

The policy applies to all staff, volunteers and anyone working with, or on behalf of, Wellbeing 4 Life CIC (hereafter referred to as “Motivated Minds”).

1. Introduction

Under health and safety law, the responsibility for managing work-related risk falls upon those who create that risk. This applies whether the risk maker is an employer, an employee, self-employed, an occupier of a premise, a designer or a manufacturer or supplier of articles or substances.

For employers, this responsibility, or duty of care, extends to cover anyone who could foreseeably be harmed by any activities associated with the employer’s undertaking. Whilst employers may delegate the performance of certain tasks to others, for example through the line management structure or by contracting out to third parties, the responsibility for ensuring that the duty of care has been met remains with them. Consequently, employers need to implement suitable governance arrangements to provide the necessary reassurance that delegated tasks, including those contracted out to third parties, have actually been carried out, and to take appropriate corrective action where this is found not to be the case. The extent of any monitoring should be proportionate to the degree of risk created.

Health and safety law also imposes a duty of care on individuals to anyone who may be affected by their acts or omissions in the course of carrying out their employer’s undertaking. The extent of this duty will depend on the degree of control that the individual has over the way in which work tasks are performed.

2. Legislation & Guidance

Legislation	Description	Link
Health and Safety Executive (HSE). The reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR).	The Health and Safety at Work Act 1974, often referred to as the HSW is the main piece of UK legislation detailing the duties of employers regarding health and safety in the workplace. Its general principle is that employers have a duty to protect the health, safety and welfare at work of all of their employees and customers.	www.hse.gov.uk
The Management of Health and Safety at Work Regulations 1999 (MHSWR)	Every employer shall make a suitable and sufficient assessment of— (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,	https://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made
Control of Substances Hazardous to Health Regulations 2002	COSHH is the law that requires employers to control substances that are hazardous to health and includes nanomaterials	https://www.hse.gov.uk/nanotechnology/coshh.htm

3. Purpose and Aims

Motivated Minds recognises that good standards of health, safety and welfare are an integral part of good management. We aim to meet our health, safety and welfare commitments, so far as is reasonably practicable, by:

- Achieving legal compliance, as a minimum, but striving for good or best practice where it is appropriate and proportionate to do so
- Assessing the significant risks associated with our business activities and implementing sensible and proportionate control measures to reduce the risk of injury and ill-health and damage to property or the environment
- Embedding consideration of health, safety and welfare matters when planning and coordinating all business activities to enable the early identification of unacceptable risks and the implementation of satisfactory control measures
- Providing adequate information, instruction, training and supervision to our employees, partners, contractors and volunteers to encourage ownership of health, safety and welfare matters and to enable each person to carry out their duties safely and to contribute to the overall delivery of the aims of this policy
- Taking appropriate, timely and proportionate corrective and preventative actions to manage intolerable risks identified by monitoring, auditing and investigative activities.

4. Roles & Responsibility

- The Managing Director and the Board of Directors to ensure Motivated Minds has effective policies and procedures in place in accordance with legal requirements
- The Managing Director will monitor compliance with all policies and procedures
- This policy will be reviewed, by the Board of Directors on a bi-annual basis or amended in the light of changes to legislation and/or relevant case law.
- All employees are reminded of their legal duty to:
 - a) take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
 - b) inform their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR);
 - c) inform their employer of any shortcomings in the employer's protection arrangements under MHSWR and; d) co-operate with their employer's health and safety arrangements under the MHSWR.

5. Training

There is a legal requirement to take account of an employees and volunteers health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees and volunteers with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role). Motivated Minds ensures that all team members are given access to training and development appropriate to their role and risks they are exposed to. By providing the appropriate health and safety training Motivated Minds seeks to:

- Ensure staff and volunteers are not injured or made ill by the work they do
- Develop a positive health and safety culture, where health and safety working becomes second nature to everyone
- Find out how to manage health and safety better
- Meet it's legal duty to protect the health and safety of the staff

Records of training are kept on HR file.

6. Communication & Consultations

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities. Motivated Minds will communicate and consult through the following:

- One to One's
- Team meetings
- Programme planning
- Staff room notices

7. Risk Assessments

Risk Assessment is a legal requirement. Staff in a line management or supervisory position, including programme leads are responsible and accountable for the health and safety of the people, activities, and projects that they supervise. They must be aware of the health and safety issues, including any significant risks and control measures, relevant to their activities and projects. It is the responsibility of the person supervising hazardous activities that are to be carried out to ensure that a **Risk Assessment (Appendix A)** has been carried out and suitable and sufficient control measures implemented before commencement of that activity. This assessment should take due account of the inexperience or other reasonably foreseeable vulnerabilities that our customers may have. Risk assessments must be reviewed every 6 months.

8. Control of Substances Hazardous to Health (COSHH)

Motivated Minds has a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees, volunteers, contractors and customers from coming into contact with substances hazardous to health.

8.1 Chemicals and material

It is our policy to, wherever possible; avoid the use of substances that have the risk of being hazardous to health. Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions and treatments.

8.2 Measures and provisions

We have conducted a risk assessment in relation to all substances in our operations and concluded that no substance presents a high risk.

- At present all chemicals used are of domestic standard for household use and therefore do not present any threat to health and are safe to use.
- All new chemicals and substances used are risk assessed before use.
- In the case of any substance potentially hazardous to health, a COSHH risk assessment is completed, and control measures shared with staff and implemented.
- The Managing Director maintains a COSHH folder of hazardous substances in use, which lists the substance and its location (which is kept in the locked cleaning cupboard in the HAPPY Hub: Basildon), the safety data sheet, and the risk assessments. The folder is available for all staff to access at any time.
- Any cleaning equipment or potentially hazardous substances are stored securely
- All substances are correctly stored in clearly labelled containers.

9. Personal Protective Equipment (PPE)

Motivated Minds has a duty under the PPE Regulations, to provide suitable equipment and clothing to protect employees from the risk of harm or injury during the course of their employment/volunteering role. Any PPE is to be returned on termination of employment or volunteering role.

10. First aid & Incident Reporting

A basic first aid kit containing recommended minimum materials is kept in both kitchen areas in the HAPPY Hub: Basildon. All first aid trained team members will be displayed, under the Health & Safety header on the staff notice board area. All incidents are reported following the **Incident Policy (009)** protocols and then given to the Managing Director to follow up. All records will be kept for a period of 1 year.

Staff will receive First Aid training every 3 years, if not before whilst in service to Motivated Minds.

11. Fire Safety

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged.

Motivated Minds are legally obliged to safeguard our employees against exposure to the hazards associated with fire. For these reasons, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- inspection of the structure of the premises for fire safety annually
- fire detection equipment to be installed and inspected regularly
- fire alarms will be regularly tested
- fire suppression apparatus will be inspected regularly
- emergency lighting will be provided as appropriate
- fire extinguishers will be placed at clearly labelled fire points
- emergency exit routes and signs to be kept clear at all times
- we will train staff in the use of extinguishers, procedures for fire drills and evacuation
- Records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire log book.

12. Waste Disposal

Waste must be disposed of in an appropriate manner, daily, into the designated outdoor bins.

13. Consequences of Non-Compliance

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health and safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct. The Schools HR policies give full details on disciplinary and misconduct procedures.

14. Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is available.

Quick Guide Responsibilities

Health & Safety Co-ordinator & Policy Reviewer	Carla Andrews
Report Health and Safety Accidents/Incidents to:	Carla Andrews
Person(s) responsible for undertaking Health and Safety Inspections:	Carla Andrews Lisa Swallow
Fire Marshals:	Carla Andrews Lisa Swallow
Fire Assembly Point(s):	Service Yard at rear of HAPPY Hub
Day and Time of Weekly Fire Alarm Tests:	Tuesday 9am
First Aiders/Appointed Persons:	Carla Andrews Lisa Swallow Sarah Bunce Joanna Line
Where to Find	
First Aid Kit	Staff Kitchen Communi-TEA Cafe
Incident Report Forms	Incident Report Policy Appendix A
Fire Alarm & Emergency Lighting Record	Health & safety Policy Appendix B
Risk Assessments	Health & Safety Policy Appendix C

Event Risk Assessment Form

Event Name:		Date:		Time:	
Location:		Event Organiser:		Assessor:	

1. Identify hazards. Consider all the activities within your event and mark boxes where significant hazards apply.

1.	Lone Working		7.	Delivery Area Location / Layout	*	12.	Fire Hazard		19.	Travel (Public / Private Hire)	
2.	Communication		8.	Lighting levels		14.	Violence to Staff / Volunteers / Customers		20.	Crowd Control	
3.	Slips, trips, housekeeping		9.	Heating and ventilation	*	15.	Confined Space		21.	Behaviour of Clients	
4.	Fall of people		10.	Electrical equipment		16.	Manual handling		22.	Safeguarding	
5.	Fall of objects		11.	Noise and vibration		17.	Outing / Trip		23.	Other, please specify	

2. Who may be at risk at your club event? Mark the relevant boxes.

Employees/Volunteers		Contractors		Clients		Visitors	
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3. Risk controls for your event.

Complete the section below for each hazard identified in Section 1.

Hazard No	Hazard Description	Existing Controls	Risk Level			Further Action Needed
			High	Medium	Low	

First Aid box Location: Kitchen

Contents Checked: Yes / No

Cleaning Apparatus Location: