**Health & Safety Policy**

**Part 1: Statement of intent**

**This is the health and safety policy statement of:**

Wot Wud U Do – Educational Services - Community Interest Company

**Our health and safety policy is to:**

* Manage health and safety risks in our workplace.
* Prevent accidents.
* Prevent cases of work-related ill health.
* Provide clear instructions, information, and adequate training to enable staff, young people, partners, and subcontractors to safely complete their role.
* Maintain safe and healthy working conditions.
* To act, to ensure problems or issues are resolved quickly and efficiently.
* To implement safety procedures including evacuation in the case of a fire or other event.
* To ensure, where appropriate, risk assessments are carried out and actions within them are implemented.
* In the case of an incident to complete appropriate documentation and reporting.
* To regularly review and revise this document.

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Description automatically generated**

**Signed:**

**Date:** 22nd August 2024

**Print Name:** Dave Clayton

**Review Date:** 22nd August 2025

**Part 2: Responsibilities for health and safety**

**1 - Overall and final responsibility for health and safety:**

Dave Clayton – Project Manager of Wot Wud U Do

**2 - Day-to-day responsibility for ensuring this policy is put into practice:**

Dave Clayton – Project Manager of Wot Wud U Do

**3 - To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

Dave Clayton

* Risk assessments
* first aid
* work related ill health.
* Training
* reporting
* instructions and supervision
* emergency procedures.

**4 - All employees should:**

* co-operate with supervisors and managers on health and safety matters.
* take reasonable care of their own health and safety.
* report all health and safety concerns to an appropriate person (as detailed above).

**Part 3: Arrangements for health and safety**

**Risk assessment**

* Wot Wud U Do will complete risk assessments for any activity outside of day to day running of the business and will act where necessary.
* Risk assessments will be shared with anyone affected.
* Training and support will be given where necessary to ensure anyone affected is able to comply with risk assessments.
* Risk assessments will be regularly reviewed and updated.

**Training**

* All staff and subcontractors will be given a health and safety induction and relevant training.
* We will make sure arrangements are in place for staff who work remotely or lone workers.

**Consultation**

* We will consult with staff and partners routinely on health and safety matters when they arise and formally when we review health and safety policy.

**Evacuation**

* We will ensure escape routes are kept clear at all times
* We will familiarise ourselves with escape routes in any venue we work in and ensure all participants are made aware of escape routes.
* We will ensure any venue will work in has a clearly marked fire escape and fire risk assessment.