Officer as soon as possible and recorded using the designated forms and procedures.
- Cooperate with investigations and provide accurate information.
- Initiate immediate response actions and coordinate any medical attention needed.
- Conduct a preliminary investigation and submit the report to the Health and Safety Officer.
- Ensure all activities are risk-assessed.
- Provide adequate training and supervision.
- Maintain records of incidents and near-misses.
- A near miss protocol will clearly define the roles and responsibilities of all employees, supervisors, and H&S Officer/s. This section will detail who is responsible for reporting, documenting, investigating, and addressing near miss incidents.
- We will document and record evidence of the learning from the "near misses".

The Health & Safety Officer:

- Maintain the accident register and ensure all records are complete and stored securely.
- Conduct thorough investigations of significant incidents.
- Identify root causes and recommend corrective actions.
- Report notifiable incidents to regulatory authorities (e.g., HSE) within required timeframes.

## 5. Reporting Procedure

### 1. Immediate Response:

- Ensure the injured person receives medical attention.
- Make the area safe and secure to prevent further harm.

### 2. Initial Reporting:

- Complete the **Accident/Incident Report Form** within 24 hours.
- Notify the Health and Safety Officer immediately in the case of serious incidents (e.g., fatalities, major injuries).

### 3. Investigation:

- Conduct an investigation to determine the cause and contributing factors.
- Interview witnesses and gather evidence (photos, maintenance logs, etc.).
- Document findings and corrective actions in an **Investigation Report**.

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- 4. **Follow-Up:**
  - Implement corrective/preventative actions.
  - Monitor outcomes to ensure effectiveness.
  - Update Risk Assessments and procedures if necessary.
- 5. **Regulatory Reporting**
  - Certain incidents must be reported to authorities (e.g,RIDDOR) within specified timelines. The Health and Safety Officer will ensure compliance with these requirements.

### COVID 19

The requirement for every employer to explicitly consider COVID-19 in their Health & Safety Risk Assessment has been removed however, C. PRAXIS is committed to support any employee, subcontractor, learners and volunteers who are at risk of serious illness from COVID-19 and reduce sickness and the spread of respiratory infections, including COVID-19 in the workforce and within our settings.

CPRAXIS will follow the current government rules and guidelines on keeping safe in the workplace and we are committed to talk to our staff, learners, subcontractors and volunteers and ask them what they need to keep safe at work.

CPRAXIS will consider the needs of all stakeholders at greater risk from COVID-19, including those whose immune system means they are at higher risk of serious illness from COVID-19. There is specific guidance for people whose immune system means that they are at higher risk, because they have a reduced ability to fight infections, such as COVID-19. [www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace#risk-assessment](http://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace#risk-assessment)

### **Maintain a clean workplace**

CP is committed to keep all our settings clean to reduce the risk of infection so that we can reduce sickness in our settings. It's especially important to clean surfaces that people touch a lot. Staff can be supported to maintain a clean working environment by providing them with cleaning products, soap and hot water, and/or sanitiser.

### **Outbreaks in the workplace**

There is no requirement to report workplace outbreaks of respiratory infections to your local public health team. However, if we experience high levels of people with respiratory symptoms in our settings the actions detailed above could help to reduce the spread, so we will apply them more rigorously. The Health and Safety Executive provides guidance on how to assess and improve ventilation in line with health and safety requirements under Workplace (Health, Safety and Welfare) Regulations 1992. Detailed COVID-19 specific guidance for workplaces and public buildings is provided by the Chartered Institution of Building Services Engineers (CIBSE) for those who wish to put additional measures in place.

**RIDDOR reporting of COVID-19** There is guidance on the circumstances when you should make a report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus through either deliberately working with the virus or being incidentally exposed to it. This must be reported as a case of disease due to exposure to a biological agent
- a worker dies as a result of occupational exposure to coronavirus through either deliberately working with the virus or being incidentally exposed to it. This must be reported as a work-related death due to exposure to a biological agent

Health and Safety Executive: [www.hse.gov.uk/riddor/coronavirus/index.htm](http://www.hse.gov.uk/riddor/coronavirus/index.htm)

### **6. Record Keeping**

- All reports and investigations will be kept on file for a minimum of **up to 5 years** (or longer if required by law).

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- Data will be used to analyse trends and improve safety practices.

### 7. Training and Awareness

- All staff, subcontractors, learners and volunteers will be trained in this protocol during recruitment and through regular refreshers.
- Staff, subcontractors and volunteers will receive regular training in safeguarding, child protection, emergency procedures, and health and safety best practices including near misses record and documentation evidence of the learning from the “near misses.

### 8. Safeguarding Children

- Staff, subcontractors and volunteers must complete a DBS (Enhanced Disclosure and Barring Service) check before commencing any work.
- A Designated Safeguarding Lead (DSL) will be appointed.
- Any concern about abuse, neglect, or risk of harm must be reported immediately to the DSL and documented appropriately.

### 9. Risk Assessments

- All outreach locations and activities will be risk-assessed in advance.
- Risk assessments must include transport arrangements, venue safety, first aid availability, and emergency protocols.
- Any special needs or medical conditions of participating children must be considered.

### 10. First Aid and Medical Needs

- At least one first-aid trained staff member must be present during outreach activities.
- Emergency contact and medical information must be collected and securely stored.
- Any incidents must be recorded in the incident log and reported as necessary.

### 11. Supervision and Ratios

- Maintain appropriate adult-to-child ratios based on age and activity risk.
- Ensure constant supervision during all activities, including travel and transitions.

### 12. Transportation Safety

- Only insured and licensed drivers may transport children.
- Seat belts must be worn at all times.
- Written consent from parents or guardians is required for transportation.

**13. Planning, monitoring and review** of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

Community PRAXIS will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy
- Consult with our employees on matters affecting their health and safety
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure H&S
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure that minimum standards that will be adopted by CP are those required by law, although the organisation will always seek to exceed these where there is a demonstrable benefit.
- Provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Minimise the risk of accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.

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- Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees.
- Ensure that the premises under the Community PRAXIS's control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access and egress.
- Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' welfare at work.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or another emergency.
- Make risk assessments periodically and issue corrective instructions.

The day-to-day responsibility and administration of the policy shall be the responsibility of the Community PRAXIS's Director and designated H&S Officer Silvia P. Moncada. The H&S Officer may, in clearly defined terms, delegate such authority in writing to the staff member of any of the premises administered by Community PRAXIS. The CP Director/H&S Officer shall be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974.

**This policy will be reviewed annually or following any serious incident, change in legislation, or organisational structure. CP Director will review this Policy to ensure those with delegated responsibilities annually make a personal inspection of the appropriate premises, procedures and records.**

Date approved or amended	Signed	Role
1 <sup>st</sup> Sept 2024	Silvia P. Moncada	Company Director
2 <sup>nd</sup> June 2025	Amended Silvia P. Moncada Company Director	Company Director

### 14. Acknowledgement

I confirm that I have read and understood the Community PRAXIS's Health & Safety Policy and agree to abide by its terms.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_