



Roots and Rise

Make A Difference ALP – Health and Safety Policy

Date of Issue: October 2025

Next Review Date: October 2026

Approved by: Darren Foster

Policy Lead: Kerry Cassidy

1. Policy Statement

Roots and Rise (M.A.D) ALP is committed to ensuring the health, safety, and welfare of all staff, learners, visitors, and contractors.

We recognise our duty of care under the **Health and Safety at Work Act 1974** and associated legislation. Our aim is to provide a safe, secure, and supportive learning environment that promotes the wellbeing of everyone on our premises or engaged in our activities.

2. Aims and Objectives

Roots and Rise (M.A.D) ALP will:

- Maintain safe and healthy working conditions.

- Prevent accidents and cases of work-related ill health.
 - Provide clear information, training, and supervision to ensure competence in health and safety matters.
 - Regularly assess and review risks within the learning environment.
 - Promote a culture of safety awareness and shared responsibility among staff and learners.
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3. Responsibilities

Management / Proprietor

- Ensure the implementation of this Health & Safety Policy.
- Allocate sufficient resources to meet health and safety obligations.
- Carry out annual health and safety audits and reviews.
- Ensure staff receive relevant training and instruction.

Staff Members

- Take reasonable care of their own health and safety and that of others.
- Follow all health and safety procedures and report hazards or incidents immediately.
- Supervise learners appropriately to prevent accidents or harm.
- Conduct daily environment checks before sessions begin.

Learners

- Follow staff instructions and safety rules.
- Report any hazards, unsafe behaviour, or damaged equipment to staff.
- Treat the learning environment and others with respect.

Visitors and Contractors

- Must comply with all Roots and Rise (M.A.D) ALP safety procedures.
 - Will be given relevant safety information upon arrival.
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4. Risk Assessment

- Risk assessments are carried out regularly and recorded.
 - Daily visual checks of classrooms, outdoor areas, and communal spaces are completed before sessions begin.
 - Risk assessments are updated whenever there are significant changes (e.g., new equipment, activities, or learners).
 - All staff are trained to identify and report hazards immediately.
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5. Fire Safety

- Fire alarms and extinguishers are installed and maintained.
 - Clear fire evacuation routes are displayed throughout the premises.
 - Fire drills are carried out **termly** and recorded.
 - A fire risk assessment is completed annually.
 - Staff are briefed on emergency procedures and assembly points.
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6. First Aid

- At least one trained **First Aider** is on site at all times.
- First Aid boxes are fully stocked and checked monthly.
- All incidents are recorded in the **Accident/Incident Book**.

- Parents/carers are notified of any injury sustained during attendance.
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7. Safeguarding and Welfare

- Health and safety links closely with safeguarding and wellbeing.
 - All staff hold up-to-date **enhanced DBS checks**.
 - Emotional wellbeing, mental health, and behaviour management are supported through clear policies and staff training.
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8. Equipment and Premises

- All equipment is checked regularly for damage or faults.
 - Electrical appliances are PAT tested annually.
 - Furniture and fittings are safe, stable, and appropriate for learners' ages and activities.
 - Cleaning and maintenance are carried out regularly to maintain hygiene and safety.
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9. Accident and Incident Reporting

- All accidents, injuries, and near misses are recorded and investigated.
 - The Manager reviews reports to identify patterns or areas for improvement.
 - Serious incidents are reported to RIDDOR where required.
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10. Emergency Procedures

In case of emergency (e.g., fire, medical emergency, security threat):

1. Raise the alarm immediately.
 2. Evacuate calmly using the nearest safe exit.
 3. Assemble at the designated meeting point.
 4. Follow instructions from the senior member of staff or emergency services.
 5. Do not re-enter until declared safe.
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11. Training

- All staff receive induction training covering health and safety, fire procedures, and safeguarding.
 - Ongoing refresher training is provided annually or when roles change.
 - Specialist training is provided for high-risk activities (e.g., practical workshops, outdoor education).
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12. Monitoring and Review

- This policy is reviewed **annually** or following any significant incident, legislation change, or operational update.
 - Staff, learners, and stakeholders are encouraged to contribute to continuous safety improvements.
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Signed:

..K.Cassidy../D. Foster.....

Kerry Cassidy/ Darren Foster

Directors of, Roots and Rise ALP

Date: 12/10/2025.....