




## Health and Safety Policy More Education and Subsidiaries

Policy Name	Health and Safety
Version Number	V2
This policy was developed by	CEO
These people were consulted/ involved in developing the policy	Trustee in Charge of Health and Safety
This Policy was adopted by	Trustee Board
Date	September 2024
Signed (CEO)	



More Education is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, More Education is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process
- consulting with our workers on matters affecting their health and safety
- providing and maintaining safe premises and equipment
- ensuring information, support and guidance is provided on the safe handling and use of substances
- ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

### **The More Education Board of Trustees**

The Board of Trustees is ultimately responsible for the Health and Safety policy and practice of More Education. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

### **Employees and volunteers**

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with More Education T/A Koala with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.



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- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into More Education T/A Koala, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

### **Accident Reporting**

It is the responsibility of the Health and Safety Officer to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; an accident book is kept in each building that Koala operates community sessions or provides education in.
- All accidents will be investigated by Health and Safety Lead and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

### **Procedures and Guidelines**

Whilst the More Education Trustee Board has overall responsibility for Health and Safety, the Health and Safety Officer is responsible for co-ordinating the day-to-day implementation of the Health and Safety policy and procedures. This includes:

- Regularly meeting with the CEO / First Aiders / Fire Wardens to discuss issues
- Ensure all staff are adequately trained and supported to carry out their roles
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents to the Board of Trustees
- Ensuring that Health and Safety information is included in new volunteer and staff inductions



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## First Aid

- **Mark Rist, Tori Rist and Becky Chipperfield** are currently first aid trained
- The First Aid kit will be regularly checked and restocked by the Health and Safety officer
- A First Aid box will be kept the main communal area for sites that are occupied by Koala
- The Accident Book is kept in a confidential place within sites that are occupied by Koala

## Fire Safety

- The Fire Safety Officer is: **Cheryl Bartlett** [cheryl@moreeducation.co.uk](mailto:cheryl@moreeducation.co.uk)
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly
- The Fire Alarms are on each floor of the building
- The Fire Extinguishers are on each floor of the building
- Fire Drills will be held as per the Fire Risk Assessment document
- The Fire Exits are detailed in the Fire Risk Assessment document

## Insurance

The group has appropriate insurance for its needs. This is policy number S29540 through Markel Insurance. The insurance is arranged through: Laura Gallagher | Account Handler,

Innovation Broking

20 St Dunstan's Hill, London, EC3R 8HL

t: 01923 222211

d: 02080753987

e: [laura.gallagher@innovationbroking.com](mailto:laura.gallagher@innovationbroking.com)

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## Risk Assessments

All More Education's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people, vulnerable adults and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept by Health and Safety Lead and regularly reviewed and updated. The risk assessment template can be found separately, as HAS003.

- Whilst every risk assessment is different, it is likely that they will cover the need for:
- Consent and Information forms for young people



- Information and emergency contact details for workers
- Continuous implementation of More Education T/A More Education safeguarding and Child Protection Policy and Procedures
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club
- Appropriate insurance for all activities
- Adequate worker ratios, training and supervision for all activities

### **Accident Reporting Policy – RIDDOR**

**Introduction:** The aim of this policy is to describe the action to be taken by employees in response to major injuries, dangerous occurrences, minor injuries, other incidents, near misses, and occupationally acquired diseases.

**Policy Statement:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

Reports must be made to the CEO on a completed Accident/Incident Report Form. The decision on whether to make a statutory report to the HSE, will be made on behalf of EMA by the Board of Trustees. Full and prompt completion of an Accident / Incident Report Form is essential so that Employ My Ability (EMA) can make any necessary statutory reports to the HSE, monitor and review incidents, and take action if necessary.

Note: The form also satisfies legislation for employees to notify their employer of all accidents at work. Following a major injury to an employee or a dangerous occurrence as defined in the Regulations the CEO will make a report to the local HSE office.

Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, may need to be reported to HSE in the same way. The CEO must also make a report to the HSE if an employee, after an injury at work, is absent from work or unfit to carry out their normal duties at work for more than seven consecutive days. In this case, the report must be made, in writing, within 15 days of the accident.

Further information may sometimes become available after an Accident/Incident Report Form has been submitted (e.g. an employee may be subsequently unfit for work for more than 7 consecutive days, or a seemingly minor injury may later require medical treatment). In such cases, the CEO must be notified as soon as possible so that a report to the HSE can be made if necessary.



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Copies of reports to the HSE are made available to the recognised trades unions, according to the requirements of the Safety Committees and Safety Representatives Regulations 1977. The CEO should routinely investigate all accidents or incidents where reporting to the HSE is required, and will also investigate some others, even where minor injuries or less serious incidents are involved.

**Contacts:**

**Health and Safety Officer:** Tori Rist, CEO: 07799 742972, [tori@moreeducation.co.uk](mailto:tori@moreeducation.co.uk)

**Chair of Trustees:** Charlie Portlock [charlie@moreeducation.co.uk](mailto:charlie@moreeducation.co.uk)

**Fire Safety Officer:** Cheryl Bartlett, Operations Manager: 07444 599083,  
[cheryl@moreeducation.co.uk](mailto:cheryl@moreeducation.co.uk)