

Reach Support Services

Health & Safety Policy

1. Statement of Intent

REACH Support Services Ltd is committed to maintaining a safe and healthy environment for all staff, children, young people, and others who may be affected by our activities. We recognise our duty of care and legal responsibilities under the Health and Safety at Work Act 1974 and associated regulations.

2. Scope

This policy applies to all staff, contractors, volunteers, and sessional workers engaged by REACH Support Services Ltd, and to all premises and locations where services are delivered including schools, office space, and community venues.

3. Aims and Objectives

To ensure the health, safety, and welfare of all individuals during sessions and activities. To identify and manage risks through effective risk assessments. To provide clear procedures and training for all staff. To comply with all relevant health and safety legislation. To promote a culture of safety, responsibility, and awareness.

4. Roles and Responsibilities

Leaders will: ensure this policy is implemented, maintained, and reviewed; conduct regular risk assessments and safety checks; provide appropriate insurance; training; equipment; ensure incident reporting procedures are in place. Staff and associates will: follow all health and safety procedures and training; take reasonable care for their own safety and that of others; report any hazards; accidents; near misses; use equipment and materials safely and appropriately.

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5. Risk Assessments

A risk assessment will be completed for each activity, location, or new client environment. Assessments will identify potential hazards, who may be affected, control measures, and review dates. Dynamic assessments will be used when circumstances change or new risks emerge.

6. First Aid and Accidents

A basic first aid kit will be available at all sessions and during travel. All accidents, incidents, or near-misses will be recorded in an Incident Log and reviewed by management. Serious incidents will be reported to appropriate authorities (e.g., HSE, RIDDOR if applicable).

7. Working in Schools

When delivering sessions in schools or external settings, REACH Support Services Ltd will: comply with the host organisation's health and safety procedures; liaise with school or venue staff to ensure shared understanding of safety measures; carry out a site-specific risk assessment as needed.

8. Lone Working

Staff working alone with children or in remote locations must: inform a manager or designated person of their location and expected schedule; carry a charged mobile phone and emergency contact information; follow the lone working policy and safeguarding procedures.

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9. Fire Safety and Emergencies

All staff will familiarise themselves with fire exits and evacuation procedures at each site. Emergency contacts, medical needs, and safeguarding procedures will be clearly documented for each session.

10. Training

All staff and contractors will receive appropriate induction and health & safety training relevant to their roles. Updates will be provided when procedures or legislation change.

11. Policy Review

This policy will be reviewed annually or sooner if legislation, working practices, or incidents require it.

Last reviewed: May 2025

Next review due: May 2026

Approved by: Jamie Tugby

Signature: