



Aspire 2 Policy	Health and Safety Policy
Approved By	Charlie Clare, Chair of Trustees
Approval Date	11th September 2023
Reviewed Every	2 Years
Review Date	11th September 2025

Health and Safety Policy

General Statement of Intent

Aspire2 will take all steps necessary to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from our work activities. We will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice.

Aspire2 will:

- Review this policy annually.
- Review specific workspace risk assessments annually or whenever the work activity changes whichever is the soonest.
- Take health and safety considerations into account when planning developments in the service, purchasing equipment and occupying new premises and take appropriate preventative/protective measures.
- Undertake risk assessments on all enrichment activity project plans. Should the activity plan result in the delivery of a project we will ensure that action required to remove/control risks will be carried out. In addition, we will report on this as part of our post project review.
- Make regular risk assessments available to team members
- Visit sites have their own Risk assessments
- Maintain accurate records of accidents and other events with health and safety implications in the accident book and review and monitor these records to establish what remedial action, if any, should be taken. Records of accidents are kept by the Development Manager
- Appoint a competent person to be Health and Safety Team Leader The current post holder is Aspire2's Treasurer, David Shepherd

2. Organisation

2.1 Aspire2's Trustee Board

The Trustee Board has overall responsibility for health and safety in its premises, and for ensuring that legal responsibilities are fulfilled, that policy objectives are achieved and that effective machinery is in place for the achievement of policies concerned with health, safety, welfare and environmental protection. The Trustee Board is also responsible for ensuring that procedures and systems are agreed and implemented. To these ends the Trustee Board will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.



2.2 Competent Team Member

The Trustee Board shall appoint a competent team member to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

A person shall be regarded as “competent” when he/she has sufficient training or knowledge to enable him/her to assist in this task.

2.3 Development Manager

The Development Manager is the nominated “competent team member” responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in their area of responsibility.

The Development Manager will ensure that all team members are informed about safety issues and that there are adequate signs about hazards and emergency procedures.

The Development Manager will bring the health and safety policy and all associated procedures to the attention of all staff and volunteers.

2.4 team members

All team members will ensure that:

- They are fully conversant with this safety policy
- They comply with this policy
- They co-operate with supervisors or managers on health and safety matters
- They take care of their own health and safety and of others who may be affected by their acts or omissions
- They report all accidents, near misses and dangerous occurrences immediately to the Development Manager
- They are fully conversant with all fire procedures applicable to the area in which they are working
- If they identify any condition which in their opinion is hazardous, they will report the situation to the Development Manager

3. Arrangements

3.1 Risk assessments

The Development Manager will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be regularly reviewed and repeated whenever any of the following factors occur:

- Change in legislation
- Change of premises
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid

Assessments will be recorded and records maintained by the Development Manager/competent person.

The findings of risk assessments will be reported to the Development Manager who will approve action to remove or control risks.



3.2 Multi-occupancy workplaces

From time to time Aspire2 shares office and project workspace with Whitley Excellence Cluster client schools. In these instances, each organisation will cooperate with each other to comply with respective health and safety obligations.

Each employer needs to take all reasonable steps to coordinate the measures they adopt to fulfil those obligations. They also need to tell the other employers about any risks their work activities could present to their employees, both on- and off-site.

3.3 Reporting and investigating of accidents and dangerous occurrences

- All accidents, dangerous occurrences and near misses will be reported immediately to the Development Manager as soon as possible after the event.
- All accidents, near misses and dangerous occurrences will be recorded in the accident book and investigated within 24 hours by the Development Manager, and he/she is also responsible for acting on investigation findings to prevent a recurrence.
- Instances of serious workplace accidents, occupational diseases and dangerous occurrences (near misses) as specified under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): www.hse.gov.uk/riddor.

3.3 Safe plant and equipment

The Development Manager or competent team member is responsible for identifying all equipment/plant needing maintenance and will be responsible for drawing up effective maintenance procedures. The Development Manager is responsible for ensuring that all identified maintenance is implemented.

3.4 Training

To comply with the general duty to provide such information, instruction, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, welfare and safety of team members, health and safety training will be provided as follows:

- At inductions
- On transfer to work at other premises
- On the introduction of new technology
- When changes are made to systems of work
- When training needs are identified during risk assessments

Records will be maintained of all health and safety training.

3.5 Planning and control

The Trustee Board will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk.

4. Consultation with staff

Consultation with employees is provided by regularly reviewing health and safety as a standing item on staff meeting agendas.