



StrongRootzProject Health and Safety Policy

Policy Date: September 2025

Next Review Date: September 2026

1. Introduction

StrongRootzProject is committed to ensuring the health, safety, and welfare of all children, staff, mentors, volunteers, and visitors. This policy outlines the procedures and responsibilities in place to provide a safe environment during all activities, whether on-site or off-site.

This policy applies to all staff, mentors, volunteers, contractors, and participants engaged with StrongRootzProject.

2. Policy Objectives

- Promote a culture of health and safety awareness.
- Prevent accidents and work-related ill health.
- Comply with the **Health and Safety at Work Act 1974** and associated regulations.
- Identify hazards and implement measures to reduce risk.
- Ensure all staff and participants are aware of emergency procedures.

3. Responsibilities

3.1 Founder & Director

J Johnston, as Founder & Director, has overall responsibility for health and safety. Duties include:

- Ensuring the policy is implemented and reviewed annually.
- Providing adequate resources to meet health and safety obligations.
- Ensuring risk assessments are conducted and acted upon.

3.2 Health and Safety Lead

A designated Health and Safety Lead is responsible for:

- Day-to-day management of health and safety matters.
- Conducting risk assessments for activities, premises, and equipment.
- Reporting hazards, incidents, or accidents to the Founder & Director.

3.3 Staff, Mentors, and Volunteers

All staff, mentors, and volunteers must:

- Take reasonable care of their own health and safety and that of others.
- Follow the health and safety procedures in this policy.

- Report hazards, near misses, or incidents immediately.
- Ensure children follow safe practices.

4. Risk Assessment

- Risk assessments are carried out for all activities, on-site and off-site.
- Risk assessments identify hazards, evaluate risks, and determine control measures.
- Staff and mentors are briefed on risks and required safety measures before activities.
- Risk assessments are reviewed regularly and after any significant incidents.

5. Accident and Incident Reporting

- All accidents, incidents, and near misses are recorded in an incident log.
- Serious incidents are reported immediately to the Founder & Director and, where required, to statutory authorities.
- Learning from incidents is used to improve safety practices.

6. First Aid

- First aid facilities are available during all StrongRootzProject activities.

- At least one trained first aider is present during sessions.
- Accident and injury records are maintained and reviewed periodically.

7. Fire Safety and Emergency Procedures

- Fire risk assessments are conducted for all premises used.
- Fire exits, alarms, and extinguishers are checked regularly.
- Staff and participants are briefed on evacuation procedures.
- Emergency contact information is accessible at all times.

8. Health and Safety Training

- Staff, mentors, and volunteers receive induction training on health and safety.
- Training covers:
 - Safe working practices
 - Risk awareness
 - Emergency procedures
 - First aid

- Training is updated periodically and as new risks are identified.

9. Safeguarding and Wellbeing

- Health and safety practices support the overall safeguarding of children.
- Hazards that may affect children's mental or physical wellbeing are addressed promptly.
- Staff are trained to recognise and respond to signs of stress, anxiety, or illness in children.

10. Monitoring and Review

- This policy is reviewed annually or sooner if legislation, guidance, or activities change.
- **Next review date: September 2026**
- Updates are communicated to all staff, mentors, and volunteers.

Policy Approved By: J Johnston, Founder & Director
Date: September 2025