Health & Safety Policy

Policy Information

Responsible Person	**Wayne Stewart**
Date	**03/09/2026**
Review Date	**03/09/2027**
Review frequency	**Annually**
Version No.	**1.3**

Introduction

It is the policy of New Roots Workshop CIC based at Brandon Ball Skills Academy, Shillingford Road, Alphington, Exeter, EX2 8UB to take all reasonable steps to ensure the health, safety and welfare of its staff (including volunteers), all visitors, students/young people, contractors and temporary workers, as well as members of the public who might be affected by New Roots Workshop CIC operations and activities.

All staff and volunteers will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective. Staff information shall initially be in the form of an induction into the role and responsibilities. Regular reviews shall be put in place to ensure that adequate knowledge and training is updated.

New Roots Workshop CIC will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974 and any subsequent amendments or additions thereto.

However, it is the duty of each member of staff to take reasonable care of their own and other people's welfare, to be aware how others can be affected by their own acts or omissions, and to report any situation which may pose a threat to the wellbeing to them or any other person. If any members of staff are unsure how to perform a certain task or feel it would be dangerous to perform a specific job, then it is the staff members duty to report this to the Director **Wayne Stewart**, who is also the Health and Safety Officer. **Alan Tozer**, Director, will take Wayne's place should he be absent.

New Roots Workshop CIC will endeavour to communicate to staff their commitment to Health and Safety and to ensure that staff are familiar with the contents of this policy. All staff are expected to co-operate with Health and Safety Officer and to accept their duties under this policy.

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Staff Health and Safety

- All staff should take care when handling or using heavy equipment/materials to minimise the risk of injury.
- Work sites must be kept tidy and, where practicable, clean.
- All spillages to be cleaned immediately.
- Cables and trailing materials should not be left in any walkway.
- Be aware that, due to the nature of operations, the outside environment can be hazardous, especially when wet and suitable footwear should be always worn.
- Sharp objects are stored carefully and safely.
- All staff must always be aware of any moving vehicle.
- No tools or equipment to be used without manufacturers recommended shields, guards and attachments.
- All tools must be securely and properly stored when not in use; all tools and equipment to be well maintained. Any defects reported to Wayne Stewart, Director.
- Persons using machine tools must not wear clothing, jewellery or hair in such a way as might pose a risk to themselves or others safety.
- No tools should be used other than for its specific use as designed by the manufacturer.
- Lifting and moving of heavy objects should always be done by mechanical devices wherever practicable. All equipment used should be appropriate for the task.
- When lifting an object off the ground, staff should assume the squatting position, keeping the back straight as recommended by Manual Handling Operations Regulations (MHOR, 1992).
- Working at Height Regulations (2005) will be followed, and where possible amendments to tasks/activities implemented to prevent staff from working at height.
- Every activity needs to be risk assessed and a written risk assessment must be completed.

New Root Workshop CIC will ensure that all staff have been trained in proper fire prevention and emergency procedures. In the event of the fire, or in any other emergency, all staff must assemble at the designated assembly point, under control of Vistry Group. The Director will initiate emergency procedures.

Legislation

Accidents, Diseases and Dangerous Occurrences legislation requires that certain prescribed events, injuries and diseases be formally reported. Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2024 (RIDDOR).

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Notwithstanding our legal obligations, New Roots Workshop CIC views accident investigation as a valuable tool in the prevention of future incidents.

Reporting

In the event of an accident resulting in injury, a report will be written by the Health and Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams where possible
- The nature and severity of the injury sustained
- The identity of eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts should be taken as near to the time of the incident as possible. The completed report must be submitted to the Health and Safety Officer who will attempt to ascertain why the incident occurred and what action should be taken to avoid a recurrence of such incident. Any measures deemed necessary to avoid recurrence will be put into effect as soon as possible after passing by the Director.

The Health and Safety Officer is responsible for reporting all cases of accident and disease to the relevant enforcing authority e.g. Control of Substances Hazardous to Health (COSHH), Manual Handling Operations Regulations 1992 9 (MHOR) Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2024 (RIDDOR). Accidents reportable; RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Risk Assessment

The Director will be Health and Safety Officer for education sessions and will be responsible for all risk assessments at the workshop.

No staff should work with Young People without another individual being present on site at the New Roots Workshop CIC. In the event of the Director being off site, an alternative member of staff should be given authorisation in the event of an emergency or accident.

- Site risk assessment. These will be conducted and updated at the beginning of each half term and updated as changes occur to the site over the half term and kept in the staff handover file.

- Daily risk assessments allow any change in risk factors since last visit to be assessed, and control actions taken. Dynamic ongoing risk assessments will form part of good practice throughout each session.
- Staff will be briefed about risk assessments and activity plans for the session. Staff and volunteers will be briefed following any changes to any of the students or changes in activity at the workshop.
- Changes to risk assessments will be discussed at morning team meeting.

The factors below will change the risk assessment of activities throughout the day, and the Director will dynamically risk assess and change activities as is appropriate for the health and safety of students and staff. These may be associated with:

- Changes with students that day
- Changes in weather conditions
- Visitors to site
- Protocols for using fire, tools and machinery

Weather conditions

Weather conditions will be deemed unsuitable in conditions of high winds, high wind chill factor or torrential ongoing rain or snow. Other adverse weather will be assessed in the daily risk assessment and in the case of severe weather the New Roots Workshop CIC will contact schools, the local authority and parents & carers.

Higher risk activities such as students and staff working with tools, machinery, have their own risk assessments, comprehensively covering specific risks. Staff, students, parents and schools are all permitted to request access to these risk assessments.

First Aid & Insurance

The Director is the trained First Aider on site, with a certificate in First Aid. He will also be responsible for the maintenance and replenishment of first aid equipment.

- New Roots Workshop CIC has public liability, employers' liability and professional liability insurance with Markel Insurance Limited, to cover activities delivered in the workshop.
- A site risk assessment will be conducted at the beginning of each term.
- Dynamic risk assessments will occur throughout the day by staff and reported as changes occur.
- An activity risk assessment will be conducted at the beginning of new activities being introduced to the programme and updated as appropriate.

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- Young people will only attend sessions when an enrolment form has been completed, which will include health and medical information, and any additional needs students might have.
- Parents and schools will be informed that students need to wear appropriate clothing and stout footwear.
- All tools, resources and materials will be safely stored and secured where appropriate.
- Personal protective equipment with appropriate safety marking to be worn as necessary when handling tools.
- Whilst at the New Roots Workshop CIC setting, student and staff safety will be maintained by negotiating safe boundaries and maintaining direct, line-of-sight supervision by accompanying adults or direct one to one support as is necessary for the activities and students that staff are working with.
- Following an Accident or Emergency, details are recorded on RecordMy, parents/ schools are to be informed, all entries to be kept on the New Roots Workshop CIC safeguarding software.

Medicines

Upon applying for a student place at New Roots Workshop CIC, any medication routinely taken by the young person must be recorded on the enrolment form, including the name of the medication, the dosage, when it should be administered.

The young person's doctor's surgery contact information should also be provided.

After the enrolment form has been received, a medication details form will be sent by New Roots Workshop CIC to the parents/guardians of the student. The form must be completed with the student's name, the name of the medication, the dosage required, the time it should be administered and any further details pertinent to the administration of the medication e.g. must be given with food. The parent/guardian must have signed and dated the declaration.

Medication is **stored on site in a locked cabinet in the New Roots Workshop CIC office.**

Food & drink

- Lunch and snacks will be eaten in a clean, appropriate & designated space close to hand washing facilities.

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Handwashing

The handwashing policy at New Roots Workshop CIC is to clean hands thoroughly in warm running water with soap especially for students on entry and exit from the centre and multiple times through the day.

Toilets

The main toilet is at the setting and all students and staff should be able to have access to these facilities should they need them.

Transport

Transport will be in cars with suitably insured and DBS checked member of staff. This staff member at New Roots Workshop CIC setting will be Wayne Stewart, Director.

Outings from the workshop will have parental / carer consent.

Admission procedures

Admission forms signed and dated, any details of EHCP / reports are to be given to the New Roots Workshop CIC prior to the young person starting on site.

Admission forms incorporate all the contact details, medication details and consent to photographs.

Student incidents

All accidents, incidents and safeguarding issues are recorded onsite.

The Director / Safeguarding Lead will follow up any concerns with students directly with parents or the school contacts.

Attendance

Attendance is recorded and reported as a percentage for each student. All staff recorded and any absence recorded. All visitors to sign in.

Equipment

Students must be equipped with suitable clothing and footwear for the workshop.

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Spare equipment will be provided for those that need it. If students cannot be equipped with suitable clothing to be comfortable and safe, session planning will need to take this into consideration.

First Aid Kits

First Aid including eye wash station is within the setting.

Drinking Water

Drinking water will be provided on site, for off-site provision fresh drinking water should be carried in small water containers for each session and disposed of after session is completed.

Tools & Machinery

Sharp tools will be maintained and sharpened regularly and kept in a secure and lockable space. Information on the update of sharps will be kept in the risk assessments.

- Machinery on site will only be used by staff members.
- Hand tools only to be used by students/young people.
- This policy will be reviewed annually, or as and when there are any changes in the law or procedures.



Sig:

Name: Wayne Stewart

Position: MD New Roots Workshop CIC

Date: 03/09/2026

Review: 03/09/2027

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