



# **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