



Health & Safety Policy Statement

LAST UPDATED: 09.03.20
APPROVED BY BOARD: MARCH 2020

1.0 Statement of intent

The Benedetti Foundation ('BF') is committed to supporting the health and safety of all involved in its work and activities and expects all personnel to share this commitment.

Our aims are to:

- prevent accidents, and work- or BF activity-related ill health
- ensure as far as we are able that all BF employees work in environments which are healthy and safe, including at home
- consult with employees on matter affecting health and safety
- provide employees with clear instructions and information, and adequate training on health and safety matters
- review the relevant health and safety policies and procedures of the partner venues at which BF activities takes place
- undertake a risk assessment of all BF activity at these venues prior to commencement of the activity using the template appended to this policy
- ensure that briefings to BF personnel prior to BF activities include all relevant health and safety information to keep them and the children and young people and families attending the activity safe
- ensure as part of these briefings that BF personnel are briefed and able to action emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

Signed:

Date: 17.03.20

2.0 Responsibilities for health and safety

The person at BF who is responsible for health and safety is Laura Gardiner, Foundation Director. Laura is also responsible for:

2.1 At BF sessions and activities:

- reviewing the relevant health and safety policies and procedures of the partner venues at which BF activities takes place
- undertaking risk assessments at partner venues
- appointing sufficient and appropriately qualified first aiders and medical staff
- ensuring that sufficient first aid boxes are stocked and available
- pre-activity health and safety briefings, including emergency evacuation procedures
- ensuring that appropriate public briefing on health and safety are made to children and parents/families attending sessions
- ensuring that an accident book is kept
- reviewing insurance cover and ensuring it is adequate
- briefing Head of Pastoral staff, or other delegate on evacuation procedures

On a normal course of events, Laura Gardiner, Foundation Director, or her nominee will ensure evacuation procedures are included in all pre-sessions briefings. In the event of an evacuation, the Head of Pastoral Staff has responsibility for registration of participants.

2.2 At BF:

- monitoring and investigating accidents and ill-health
- organisation-wide information sharing
- instruction and supervision
- assessing training needs
- assessing equipment needs
- ensuring risk assessments of remote working locations are carried out and reviewed in accordance with standard procedures
- reviewing and maintaining appropriate insurance cover

All staff and BF personnel share these responsibilities for health and safety:

- taking reasonable care of their own health and safety at work
- co-operating with each other and following instructions to ensure their safety and that of others, especially at BF sessions and activities
- pro-actively encouraging good health & safety in other people
- raising any concerns or training needs promptly

3.0 Arrangements for health and safety

The practical arrangement BF will put in place to help us achieve our health and safety policy aims include:

3.1 Risk assessment

- we will complete bespoke risk assessments for each activity we undertake at the venue at which the activity will take place, using the template appended to this policy
- we will take action as appropriate
- we will require BF employees who work remotely or from home to undertake an appropriate risk assessment of their working environment
- we will review any equipment needs (such as PC stands, hand or foot rests) as may be appropriate to avoid injury

3.2 Training

- we will include health and safety inductions in our pre-activity briefings to BF personnel, involving venue hosts as appropriate
- we will provide appropriate training and do our best to make sure it is easy to understand and to follow
- we will take all reasonable steps to make sure that BF personnel have the right level of information on:
 - hazards (things that could cause them harm)
 - risks (the chances of that harm occurring)
 - measures in place to deal with those hazards and risks
 - how to follow any emergency procedures
- we will ensure that BF personnel know that they may not undertake activities at venues which may be injurious – such as moving flight cases or heavy equipment
- we will provide personal protective equipment if appropriate
- we will make sure suitable arrangements are in place for employees who work remotely
- we will keep records of training that we carry out to help us decide when refresher training is needed
- we will include a health and safety briefing in the induction provided to new BF employees

As BF does not have an 'office', we will provide our members of staff with a leaflet equivalent to the mandatory H&S poster.

3.3 Reporting

- we will ensure that we comply with reporting obligations for injuries, near-misses and cases of work-related disease to the Health and Safety Executive ('HSE') in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR')

CS March 2020



Benedetti Foundation

SAMPLE Risk Assessment Form

The Management of Health & Safety at Work Regulations 1999

| | | LIKELIHOOD | | | | |
|----------|---------------------------------------|-------------|-----------------|------------|----------------|--------------|
| | | Certain (5) | Very Likely (4) | Likely (3) | May Happen (2) | Unlikely (1) |
| SEVERITY | Death (5) | 25 | 20 | 15 | 10 | 5 |
| | Major injury (4) | 20 | 16 | 12 | 8 | 4 |
| | Over 7 day injury (3) | 15 | 12 | 9 | 6 | 3 |
| | Minor injury (treatment off site) (2) | 10 | 8 | 6 | 4 | 2 |
| | Minor injury (first aid on site) (1) | 5 | 4 | 3 | 2 | 1 |

| SCORE | PRIORITY | ACTION |
|--------|----------|---|
| 1 - 4 | LOW | This represents a low risk, although control measures must be maintained. |
| 5 - 10 | MEDIUM | Action required soon to control. Interim measures may be necessary in the short term. |
| 12-25 | HIGH | Action required urgently to control risks. Further resources may be needed. |

Venue:

Event Date:

| Describe the hazard and explain how it may cause harm | Who might be harmed and how? | Existing control measures | Likelihood x Severity = Risk Rating | | | Additional control measures required to control risk | Revised Risk Rating | | |
|---|---|---|-------------------------------------|---|----|--|---------------------|---|----|
| | | | L | S | RR | | L | S | RR |
| Walking around school/church: Children walk classrooms - Trips and falls | <ul style="list-style-type: none"> Children or staff - Trip and fall on stairs - Carrying equipment – dropping on feet - Ensure cables are taped down | <ul style="list-style-type: none"> All children reminded to be careful on stairs. Children to staff ratio (age dependent) is appropriate. Children not to carry too much when walking around school. | 2 | 1 | 2 | <ul style="list-style-type: none"> Youngest children to be supervised carrying one piece of equipment only at a time. | 2 | 1 | 2 |

| | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
| Entry to / Exit from: [venue] <ul style="list-style-type: none"> • Trip on steps • Trip on driveway • Accident in car park | Children or staff carrying equipment may trip on paths, steps or driveway. Parents dropping off children. Multiple cars moving around the car park could cause a hazard | <ul style="list-style-type: none"> • Routes kept clear at all times • All personnel reminded of the need to take extra care • Good housekeeping practice undertaken by all staff • Clear direction signs to avoid congestion • Parents responsible for children in car park. | 2 | 1 | 2 | <ul style="list-style-type: none"> • Staff reminded of the need to be vigilant whilst in the building and car park. • Children supervised at all times | 2 | 1 | 1 |
| Slips, trips & falls: Injury due to poor housekeeping <ul style="list-style-type: none"> • Spillages • Stairs • Obstructions | All staff & children <ul style="list-style-type: none"> • Possible cuts, bruises, sprains | <ul style="list-style-type: none"> • Venue has good housekeeping practices • Good lighting in all areas • Spillages to be dealt with immediately • Children reminded not to carry more than they can safely. | 2 | 2 | 4 | <ul style="list-style-type: none"> • All staff & children reminded of the need to take extra care at venue • | 1 | 2 | 2 |
| First Aid: Lack of First Aid provision may result in delayed treatment to injured personnel | All staff & children <ul style="list-style-type: none"> • Delayed treatment may result in injury / symptoms becoming worse | <ul style="list-style-type: none"> • BF has First Aider present at all times. • Children to be supervised at all times. | 2 | 3 | 6 | First Aid kits in venue. First Aider available all the time Staff know where to find medical professional. | 1 | 3 | 3 |
| Ill health: Children feeling unwell or faint during rehearsal/performance <ul style="list-style-type: none"> • Fall from chair may cause injury | Children <ul style="list-style-type: none"> • May suffer bruising / concussion if contact with floor is made | <ul style="list-style-type: none"> • Children reminded regularly of the need to keep well hydrated • Children reminded to eat sufficient amounts to sustain energy levels • Children closely monitored by staff | 2 | 2 | 4 | <ul style="list-style-type: none"> • All children closely supervised at meal times, especially known poor eaters • Qualified Doctor in attendance | 1 | 2 | 2 |
| Concert: Parents arriving for collection | Adults <ul style="list-style-type: none"> • Congestion in hallways. | <ul style="list-style-type: none"> • Staff to control the flow of adults. • Children to be dismissed in small groups | 1 | 1 | 1 | <ul style="list-style-type: none"> • All children closely supervised by staff. | 1 | 1 | 1 |

| | | | | | | | | | |
|--|--|---|---|---|----|---|---|---|---|
| Fire: <ul style="list-style-type: none"> • Burns • Smoke inhalation • Death | All staff & children <ul style="list-style-type: none"> • May suffer burns, smoke inhalation or death | <ul style="list-style-type: none"> • [venue] has suitable and up-to-date fire evacuation procedures in place. • [venue] fitted with working smoke alarms. • Children and staff aware of emergency exits. • All fire exits known by all staff. | 2 | 5 | 10 | <ul style="list-style-type: none"> • No smoking on site • All staff and children to be aware of the fire escape routes. • Designated meeting place for evacuation. • Staff to take registers upon evacuation. • All external doors to be unlocked and have clear routes out. | 1 | 5 | 5 |
| Reuniting children with parents: <ul style="list-style-type: none"> • Possible crush injuries • Possible children not locating parents. | Children & parents <ul style="list-style-type: none"> • May suffer claustrophobia / panic attack. • Children may lose contact with relative. | <ul style="list-style-type: none"> • Parents pre-advised of the procedure for collecting their children at the end of the day. • All children to be checked out with parent. • Parents asked to refrain from blocking exit point(s). | 2 | 1 | 2 | <ul style="list-style-type: none"> • Staff assist in keeping exit area clear • Staff assist in keeping parents back • At morning registration note who is collecting each child. | 1 | 1 | 1 |

Completed by:

Dated: