



Health & Safety

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, contractors carrying out work for Harry's Rainbow 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

Lone Working Policy

Owner: Odette Mould	Approval date: 11/06/2024
Approved by: CEO	Review Date: 11/06/2025



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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:

Co-operate 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 a Line Manager in their absence.

Statement of general policy	Responsibility of	Action / Arrangements
<p>To ensure steps are in place for avoiding and addressing but not limited to:</p> <p>Accidents Work-related ill health Illness including pandemics</p> <p>Provide adequate control of health and safety risks arising from the charity's conduct.</p>	<p>CEO Fundraising & events Manager Family Liaison Officer</p>	<p>We will ensure Risk Assessments are completed and sent to the CEO one month prior to the activity or event taking place. We will ensure actions arising out of those assessments are implemented. 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</p>
<p>To provide adequate training to ensure employees are competent to do their work</p>	<p>CEO Fundraising & Events Manager Family Liaison Officer</p>	<p>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 are reviewed by the Line Manager for completion and checked and renewed bi-annually unless there is a requirement for re training and revisiting the course. We will ensure that suitable arrangements are in place to cover</p>

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Statement of general policy	Responsibility of	Action / Arrangements
		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 Family Liaison Officer Fundraising & Events Manager	Health & Safety is discussed regularly, particularly prior to activities taking place. Staff and volunteers are consulted on health and safety matters as they arise. Staff and volunteers have a de-brief following Rainbow groups to provide opportunities to discuss health & safety and safeguarding. De-briefs for internal fundraising events are carried out after the event to discuss learning and H&S matters.
To implement emergency procedures as necessary for premises we are in control of including evacuation in case of fire or another significant incident.	CEO Family Liaison Officer Fundraising & Events 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 Family Liaison Officer Fundraising & Events Manager	Risk assessments are completed to include the consideration of health & safety to: <ul style="list-style-type: none"> • All young people identified as beneficiaries • All young people identified as volunteers and the risks posed Actions arising from assessments are implemented. Risk Assessments are reviewed as a minimum annually, or when new information

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		is shared and/or as a consequence of any incident.

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