

Health and Safety Policy

Overall responsibility for Health and Safety:	CEO
Day to day responsibility for Health and Safety:	Operations Manager
Approver:	Board of Trustees
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1. Introduction

The commitment of Saturday Club Trust (SCT) to health and safety forms part of our wider agenda of social responsibility, sustainability, corporate governance and the management of risks, and ultimately the quality of education delivered to our young people.

This policy recognises our highest regard for health and safety, which can only be implemented with the full co-operation of everyone within the organisation and all external collaborators supporting our activities. I believe it is essential to foster a culture where everyone is aware of their individual health and safety responsibilities and is actively engaged and committed to improving standards of health, safety and welfare.

We expect this same level of commitment from anyone we work with, including Host Institutions, contractors and partners, each of whom must take active care of their own and others' safety. Each of us must accept our personal roles and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk-free environment for everyone.

A handwritten signature in black ink that reads "Lucy Kennedy". The signature is written in a cursive style with large, rounded loops for the letters 'L' and 'K'.

Lucy Kennedy, CEO

2. Aim, objectives and principles

2.1. Policy Aim

This policy supports SCT's goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, young people, contractors and others who may be affected by our work activities.

2.2. Policy Objectives

- to conduct all our activities safely and in compliance with legislation and best practice;
- to provide safe working conditions and equipment;
- to promote a positive safety culture;
- to ensure our procurement promotes best practice in health and safety;
- to establish targets, action plans and regular reviews for continuous improvement of health and safety performance;
- to report our health and safety performance both internally and externally, including an annual progress report to the Board.

2.3. Policy Principles

Control - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.

Co-operation - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.

Communication - communication of health and safety information is essential and care must be taken to continually review and improve this. SCT promotes the sharing of best practice and transparency.

Competence - developing the health and safety competence of Board members, managers, employees, and contractors is at the heart of successful health and safety management.

These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop and thrive.

3. Organisational structure and responsibilities

SCT activities are undertaken in partnership with Higher Education Institutions (HEI), Further Education (FE) colleges, museums, galleries, schools and professional organisations (Host Institutions). This includes any activities in relation, but not limited, to the National Saturday Club.

Host Institutions are responsible for the operation of the National Saturday Club regular weekly activities, which take place at their premises and the organisation of group trips including attendance at SCT's national events. All activities are under the supervision of the Host Institution's coordinators or tutors. The Host Institutions are responsible for the safety and welfare of the young people at all times whilst they are engaged in SCT activities.

SCT provides the National Saturday Club programme framework and facilitates the network and centralised coordination of overall SCT activities taking place at Host Institutions across the UK. SCT augments the core activities delivered by Host Institutions through the organisation of termly national events for all members of the National Saturday Club to attend.

The following section details the specific health and safety roles within SCT, as well as the health and safety responsibilities of Host Institutions, contractors and partners who are essential to SCT functions:

3.1. Board of Trustees

Ensures the work of the organisation is conducted in accordance with SCT's policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

3.2. CEO

Takes overall responsibility for SCT's health and safety performance and in particular is required to ensure that:

- i. decision making is in line with SCT's policy and procedures for health and safety and any statutory provisions set out in legislation;
- ii. adequate resources are made available for health and safety;
- iii. health and safety performance is continually reviewed;
- iv. suitable action plans for improving health and safety are developed and implemented.

3.3. Operations Manager

The Operations Manager is responsible for SCT's day-to-day health and safety operations and safe management of events and activities organised by SCT, including:

- i. *all activities and events organised by SCT*: Supervisory safety for all involved or affected by activities, conducting and checking risk assessments, consulting employees, accident reporting, work-related ill-health, safety guidelines, briefing and training;
- ii. *emergency procedures*: Monitoring emergency procedures of venues for national events and activities, fire and evacuation;
- iii. *external liaison*: Policies, risk assessments and relevant insurance checks with venues and contractors involved in activities organised by SCT, shared partner network information;
- iv. *internal processes*: Monitoring, supervision, instruction and checks, in-house training and induction programmes;
- v. *other*: Maintaining equipment and information, checking First Aid boxes are correctly stocked and up-to-date, assessing and organising any personal protective equipment (PPE) requirements.

3.4. Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to SCT's procedures. In particular, all employees, including trustees, staff, freelancers and volunteers are required to:

- i. take reasonable care for the health and safety of themselves and others who may be affected by what they do or fail to do at work;
- ii. co-operate with all managers, team leaders and supervisors on health and safety matters; familiarise themselves, and act in accordance, with any health and safety procedures which have been issued to them or otherwise brought to their attention;
- iii. act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
- iv. make full and proper use of any PPE and clothing provided to them, in accordance with instructions or training received;
- v. report any loss of, or obvious defect in equipment, such as PPE, to their line manager or the Operations Manager;
- vi. not take part in any horseplay or interfere with or misuse anything provided in the interest of health, safety or welfare;
- vii. report any accident/incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on SCT premises or sites or affected by SCT activities, which comes to their attention;
- viii. report to their supervisor or manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety;

- ix. follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

3.5. Host Institutions and Partners

All Host Institutions take overall responsibility for the management of health and safety within their Club and sphere of influence and sign to declare and agree to this in the Collaboration Agreement¹. Host Institutions are required to:

- i. ensure adequate resources are available to successfully manage health and safety within their Club;
- ii. ensure development, implementation and review of their Club's specific health and safety policy, organisation and arrangements in line with current UK law and regulations;
- iii. uphold the guiding principles for health and safety and require the same from all staff;
- iv. ensure development, implementation and review of structures and systems within their Club to promote management control, co-operation, communication and competence on health and safety matters;
- v. ensure effective proactive and reactive monitoring of health and safety at all management levels;
- vi. ensure implementation of a health and safety audit programme and monitor progress of remedial action;
- vii. carry out suitable risk assessments for all SCT activities including attending national events, adhering to any procedures or guidelines provided by SCT.

3.6. Contractors

From time to time we employ contractors to work for us or to do work on our behalf. We require them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. All contractors appointed by SCT or on behalf of SCT must be able to provide auditable evidence of their competency. A summary of their duties is as follows:

- i. show they have the necessary expertise and equipment to carry out the particular tasks they are appointed for;
- ii. ensure their work is carried out in a safe manner and their staff have been given adequate training;
- iii. contractors are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including children and young people and members of the public;
- iv. they must ensure that SCT is provided with any information available that may affect health and safety.

¹ The Collaboration Agreement is a legally binding agreement between SCT and Host Institution's (universities, colleges and cultural organisations) who deliver SCT activities for young people across the UK.

- v. where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with SCT beforehand;
- vi. all equipment provided by the contractor for use by their own staff, requiring regular inspection or testing, must be maintained and tested as required;
- vii. contractors are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan;
- viii. they must follow any procedures, rules or other guidance applicable to the work to be undertaken.

4. Arrangements for the Health and Safety Management System

The arrangements for the health and safety management system (HSMS) are systematically applied in all activities and services throughout SCT.

4.1. Organising

Responsibilities - the Board of Trustees, CEO and Operations Manager are responsible for health and safety performance and the implementation of the health and safety policy, arrangements and procedures. Specific health and safety roles and lines of responsibility have been assigned to appropriate posts within the organisation.

Consultation - consultation is achieved by standard health and safety agenda items on general team meetings where relevant, as well as an operations specific team meeting each month.

Learning and Development - health and safety competencies are core skills essential to the effective conduct of employee duties. Competencies are developed through induction and specific (e.g. manual handling, first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs.

Job Descriptions/Employee Contracts - suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.

Communication - health and safety information is communicated through line management with health and safety as an agenda item at team meetings. Trust health and safety documentation is developed and made available to all those involved in our activities.

4.2. Planning and Implementing

Risk Assessments - managers with health and safety responsibilities conduct and record risk assessments for activities using the guidelines and ensure the findings are brought to the attention of employees. Risk assessments are reviewed both periodically and following any significant changes, in order to ensure they remain suitable and sufficient.

Policy and Procedures – health and safety procedures are produced following policy review. Policy is the standards, systems and guidelines for the implementation of control measures for specific health and safety risks. Procedures are developed and implemented in accordance with the risk profile of SCT. The Trust’s policy and procedures are regularly reviewed and updated when appropriate.

4.3. Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses are included in an **Accident Reporting Form** (see **Appendix A**). An appropriate investigation of any accident, incident or near miss is carried out by the Operations Manager.

The investigation will establish the actual or underlying cause of the incident and will enable SCT to instigate additional control measures to prevent re-occurrence. The fact that there is an accident on work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is ‘work-related’ if any of the following played a significant role:

- the way the work was carried out;
- any tools or equipment used for the work or;
- the condition of the site or premises where the accident happened.

SCT recognises and accepts the legal duties placed upon it by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require SCT to report and record some work-related accidents.

The timescales for reporting and/or recording accident information for **employees** are:

- accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay **A report must be submitted to the Health & Safety Executive (HSE) within 10 days of the incident;**
- over seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for

more than seven consecutive days. **A report must be submitted to the Health & Safety Executive (HSE) within 15 days of the incident;**

- over three-day injuries will be recorded using SCT accident form and filed securely to protect any personal information. This information must be held as a record for five years.

Injuries to **young people** and **visitors** who are involved in an accident during activities directly organised by SCT are reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) only if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Relevant accidents/incidents will be reported online via the Health and Safety Executive website by the Operations Manager. SCT will contact the Health & Safety Executive (HSE) for further advice and guidance if required.

Notifying parents – parents will be informed of any accident or injury sustained by a young person under 18 years old and any first aid treatment given, on the same day, or as soon as reasonably practicable. For Club related activities, the Host Institutions hold this responsibility.

4.4. Activities and events organised by the Charity

We will always ensure external facilitators and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly;
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- ensuring that first aid training is covered within our team or available personnel at venues and/or a first aid kit is to hand, as well as awareness of what to do in an emergency;
- having a fire safety and emergency evacuation plan;
- obtaining an emergency contact number for each child, and knowing of any medical concerns or allergies. Host Institutions hold this responsibility for Club related SCT activities;
- holding registers of attendees where required by venues and it is reasonably possible to do so, in order to assist evacuation procedures;

- sharing this policy and any specific safety activity guidelines with members of staff, facilitators, contractors, Host Institutions and anyone else involved;
- identifying training requirements and developing induction programmes for employees.

4.5. Measuring Performance

Proactive health and safety monitoring is a line management function. Health and safety performance is monitored during manager and supervisor inspection in accordance with SCT health and safety policies.

Reactive measurement is by managers and supervisors implementing the health and safety policies for accident/incident reporting and investigation.

In addition, the SCT measures performance by audit, inspection and through accident/incident reporting and investigation.

4.6. Reviewing Performance

Performance is reviewed and reported at Board meetings on a formal and regular basis. Performance is measured against health and safety performance indicators and targets, and in terms of the achievement of health and safety action plans. Opportunities are sought for credible and suitable benchmarking.

4.7. Auditing

The Operations Manager ensures that suitable audit programmes are in place and audit action plans are fully implemented.

5. APPENDIX A

ACCIDENT REPORTING FORM

PERSONAL DETAILS

Person Reporting Incident:

Name

Position

Contact details

About the person who had the accident:

Name

Date of birth

Contact details (address, telephone and email address)

Occupation or relationship to the Saturday Club Trust

Host Institution details (where relevant):

Host Institution name

Club subject

Name(s) of person(s) responsible for Club and/or Health & Safety

Contact details

CONCERN/ACCIDENT DETAILS

Date & Time

Location

How did the accident happen? Give details of the cause if possible

If the person suffered an injury, provide details

Details of any medical treatment provided

NAME(S) AND ADDRESS(ES) OF WITNESSES

PARENT / GUARDIAN INFORMED (if subject is under 18 years old)

- *For National Saturday Club members, it is the Host Institution's responsibility to report to the young person's parent/ guardian.*

Date & Time

Name(s)

Contact details

Details of discussion

EXTERNAL AGENCIES INFORMED (including HSE)

Date & Time

Name(s)

How was it reported

Who reported it

Any further details

FORM COMPLETED BY

Name

Signed

Date

FOR THE SUBJECT OF THIS FORM ONLY

I give my consent to disclose my personal information and details of the accident which appear on this form to safety representatives for them to carry out the health and safety functions given to them by law.

Name

Signed

Date
