



# Health & Safety Policy

## At a glance

This policy sets a framework for the principles and arrangements for how Harry's Rainbow manages their Health & Safety requirements.

Harry's Rainbow is committed to ensuring the health and safety of those who access our service as well as staff and volunteers who support our operation.

## Who this policy applies to

This policy applies to all members of staff who work under a contract of employment with Harry's Rainbow, volunteers and to members of the Board.

Staff, volunteers, and beneficiaries are accountable for upholding the charity's standards and expectations for Health & Safety.

## Policy status

This policy is owned by the Board of Trustees. It is non-contractual and may be updated or changed by the Board at any time. Colleagues are reminded that it is their responsibility to keep up to date with policy changes.

## Related Policies

It is a requirement to ensure you familiarise yourselves with all policies listed in relation to Health & Safety, including;

Volunteer Policy

Health, Safety & Hygiene – Employee Handbook

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| Owner: Odette Mould    | Approval date: 11 June 2022 |
| Approved by: The Board | Review Date: 11 June 2023   |



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### Lone Working Policy

Overall responsibility of Health & Safety lies with the Trustee Board and the CEO (Chief Executive Officer) of Harry's Rainbow, however there are specific responsibility areas as outlined below.

Harry's Rainbow will conduct an annual audit of all H&S operational policy and process for effectiveness.

All employees and volunteers must:

Cooperate with the CEO and Trustees on health and safety matters and not compromise the steps taken and provided to safeguard their and/or the beneficiaries, children and young people's health and safety.

Take reasonable care of their own health and safety.

Report all health and safety concerns to the CEO or one of the Trustees immediately.

| Statement of general policy   | Responsibility of   | Action / Arrangements   |
|---|---|---|
| To ensure steps are in place for avoiding and addressing but not limited to:<br><br>Accidents<br>Work-related ill health<br>Illness including pandemics<br><br>Provide adequate control of health and safety risks arising from the conduct of the charity. | CEO<br>Events & Fundraising Manager<br>Family Liaison Officer | We will ensure Risk Assessments are completed and sent to the CEO one month prior to the activity or event taking place.<br>We will ensure actions arising out of those assessments are implemented.<br>We will ensure that Risk assessments are reviewed annually as part of the annual Health & Safety audit or earlier following an incident or if changes to normal practices occur |
| To provide adequate training to ensure employees are competent to do their work   | CEO<br>Events & Fundraising Manager<br>Family Liaison Officer | We will ensure Staff and volunteers are given training relevant to their specific job role including health and safety. Safeguarding is compulsory for all volunteers working with beneficiaries, either directly or indirectly. Requirements of the courses  |

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|--|---|--|
|  |   | are reviewed by the Line Manager for completion and checked and renewed bi-annually unless there is a requirement for re-training and re-visiting the course. We will ensure that suitable arrangements are in place to cover staff and volunteers when working alone (See Lone Worker Policy).  |
| To engage and consult with staff and volunteers regularly on health and safety matters   | CEO<br>Family Liaison Officer<br>Events & Fundraising Manager | Health & Safety is embedded into Board, Staff & Volunteer meetings as a standard agenda item, providing the opportunity for open discussion. Staff and volunteers are also consulted on health and safety matters as they arise. Staff and volunteers have a de-brief following Rainbow groups to provide opportunity to discuss health & safety and safeguarding. |
| To implement emergency procedures as necessary for premises we are in control of including evacuation in case of fire or another significant incident. | CEO<br>Family Liaison Officer<br>Events & Fundraising Manager | We will check that the premises we are using have procedures and information available relating to health and safety matters including fire safety, evacuation, escape routes, and signage. We ensure that exits are kept clear at all times. Our own emergency procedures will be written and implemented should no other procedures be available.                |
| To provide adequate control of the specific risks to the health and safety of young people who are staff or volunteers of the charity                  | CEO<br>Family Liaison Officer<br>Events & Fundraising Manager | Risk assessments are completed to include the consideration of health & safety to: <ul style="list-style-type: none"> <li>• All young people identified as beneficiaries</li> <li>• All young people identified as volunteers and the risks posed</li> </ul>   |

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|                             |                   | Actions arising from assessments are implemented.<br><br>Risk Assessments are reviewed as a minimum annually, or when new information is shared and/or as a consequence of any incident |

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