THE Inspire & Achieve FOUNDATION

HEALTH & SAFETY POLICY
2026-2027



Health & Safety Policy Statement

Health & Safety Policy

1.1 The Trustees of the Inspire and Achieve Foundation (IAF) acknowledge that under the Health & Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards members of the public, these duties being implicit in the above Act.

1.2 The Trustees of IAF accept these duties and it will continue to be their policy to promote acceptable standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under the Act and Approved Codes of Practice. It is considered by the Trustees that Health and Safety is a responsibility at least equal in importance to that of any other function of the business.

1.3 The Trustees of IAF will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -

- The creation of an Organisational structure and a positive health and safety culture which supports risk control at all levels, in particular at Senior Management level. This will include identifying and controlling risk to prevent injury and ill-health.

- To provide and maintain plant, equipment and systems of work that are safe and without risks to health

- To ensure safety arrangements for the use, handling, storage and transportation of articles and substances are in place.

- To provide sufficient information, instruction, training and supervision to assist all employees to avoid hazards and to contribute positively to their own safety and health at work.

- To maintain a safe and healthy working environment with safe access and egress to and from the workplace.

- To provide and maintain adequate welfare facilities and arrangements for employees.

- To develop safety awareness amongst all employees and, as a result of this, creates individual responsibility for health and safety at all levels.

- To provide a safe environment for all visitors to IAF premises and to control effectively the activity of all outside contractors when on IAF premises.

Owner: Chair of Trustees: Alex Peace-Gadsby
Created: Sept 2019
Reviewed: Nov 23, Jan 26
Review Due: Jan 2027

- To encourage full and effective two-way consultation on health and safety matters by using the Management structure and committees already in place.

- To constantly review the details of the policy and keep it in line with changes in current legislation.

- IAF is committed to providing adequate resources to ensure its health and safety objectives are met.

1.4 IAF is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.

1.5 IAF will provide and maintain a written risk assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety Regulations.

1.6 The Trustees consider the Health and Safety Policy as an integral component of IAF's overall business plan and will ensure that the Policy is brought to the attention of employees.

1.7 The Trustees Consider that this Health and Safety Policy is an integral part of the overall business plan and other resource policies.

1.8 The Policy will be periodically reviewed and modified as necessary. Any changes will be brought to the attention of all employees.

1.9 Mansfield District Council Environmental Health Team (01623 463185) have agreed to advise and support IAF, should there be any specific Health & Safety queries.

1.10 In the first instance, Mansfield District Council Environmental Health Team have advised that IAF staff should refer to the Health & Safety Executive website for information, advice and guidance. Their website address is www.hse.gov.uk.

1.11 Any serious incidents should be reported to the Health & Safety Executive in accordance with RIDDOR 2013 legislation. The Local Authority should also be informed.

1.12 This policy has been developed in line with the **Health and Safety at Work etc. Act 1974** and specifically the **Manual Handling Operations Regulations 1992 (MHOR)**. MHOR places a duty on the employer to ensure that risks to employees from manual handling are avoided, assessed, and reduced. The charity's commitment to reducing the use of restraint is delivered through an **RRN/BILD Accredited Training Programme**. All physical

intervention techniques, including breakaway skills, are defined as **hazardous manual handling operations** and are therefore subject to the risk assessment requirements of MHOR

Statement of Intent

Responsibilities

1.1 Overall responsibility for safety, health and welfare within the Inspire and Achieve Foundation (IAF) is vested in me by virtue of my appointment as Trustee. The policy statement reflects the importance that

I attach to protecting the health, safety and welfare of all employees in my area of responsibility and of all other persons who may be affected by their activities.

Day to day responsibility for ensuring the policy is put into practice is held by the post of Quality and Compliance Manager. Contact details for the Quality and Compliance Manager are craig.stevens@inspireachieve.co.uk

To ensure health and safety standards are maintained/ improved all employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the Mentoring Manager.
- Complete and comply with risk assessments as commensurate with post.

1.2 It is my intention that IAF will conduct its activities to avoid damage to the environment and to provide all personnel with, so far as is reasonably practicable: -

a) The provision and maintenance of safe places of work with safe access and egress, safe facilities, safe equipment and safe systems of work.

b) Arrangements for ensuring safety in the use, handling, storage and transport of objects and substances.

c) Sufficient information, instruction, training and supervision to enable employees and others to undertake their work / training safely and without risks to their health and safety.

d) A safe and healthy working environment with adequate facilities for welfare.

e) Effective employer / employee consultation procedures in accordance with current regulations and specific consultation with persons allocated health and safety functions.

f) Any expert advice necessary to determine specific risks to health and safety that might arise and the precautions required to eliminate, reduce or control them.

1.3 It is essential that all persons play their part in ensuring the health and safety of all those who are affected by IAF activities. IAF employees will therefore take steps to meet their responsibilities with particular attention being given to: -

a) Through their acts and omissions, the care of themselves and others, including participants, volunteers, and visitors.

b) Co-operating with the Trustees on any matters necessary to ensure that their statutory duties are complied with.

c) Observing safety instructions, IAF procedures, codes of practice and safe systems of work.

d) Completion of and compliance with risk assessments as commensurate with post. See Risk Assessment guidance for further details on assessing risk.

Trustee Oversight and Review

The Trustees have overall responsibility for health and safety governance and provide strategic oversight to ensure legal compliance and effective risk management.

Trustees will approve and review the Health and Safety Policy, receive regular reports on health and safety performance, and monitor the effectiveness of arrangements in place. The policy will be reviewed at least annually, or sooner where significant changes or incidents occur.

Health and safety matters and actions will be recorded in trustee meeting minutes to demonstrate oversight and continuous improvement

Signed (Chair of Trustees) _____

Date 22/1/26