



Health and Safety Policy

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Authorised by	WRAP (WIRRAL) CIC Board of Directors
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Wrap (Wirral) CIC is the not-for-profit alternative education organisation, serving our communities of schools, students, and families.

Part 1: Statement of intent

Wrap health and safety policy is to:

- Prevent accidents and cases of work related ill health
- Manage health and safety risks in our workplaces
- Provide clear instructions and information to ensure employees are competent to do their work
- Provide personal protective equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Implementation of the Reporting and Recording of Accidents and Serious Incidents Policy (RIDDOR), link below
- Review and revise policy regular

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Board of Directors

2. Day-to-day responsibility for ensuring this policy is put into practice:

Senior Leadership Team

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Board - monitoring accident and ill health investigations

Andrea Jodrull - building maintenance and repairs

SLT - consulting staff

4. All employees should:

Cooperate with leaders and managers on health and safety matters

Take reasonable care of their own health and safety

Report all health and safety concerns to an appropriate person

Part 3: Arrangements for health and safety

1. Risk assessment

We will complete relevant risk assessments and take any required action

We will review risk assessments when conditions change or as necessary

2. Training

We give staff a health and safety induction and provide appropriate training if required We provide Personal Protective Equipment (PPE)

We make suitable arrangements for people working remotely

3. Consultation

We will consult with staff routinely on health and safety matters as they arise and formally when we review health and safety

Evacuation

We will ensure escape routes are clearly signed and kept clear at all times

Evacuation plans are tested from time to time and updated if necessary

PLANNING AND ARRANGEMENTS FOR HEALTH AND SAFETY

Planning is essential for the implementation of health and safety policies. Adequate risk control can only be achieved through co-ordinated action by all WRAP employees.

Sound planning minimises risk and ensures that resources are used to the greatest effect. Managers need to identify hazards within their areas, assess risks and decide whether they are properly controlled. When planning a risk management strategy all those involved in the task or work process should be included to ensure that controls reflect any hazards specific to their limitations.

This Health and Safety Manual is a living document; the most important sections are those which explain Risk Assessment, Risk Management and Safe Systems of Work, as they influence the whole of the remaining arrangements.

The Health and Safety section will:

- Provide the Statement of Intent signed by the Proprietors Board of WRAP
- Provide a clear management structure and defined responsibilities for all employees who manage and perform activities that have an effect on the occupational health and safety of WRAP employees, business and all those affected by its undertakings
- Provide a method of identifying hazards within the operations carried out by WRAP and describe the methodology used to evaluate the level of risk present
- Provide a systematic approach and analysis of each hazard to determine an appropriate method of controlling it. This approach is detailed within the arrangement section of this health and safety manual

Audit and Review

WRAP are committed to a process of continual improvement to ensure arrangements in place continue to be effective through a detailed audit and review process. Self inspection, internal and external auditing will ensure policies and procedures are subjected to continuous improvement, and have regard to changes in legislation and relevant codes of practice. Review of this policy and the arrangements contained within it will be reviewed at least annually and will be carried out by a Director, who is operationally responsible for health and safety within WRAP.

HEALTH AND SAFETY RESPONSIBILITIES

Proprietors Board:

- Has ultimate responsibility for ensuring that WRAP meets the requirements of the Health and Safety at Work etc Act 1974 and all its subordinate legislation.
- Will ensure that Health and Safety performance is adequately monitored and reviewed
- Will ensure that effective policies and procedures exist so that statutory obligations are discharged
- Will ensure that appropriate Health and Safety resources are available
- Will discuss Health and Safety matters at Board Meetings

- Is responsible for ensuring the Health and Safety Policy is reviewed and revised as and when necessary
- Will monitor the Policy's implementation and setting of targets or objectives, where appropriate
- Will bring to the Board's attention any faults or areas of weakness in the Policy or its implementation

Headteacher:

- Implementation of this policy in the area that he or she has responsibility for, and bringing it to the attention of all employees and volunteers;
- All Health and Safety Procedures are implemented, monitored and reviewed;
- Compliance with safety precautions that apply to his or her own area including the regulating of contractors;
- Ensuring that all new entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures;
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment;
- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call-points in the building, and are conversant with its effective use;
- Ensuring that any legal requirements relating to the operation of the building are fully complied with, including (but not limited to):
 - Safe use of electrical switches and circuits;
 - Maintenance of all appropriate registers (Fire Alarm log, Accident Book etc.);
 - Necessary safety training and induction training for staff;
 - Statutory inspections of plant and equipment;
 - Provision of first-aid equipment and adequate first aid cover;
 - All necessary protective clothing and equipment is available, is in good working order, and is used by staff
 - Coordinate all fire prevention and evacuation procedures
 - Accident investigation;
 - Arrangements for cleaning;
 - Ensuring that any responsibilities delegated to staff are clearly identified and understood;
 - Ensuring that access to the premises by customers or other members of the general public is strictly limited to safe areas;
 - Ensuring that suitable arrangements are in place to safeguard the premises against

intruders.

All WRAP Employees:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Immediately bring to the attention of their manager any situations or practices that are noted, which may lead to injuries or ill health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the accident Reporting Policy;

Information to Employees

The Health and Safety at Work etc Act 1974 requires WRAP to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees.

To this end, the following arrangements shall be made:

- The WRAP Statement of Intent shall be clearly displayed in all WRAP premises or where premises are occupied by WRAP employees.
- All WRAP employees and those affected by their business will have access to the health and safety policies, procedures and any other documentation relevant to protect their health, safety and welfare.
- All WRAP employees and others affected by their business will be issued with safety information including the company's health and safety policy.
- All management meetings throughout WRAP will include items concerning health and safety

and ensure that safety matters are raised and discussed.

- Whatever and whenever health and safety matters are raised, records of such matters shall be kept and details sent to the relevant line manager who, as appropriate will forward the information and/or seek advice from the Proprietors Board of WRAP
- Health and safety notices will be provided in accordance with statutory requirements
- All instructions affecting health and safety shall, where practicable, be written and shall be brought to the attention of all persons who may be affected

RIDDOR Reporting

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), several types of injuries, diseases, and dangerous occurrences require reporting. These include **specified injuries to workers, injuries resulting in more than 7 consecutive days of incapacity for work, deaths of workers, and certain occupational diseases**. Additionally, injuries to members of the public that result in them being taken to a hospital for treatment, or specified injuries to non-workers that occur on hospital premises, must be reported.

Reportable Injuries (for Workers):

- **Specified Injuries:** These include fractures (excluding fingers, thumbs, and toes), amputations, injuries likely to cause permanent loss of sight, crush injuries to the head or torso causing internal organ damage, serious burns, scalping requiring hospital treatment, and unconsciousness from head injury or asphyxia.
- **Injuries causing incapacity:** Injuries that result in a worker being unable to work for more than 7 consecutive days immediately following the accident are also reportable, [according to the Health and Safety Executive](#).
- **Deaths:** The death of any worker (except suicide) must be reported.

Reportable Injuries (for Non-Workers):

- Injuries to members of the public that lead to them being taken directly to the hospital for treatment are reportable.
- Specified injuries to non-workers that occur on hospital premises are also reportable, [according to the Health and Safety Executive](#).

Reportable Diseases:

- RIDDOR also requires reporting of certain occupational diseases, such as specific types of poisoning, certain skin diseases, and some respiratory illnesses.

Reportable Dangerous Occurrences:

- These include incidents like the collapse of lifting equipment, the failure of breathing apparatus, or the accidental release of dangerous substances.

Important Considerations:

- The reporting requirements can vary depending on the specific circumstances of the incident and the type of work being carried out.
- RIDDOR is enforced by the [Health and Safety Executive](#) (HSE) and other relevant enforcing authorities.
- Failure to report incidents under RIDDOR can result in penalties, including fines.
- Reporting and Recording of Accidents and Serious Incidents Policy (RIDDOR), link below

[RIDDOR reporting](#)