

HEALTH AND SAFETY POLICY

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone affected by our work.

It is expected that health and safety implications will be fully considered in the making of any business decisions and treated with equal importance as all other management functions.

1. The organisation will:

- i. provide and maintain equipment and machinery that is safe and without risks to health;
- ii. Ensure safety and the absence of risk to health in connection with the use, handling and storage of articles and substances;
- iii. Provide and maintain a safe working environment;
- iv. Provide and keep safe and without risks to health all means of access to and egress from the place of work;
- v. Provide such information, instruction and training as is necessary to ensure the health and safety at work of all its staff;
- vi. Ensure that any relevant legislation, regulation and codes of practice are observed and implemented and ensure that employees are informed as appropriate.

It is understood that this part of our policy cannot be implemented without the full co-operation and support of staff. We therefore urge you to play a full and active part in both the further development and in the carrying out of this policy. In this context, all managers, will encourage active discussion and dialogue.

Connect Us Academy CIC accepts that it also has a responsibility to take reasonable account of the health and safety of all persons who may be affected by its activities, in addition, that staff take care of their own health and safety and that of others while at work and while undertaking work activities.

Adequate resources will be made available to implement this Safety Policy in full and our policy will be kept under review and revised from time to time, as appropriate.

New staff will receive induction safety training, and our health & safety policy will be explained on their first day of work with us. Aspects covered will include awareness of first aid provision, fire and emergency procedures, hazards identified in their duties etc.

1.1 Staff responsibilities

- i. Report any hazard or other health safety issues within the working environment to your Line Manager;
- ii. Make yourself familiar with and conform to the organisation's Health and Safety Policy at all times;
- iii. Understand and fully comply with Health and Safety procedures applicable to your work area;
- iv. Work with due care and attention at all times and use all equipment supplied in a correct and safe manner;
- v. Report all accidents/near misses which have lead or may lead to damage to structures, equipment or people to the Head of Programmes immediately;
- vi. Co-operate fully in the investigation of any accident/near misses;

- vii. Report any absence from the company caused by illness or an accident;
- viii. Obey any safety rules, particular regarding the use of PPE (Personal Protective Equipment) or other safety equipment.

1.2 Fire safety

All staff should familiarise themselves with the fire safety instructions at each location they are delivering activities in.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point; please familiarise yourself with where this is in your working location.

1.3 Risk assessments and measures to control risk

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties because of our activities, and to identify any measures that need to be taken to control those risks.

We will undertake assessments of risk that arise from our work activities in the following way:

- Consider each activity undertaken at work
- Identify the significant hazards
- Assess the risks that the hazard presents
- Eliminate the hazard or where this is not reasonably practicable, reduce the risk to an acceptable level by implementing suitable and effective corrective or control measures
- Monitor the arrangements
- Review the assessments at least annually

1.4 First Aid Arrangements

The practical arrangement for ensuring the sufficient First Aid provision is maintained including the following:

- i. An accredited first Aider is available at each activity with appropriate first aid kit. First aid would only be administered within acceptable boundaries of a first aider. Emergency Services will be called when required.

1.5 Fire Safety and Evacuation Plan

In accordance with the legal requirements of Fire Precautions Act 1971, all staff are required to follow the Fire Safety and Evacuation Plan of the outreach location they are delivering activities from.

Make sure that each outreach location (if a building) has procedures in place as required under The Regulatory Reform (Fire Safety) Order 2005, concerning fire prevention and safety, relating to fire doors, escape routes, fire notices, fire drills and the maintenance of fire extinguishers etc.

All staff must ensure that they are aware of the instructions and procedures relating to fire and other emergencies at these outreach premises.

Training will be put in place for all staff in safe escape procedures or what to do in the event of an emergency.

On discovering fire:

- i. On hearing the alarm all staff must vacate the building quickly and calmly escorting all young people/visitors in their care.
- ii. The Fire Officer / Deputy Fire Officer or senior member of staff will take responsibility by:
 - a) Phoning the Fire Brigade

- b) Ensuring all staff / young people / visitors have left the building and the relevant room checks have been made
- c) Removing all session and visitors' registers
- d) Ensuring everyone is assembled at the Assembly Point, reporting to the Fire Officer / Deputy Fire Officer or senior member of staff so registers can be taken of all staff / young people / visitors
- e) Ensuring everyone remains at the Assembly Point until further instruction by the Fire Officer or Deputy Fire Officer

1.6 Electrical Equipment

All electrical equipment will be inspected and maintained regularly for the risk of electrical hazards. A competent person will carry out testing of all electrical equipment.
Electrical installations used will be of the correct voltage and suitable for the job to be undertaken.

Reviewed: 19/10/2025

B S Khuman Director