

## **Believe Alternative Provision – Health and Safety Policy**

**Named Health and Safety Officer – Eve Richards**

### **Policy Statement:**

- This document outlines the commitment of Believe Alternative Provision to ensuring the health, safety, and well-being of all staff, volunteers and anyone who may be affected by our work activities. Believe Alternative Provision acknowledges our responsibility under the Health and Safety at Work Act 1974 to manage these risks effectively and inform all relevant parties of incidents that occur.
- Believe Alternative Provision understands the importance of identifying potential hazards and implementing appropriate control measures to protect all staff, volunteers and others.
- Believe Alternative Provision will comply with all relevant health and safety legislation.

### **Role of Believe Alternative Provision in Health and Safety:**

- Believe Alternative Provision is responsible for managing the health and safety of all staff and volunteers, as well as the safety of clients under the age of 18 or vulnerable up to 25 and anyone who may be affected by our work.
- Believe Alternative Provision will take all reasonable steps to ensure a safe working environment and work in line with the Believe Alternative Provision Safeguarding policy.
- Believe Alternative Provision will comply with all relevant health and safety legislation.
- Believe Alternative Provision will keep records of any accidents, incidents, or near misses that occur.
- Believe Alternative Provision has a responsibility to inform commissioners and stakeholders in our service of any incidents that occur.

### **Managing Risks:**

- Believe Alternative Provision will conduct regular risk assessments to identify potential hazards in the workplace.
- Believe Alternative Provision will document any risk assessments and keep them up to date.
- Believe Alternative Provision will implement appropriate control measures to manage identified risks in line with COSHH (Control of Substances Hazardous to Health) guidance and the HSE (Health and Safety executive).

- Believe Alternative Provision will regularly review any risk assessments and control measures to ensure they remain effective.
- Believe Alternative Provision will manage risk to staff, volunteers, the public and young people in their care in line with the Believe Alternative Provision Lone Working Policy and Offsite Policy.
- Believe Alternative Provision will ensure that staff are trained to understand their duties and how to report health and safety incidents.
- Believe Alternative Provision will inform commissioners of our service of any incidents in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).as soon as possible. This will be done by phone call and followed up via email at the earliest opportunity.

### **Emergency Procedures:**

- Believe Alternative Provision will establish clear procedures for responding to emergencies, such as fire or medical emergencies please see our Combined Fire Safety, Evacuation and First Aid Policy.
- Believe Alternative Provision will ensure that all staff are aware of and can effectively use emergency equipment, such as fire extinguishers.
- Believe Alternative Provision will ensure that a first aid kit is readily available or there is access to one.
- For further details please see the Believe Alternative Provision Combined Fire Safety, Evacuation and First Aid Policy.

### **Communication and reporting procedures:**

**Health and safety hazards, near-misses, accidents and work-related ill health will be reported using the following steps:**

#### **1. Initial Report:**

Staff and volunteers will report issues to the Health and Safety officer – Eve Richards who will report to:

- The HSE (Health and Safety Executive)
- The commissioner of the service
- The venue staff

All of this will be done as soon as possible and in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). This will be done by phone call and followed up via email at the earliest opportunity.

2. **Accident Book:** All accidents and incidents, no matter how minor, will be recorded in an accident book. This will be maintained by the Health and Safety Officer in a private secure location and retained for 3 years after the final entry.
3. **External Report:** The Health and Safety Officer (The responsible person) will report to the HSE in line with RIDDOR to include:
  - **Deaths:** of any person in the workplace.
  - **Specified injuries:** to any person which include various fractures (excluding fingers, thumbs, and toes), amputations, and injuries leading to permanent loss of sight, crush injuries, and serious burns.
  - **Over-seven-day incapacitation:** of a worker.
  - **Diagnosed cases of certain industrial diseases,** such as certain cancers, respiratory diseases, or conditions affecting the skin.
  - **Dangerous occurrences,** which are incidents with the potential to cause harm, such as uncontrolled releases of dangerous substances, fires, or explosions.

Reporting should be made through the HSE website

<https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm>

If you are unable to report through the website call 0300 003 1647

4. **Formal Investigation:** A formal investigation into the incident should be conducted by the Health and Safety officer to determine the cause and prevent recurrence. This should include:
  - Securing the accident scene safely.
  - Gathering and documenting findings.
  - Taking Witness Statements.
  - Analysing the evidence and identifying the root causes.
  - Developing and implementing corrective and preventative actions using a PDCA (Plan-do-check-act) model.
  - Reviewing and updating the Health and Safety policy.

#### **Review:**

- Believe Alternative Provision will regularly review this policy and any health and safety arrangements to ensure they remain effective.

#### **Statement of Intent:**

- Believe Alternative Provision will comply with the requirements of the Health and Safety at Work Act 1974.

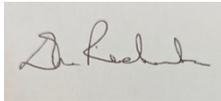
- Believe Alternative Provision is committed to promoting a positive health and safety culture within the business.

**Related Documents:**

[Health and Safety at Work etc. Act 1974](#)

[Management of Health and Safety at Work Regulations 1999](#)

Signed



Eve Richards – Health and Safety Officer and Director – Believe Alternative Provision.

Date 01/10/2025

Date of Review: October 2026