



## Health and Safety Policy

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### 1. Purpose of the policy

This is the Health and Safety Policy statement of Ignite Life. Ignite Life has a strong commitment to high standards of Health and Safety. This is demonstrated through staff training, awareness, planning and risk assessment.

### 2. Health & Safety Law

*The Health and Safety at Work etc. Act came into force in 1974 and covers everyone at work (apart from persons attending domestic premises). The act makes it clear that everyone has a part to play in health and Safety at work. It is our intent to adhere to the act and encourage high standards and prevent people coming to harm at work.*

#### **Employers**

*Ignite Life has a 'duty of care' maintain good health and safety practices for our employees and the young people referred to us. We ensure that our employees receive thorough and appropriate training as part of their induction to maintain safe systems of work. Our management structure ensures that there is capacity to provide welfare checks, supervision and a safe working environment. Our pod structure enables safe systems of work during mentoring activities. Risk assessments for all routine activities and for the headquarters at Kingswood provide a framework for these safe systems.*

#### **Employees**



*Instruction is given on safe working as part of a clear mentor induction and through ongoing training via team meetings, podcasts, online training and refreshers. Activities based at the Kingswood HQ have separate inductions for staff supporting and delivering them.*

*Under the Health and Safety at Work etc. Act all Ignite Life employees have a duty to:*

- *Act in a way that does not put themselves or others at risk*
- *Co-operate with their employer on any health and safety matters*
- *Not interfere with anything provided to safeguard their health and safety;*
- *Take reasonable care of their own health and safety; and*
- *Report all health and safety concerns to an appropriate person (as detailed in this policy statement).*
- *Manage the Lone working nature of their role safely in conjunction with the guidance set out in the Lone Working policy*

### **3.Statement of intent:**

*Ignite Life is fully committed to the highest standards of health and Safety at Work*

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions
- Where relevant to ensure safe handling and use of substances
- To review and revise this policy as necessary at regular intervals.

#### **1:1 mentoring**

*Ignite Life 's main responsibility is to the health and safety of its mentors and mentees whilst carrying out 1:1 mentoring session. Our Safeguarding and Child Protection Policy, Employee expectations and disciplinary policy and Lone working and offsite activities policy support and clarify this. In addition, our mentor induction includes:*

- *At least 4 shadowed sessions with more experienced mentors*
- *Level 2 safeguarding training*
- *Prevent training*



- A 3-part mentor induction covering: General duties and professional standards, safeguarding in the context of mentoring, technical and logistical support
- A 3-month probationary period
- All regular mentoring activities have risk assessments
- Mentees risk assessments are shared, and mentor matches are based upon this

#### **On-site activities at Kingswood HQ:**

- Small group sizes enable close supervision of activities
- Individual Risk assessments for each on site activity
- Staff delivering sessions have relevant experience or qualifications
- Clear daily, weekly, monthly, yearly Health and Safety checking criteria and processes
- The Kingswood HQ Handbook includes all details above.

## **4. Organisation details –**

### **Responsibilities for Health and Safety**

Wayne Cockram (Managing Director) is Health and Safety has overall responsibility for health and safety

He is supported by Vaughan Edwards as a competent person who has completed Level 2 Health and safety. Occupational Health concerns should be directed to Patsy Vale.

### **Communication on Health and Safety matters**

Pod Leaders line manage teams of individual mentors and are responsible for ensuring information is communicated to all employees.

## **5. Working arrangements**

Ignite Life recognises that we are responsible for the health and safety of others in its workplace.

### **5.1 Key aspects of health and safety at work:**

#### **Occupational Health**

The young people we work with may present challenges and this aspect of work is a priority in order to maintain the health and safety of mentors and young people referred to Ignite Life , The Behaviour policy, Safeguarding policy and employee expectations and disciplinary policy give through guidance to employees on how the organisation will support their health and wellbeing.

#### **Kingswood HQ Handbook**

This includes risk assessments, working practices, checks and induction information for staff working at Ignite Life HQ.

#### **Consultation with employees**



Ignite Life will consult all employees either directly or through Pod Managers on Health and Safety matters. Regular meet ups will ensure concerns and ideas are considered in full and fed back into practice.

#### **Safe equipment**

Ignite Life ensures that all equipment that requires maintenance is identified, that the maintenance is carried out and that new or second-hand equipment meets health and safety standards.

#### **Safe handling and use of substances -where relevant**

Thomas Gould will be responsible for identifying all substances which need a COSHH assessment. Thereafter informing staff of necessary actions

#### **COSHH**

It is very rare for any employees of Ignite Life to come into contact with substances hazardous to health. Training will be given if this is ever the case. All potentially hazardous substances will be kept in locked cabinets with keys held securely in a separate press.

#### **Work areas**

Office and workshop areas will be monitored daily and kept clean and tidy. Warning signs will be used to signpost any potential hazards including low ceilings, trip hazards, stairways.

#### **Computers and display screen equipment**

All staff using computers for their routine work will be given access to sufficient desk space and height adjustable seats to provide adequate workspace on the desk and below. Height adjustable display screens will be issued.

#### **Signs**

Where safety signs are required, they will follow the guidance of safety signs and the correct format used for: Prohibition, Mandatory, Safe conditions. Warning, Information.

#### **Electricity**

In office areas care will be taken to avoid overloading of plugs and all electrical equipment will be routinely checked and maintained.

#### **Fire and evacuation procedures**

The nature of our work means that mentoring takes place in a range of locations and mentors have responsibility for checking local arrangements for fire and evacuation at the sites they use.

For Kingswood HQ, fire and evacuation procedures are included in the Kingswood HQ Handbook

Wayne Cockram is responsible for ensuring the fire risk assessment is undertaken and implemented. Exits, extinguishers, location of fire alarms and fire evacuation procedures will be given as part of induction of all new staff and evacuation procedures practiced on a routine (at least monthly) basis. Fire doors will be kept shut.



## **Manual handling**

Most mentors' work does not require manual handling. Where it does, training will be given. For example, staff must pass an induction assessment to use the functional fitness area. Work allocated will take into account the training and ability of the mentor. Team Teach training will be given where a mentor is asked to work with a young person whose risk assessment indicates they may require positive handling. 2:1 ratios will be used in most of these cases.

## **Personal Protective Equipment (PPE)**

Specific protective equipment is not used during mentoring activities unless on specific activities where qualified staff oversee and monitor safety e.g. Climbing, Canoeing. Mentor induction lays out the kind of work wear which is appropriate to the context of mentoring. For Kingswood activities PPE is available for all activities and maintained and checked weekly.

## **Accidents and first aid**

Any accidents during sessions must be reported through session reports and reported to pod leaders. Each incident will be considered, and practises adjusted and improved where it is judged that learning can come from it. Line management and supervision procedures will ensure this is communicated across the organisation.

The history of accidents within Ignite Life shows that they are a rare occurrence. Staff wellbeing is a priority. Supervision is required for employees doing the following jobs:

- Sports coaching
- Mentoring

This is so that safe practices are embedded, and the health and safety of employees is monitored and supported. Supervision enables health and welfare surveillance of staff to be an ongoing priority and will be arranged by Patsy Vale. All accidents and cases of work-related ill health are to be recorded on the central incident log.

Mentors and coaches should have a First Aid Kit accessible to them at all times, if working away from managed facility or in a remote area.

In case of an accident which takes place away from a facility e.g. walking/hiking there will always be a member of the lead pod or a pod manager available to come to assistance. Mentors must use the safe system group communication to check prior to the activity who is in the vicinity.

At Kingswood HQ a First Aid trained member of staff will be onsite at all times:

- Patsy Vale
- Matt Chamberlain
- Pete Godbeer

Thomas Gould is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if relevant (HSE or relevant local authority).

## **Asbestos**



All buildings used by Ignite Life will be asbestos free and the suppliers will be asked to provide evidence that checks have been carried out.

### **Working at height**

Employees of Ignite Life are not expected to work at height, mentoring activities such as climbing will only be permissible at agreed centres where qualified staff supervise and maintain safety. Work at Kingswood involving steps, ladders or rigs will only be completed after induction training and when relevant PPE is in place.

### **Risk Assessments for individuals**

Initial risk assessments of mentees will be completed prior to referral by providers and parents/carers. These will be checked and updated by Pod managers and mentors.

### **5.2 Risk assessments for activities and locations**

The findings of the risk assessments will be reported to the leadership team. Action required to remove/control risks will be approved by them and they will be responsible for ensuring the action required is implemented. The leadership team will check that the implemented actions have removed/ reduced the risks.

Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

Risk Assessments for activities carried out during mentoring sessions will be shared with mentors and reviewed annually. New activities will be risk assessed before they are undertaken.

Mentors will be vigilant and carry out dynamic, informal risk assessments at all times during their work. Potential risks will be communicated to Pod Leaders and guidance given.

Risk Assessments for Kingswood HQ are included in the Kingswood HQ Handbook (Appendix 1)

### **5.3 Competency for tasks and training**

Induction training will be provided for all employees by the leadership team

Programme leaders for specific activities will be assessed for experience, qualifications and competency by Wayne Cockram

Job-specific training, induction and assessment will be facilitated by the leadership team and designated leads on group programmes.

### **All employees have to:**

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety



- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Manage the Lone working nature of their role safely in conjunction with the guidance set out in the Lone Working policy
- Carry out training, induction or assessment for specific jobs or activities identified by Wayne Cockram
- Training records are kept by Matt Chamberlain
- Training needs will be identified, arranged and monitored by Pod managers
- Individual employees are responsible for ensuring that, when working at locations under the control of other employers, they gather relevant health and safety information.

### **Trainees/young workers/Volunteers**

Induction, supervision and training of volunteers/young workers/trainees will be arranged /undertaken/ monitored by Wayne Cockram.

## **6. Information, instruction and supervision**

Health and safety advice is available from:

HSE Infoline  
0845 345 0055

HSE Website  
[www.hse.gov.uk](http://www.hse.gov.uk)

HSE Direct  
[www.hsedirect.com](http://www.hsedirect.com)

## **7. Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will discuss all practices relating to Health and Safety in monthly staff meetings and regularly contact staff and service users with updates and reports of any incidents.

Patsy Vale is responsible for investigating accidents.

Patsy Vale is responsible for investigating work-related causes of sickness absences.

Vaughan Edwards is responsible for acting on investigation findings to prevent a recurrence.

Date of last review: 1 September 2019



Date of next review: September 2020.

(Appendix 1)

Kingswood HQ Handbook

**Location:**

**Unit 6 Bridge Road  
Kingswood  
BS15 4FW**

**HQ Telephone: 0117 956 7724**





**Health and Safety staff:**

Wayne Cockram: Health and Safety Officer

Vaughan Edwards: Competent person supporting the Health and Safety Officer

**First Aid staff:**

Matt Chamberlain

Pete Godbeer

Patsy Vale

## Welcome to Ignite Life

**We hope your visit will be enjoyable informative and safe.**

*Please help us by reading this and complying with this guidance as this is to ensure yours and others' health and safety whilst at Ignite Life HQ.*

**Signing in:**

- All visitors, staff and contractors coming into our HQ must report to reception, and as a visitor, you will be asked to sign in and be given a badge which must be worn so staff and young people can see that you are a visitor.
- Depending on the circumstances, you may be asked to show identification and your DBS certificate.
- If you are a regular visitor to Ignite Life, you will still need to sign in and out on every occasion. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

# IGNITE LIFE

**SPARKING CHANGE**

- Please always wear your visitor badge when on site.
- Please return your badge and sign out when leaving.

***Ignite Life staff can be easily identified as they all wear ID badges***

## **Staying Safe:**

If you are worried about a safeguarding issue, something you have seen or have concerns about someone else, you can speak to:



Patsy Vale



Vaughan Edwards



Wayne Cockram

## **Smoking:**

This is **NO SMOKING** site and young people are regularly coming and going. If you must smoke on your visit to Ignite Life please leave the site and do so away from the entrance.

## **First Aid:**

### **First Aid staff are:**

Patsy Vale

Wayne Cockram

Matt Chamberlain

Pete Godbeer

**First Aid kits are located:**

**Eye-wash is located:**



# IGNITE LIFE

**SPARKING CHANGE**

<p><b>Upstairs</b>-on the wall outside the WC</p> <p><b>Art studio</b>-on the wall inside the main entrance</p> <p><b>Lower warehouse</b>-on the table in the weightlifting area</p> <p><b>Ceramics studio</b>-on the wall by the bench</p>	<p><b>Art studio</b>-on the wall inside the main entrance</p> <p><b>Lower warehouse</b>-on the table in the weightlifting area</p>
<p><b>Photographs:</b></p> <p>You must not take any photographs of young people unless you have specific permission from Ignite Life management</p>	

**Parking on site:**

We are located on a busy industrial estate and mentors and young people are constantly visiting.

Please park carefully and be vigilant that:

- You have finished any phone calls or conversations with passengers in the back of the car before you pull off
- You are able to see the road clearly both ways before you pull out
- There are no young people near your car before you move off
- Everyone has seat belts on in your car and there are no distractions



**Fire and Evacuation:**

**IN THE EVENT OF FIRE CALL 999 AND ASK FOR THE FIRE SERVICE**

**Leave by the nearest exit, immediately.**

**Mentors please shut all windows and doors as you leave without compromising your safety**

- 1. OFFICES, TUTORING ROOM, UPPER WAREHOUSE: leave by FRONT MAIN DOOR**
- 2. UPPER ART STUDIO: leave by the SHUTTER DOOR**
- 3. LOWER ART STUDIO, WEIGHTLIFTING, BIKE REPAIR, LOWER WAREHOUSE: leave by BOTTOM DOOR**

**DO NOT TAKE RISKS. DO NOT RETURN TO THE BUILDING UNLESS AUTHORISED TO DO SO**

**Assemble in the Front Car Park near to Bridge Road and await instruction**

### **Principles of Ignite Life HQ Kingswood**

Our building is a safe and therapeutic space for young people and adults. It is a place where they can build resilience and self-belief, through the activities and individual support we offer them. Routines and processes which maintain this are essential. Staff using the building have a professional duty to keep it safe, tidy and secure; and to give the right level of supervision at all times-being mindful of the needs of the young people that are there.

### **Keeping Young People safe in and around Kingswood HQ**



All staff will have read and signed their understanding of the Safeguarding policy and completed a Level 2 Safeguarding qualification. It is essential that the needs of the young people being supported are paramount whilst at Kingswood. Starting points for this are:

- Young people should not be allowed outside the building unless under supervision.
- Young people should not have access to hand tools unless supervised
- Young people should not have access to keys for cupboards and cabinets
- Young people should not have access to computers without supervision
- Young people should not have access to kitchen utensils (including knives) unless directly supervised
- Young people should not have access to paints, solvents or other substances unless directly supervised
- All staff must read and understand the relevant risk assessments prior to working on an activity
- Where Personal Protective Equipment is indicated, it must be worn.
- All staff and visitors must sign in and out during each visit

#### Monitoring and checking arrangements and schedule

Areas to be checked: General Health and Safety in all areas	Daily	Weekly	Monthly
Emergency exits clear and accessible	✓		
Trip hazards throughout building	✓		
Electronic devices PAT tested	as required		
Smoke alarms tested	✓		
First Aid kits complete/in date			✓
Eye-wash kits complete /in date			✓
Fire extinguishers full/in date			✓
Lighting working in all areas		✓	
<b>Area to be checked: Reception</b>			
Walkways clear			
Emergency exit unobstructed			
Surfaces cleaned			
Floor cleaned			
Trip hazards eliminated			
Bins emptied			
<b>Areas to be checked :Offices and Kitchen</b>			
Walkways clear	✓		
Emergency exits unobstructed	✓		
Bins emptied and cleaned		✓	
Cookers and microwave cleaned		✓	
Coffee machine cleaned		✓	
Carpets vacuumed		✓	
Walkways checked	✓		
Wires tidied	✓		
Fridge emptied and cleaned		✓	
Crockery washed	✓		



## SPARKING CHANGE

Cupboards cleaned			✓
Whole office H&S inspection			✓
<b>Area to be checked: Bathrooms</b>			
Checks-toilet roll, hand cleaner, towels, bowl	✓		
Deep clean of toilet bowl and sinks		✓	
Floors cleaned		✓	
Deep clean			✓
Sanitary bins changed over		✓	
<b>Area to be checked: Art studio</b>			
Surfaces cleaned	✓		
Floors swept/vacuumed	✓		
Trips and obstructions cleared	✓		
Paints and solvents locked away	✓		
Deep clean			✓
Overhead displays checked/secured		✓	
PPE equipment stored and accessible		✓	
<b>Areas to be checked: Workshop</b>			
Tools locked away	✓		
Paints and solvents locked away	✓		
Trips and obstructions cleared	✓		
Surfaces cleaned	✓		
Floors swept/vacuumed	✓		
Tools inspected and maintained		✓	
<b>Areas to be checked: Functional Fitness area</b>			
Equipment tidied away	✓		
Racks and rigs checked	✓		
Rubber matting vacuumed	✓		
Rubber matting washed		✓	
Bars and discs checked		✓	
Rings and ropes checked		✓	
Benches and boxes checked		✓	
<b>Area to be checked: Pottery studio</b>			
Surfaces cleaned	✓		
Floors swept/vacuumed	✓		
Trips and obstructions cleared	✓		
Sharp objects locked away	✓		
Kiln checks completed		✓	
Kiln PAT testing			✓
Emergency exits clear and unobstructed	✓		
Overhead storage secure	✓		
Bins emptied		✓	
Ventilation levels checked (occupational health)			✓



### **Health and Safety arrangements -General Housekeeping**

#### **Guidance:**

*Housekeeping is everyone's responsibility. Keeping surfaces clean and tidy, putting rubbish in bins, and ensuring walkways and passages are uncluttered should be part of everyone's consciousness every day. Spotting anything which has a potential health and safety risk and reporting it promptly can prevent serious harm.*

#### **Specific actions:**

- Specific risk assessments for any activity must be read by staff and volunteers
- Induction training must be undertaken before leading an activity
- Induction 'scripts' for participants must be followed prior to the activity
- New electric devices are PAT tested
- Checking and cleaning rotas updated monthly
- All staff sign a declaration of reading and understanding the Health and Safety Policy
- Health and Safety team meet every 6 weeks to review and improve practice

### **Health and Safety arrangements – Kitchen**

#### **Guidance:**

*A kitchen environment gives people of all ages a chance to develop life skills, learn about nutrition and develop planning, teamwork and independence skills. The presence of heat, knives, hot water etc can provide hazards which need proactive thinking about. Additionally, food hygiene requirements must be kept in mind at all times when using a kitchen and staff working with young people in the kitchen must have completed food hygiene training.*

#### **Specific actions:**

- Specific risk assessment for Cooking/Catering must be read by staff and volunteers
- Induction training for Cooking/Catering must be undertaken before leading kitchen-based session
- Induction 'scripts' for participants must be followed prior to the for Cooking/Catering activity
  
- Staff cooking for activities must hold a food hygiene training certificate
- Sharp objects kept in a locked cabinet
- Induction type hobs to minimise risks from burning
- Checks and cleaning rota in place for kitchen area

### **Health and Safety arrangements -Art Studio**

#### **Guidance:**

Using the art studio for drawing, painting and making activities builds creativity and expression as well as developing confidence with practical skills. Some paints and solvent based products and sharp objects are needed in these activities but their use must be monitored and supervised to maintain a safe and healthy environment.

#### **Specific actions:**

- Specific risk assessment for Art and Design must be read by staff and volunteers



# **IGNITE LIFE**

## **SPARKING CHANGE**

- Induction training for Art and Design must be undertaken before leading kitchen-based session
  - Induction 'scripts' for participants must be followed prior to the for Art and Design activities
  - Paints and solvents taken out, supervised and replaced into locked cabinets
  - knives and scissors taken out, supervised and replaced into locked cabinets
  - Check for ventilation prior to using solvent based substances or spray paint
  - Glue guns and power tools used only after training give
  - Check for trip hazards prior to a session
- Clear all workstations after activity

### **Health and Safety arrangements -Pottery Studio**

#### **Guidance:**

*Any pottery activities must be done with the presence and supervision of Phoebe Smith.*

Specific actions:

### Health and Safety arrangements -Functional Fitness

#### **Guidance:**

*Despite myths, training for functional fitness using resistance is safe for all ages-with correct coaching and supervision. Injuries are rare if due attention is given to the developmental stage of the person training and if training progression is carefully monitored before adding strenuous loads or volumes to exercises. Accidents can be avoided by keeping a clean and tidy training area and checking equipment frequently.*

Specific actions:

### **Health and Safety arrangements -Wood shop**

#### **Guidance:**

*Creating projects from wood and other materials can be an amazing achievement. The use of tools does not need to be a risk, as long as training and supervision are given. Keeping tools and other sharp objects securely locked away, counting them in and out, and being vigilant during sessions can ensure a safe and positive workshop environment.*

**Specific actions:**

### **Health and Safety arrangements -Bike maintenance**

#### **Guidance:**

Mending and building bikes can provide valuable opportunities for learning about construction and mechanics, as well as being a creative activity. Many parts of a bike can be sharp and mending awkward areas with hand tools can provide risks of pinches, cuts and crushes. This needs to be included in planning and mitigated by staff to reduce risks.

Specific actions:

Health and safety documents:

Risk assessments



