

HEALTH AND SAFETY Policy and Procedural Guidance



General Policy Introduction

This Health and Safety Policy contains a plan detailing how Rainbow Hub will manage any health and safety issues. The policy sets out Rainbow Hub's commitment to manage risks and provide good standards of health and safety to meet legal requirements. Health and safety is an integral part of how we run our organisation and as a responsible employer and service provider, it is a necessity that arrangements are made and responsibilities are shared to achieve this. Rainbow Hub will carry out a full appraisal of health, safety and welfare requirements and will review the policy annually.

For the purposes of this policy 'beneficiary' includes all children, young people and adults accessing services at Rainbow Hub.

The policy applies to all services provided by Rainbow Hub including all therapy services, nursery and school provision.

Health and Safety General Policy Statement

This is a declaration of intent that Rainbow Hub will provide and maintain, so far as reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy Statement is brought to the attention of all staff by the publication in the main Health and Safety Policy Portfolio and in the Staff Safety Handbook. Throughout Rainbow Hub site there is focus on health and safety and reporting procedures, displayed on notice boards, focused discussion at staff and trustee meetings and the Health and Safety Committee Meetings.

Organisations

This part of the policy details the health and safety responsibilities of key personnel within Rainbow Hub. These responsibilities are fulfilled by completion of various safety records, contracting contractors if needed, records related to ongoing maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant Legislation

Rainbow Hub will set out details of main regulations and best practice guidance's affecting health and safety at work that are currently in place.

Safety Arrangements

This part of the policy explains the systems and procedures in place for managing individual topics or subjects for which Rainbow Hub is responsible.

Rainbow Hub
HEALTH AND SAFETY GENERAL POLICY STATEMENT

At Rainbow Hub we recognise our duty under the current health and safety legislation and we endeavour to meet our requirements of this legislation and maintain a safe and healthy working environment. Our trustees, senior managers, staff and volunteers are informed of their responsibilities to ensure they take all reasonable precautions, to ensure safety, health and welfare of those that are likely to be affected by the operation of our organisation.

Rainbow Hub recognises its duties to make regular assessment of hazards and risks created in the course of our environment.

Rainbow Hub recognises our duty, so far as reasonably practicable:

- to meet legal obligations to maintain safe and healthy working conditions
- to provide adequate control of the health and safety risks identified
- to consult with the staff on matters affecting their health and safety
- to provide and maintain safe equipment and appliances
- to ensure the safe handling and use of substances (COSHH)
- to provide information, instruction, training where necessary for trustees, staff and volunteers, taking into account any who do not have English as their first language
- to ensure that all staff are competent to do their work, and given appropriate training
- to prevent accidents and work related ill health
- to actively manage and supervise health and safety at work
- to have access to competent advice
- to seek continuous improvement in our health and safety performance and management through regular reviews and revision of this policy
- to provide the resources required to make this policy and Health and Safety arrangements effective.

Rainbow Hub also recognises:

- It is Rainbow Hub's duty to co-operate and work with staff when they work at other premises under their control to ensure the continued health and safety of all those at work.
- It is Rainbow Hub's duty to co-operate and work with staff, students, visitors, volunteers and others that come on to Rainbow Hub premises and do work for us, to ensure the health and safety of everyone at work.

To achieve these objectives and ensure all staff and volunteers recognise their duties under health and safety legislation whilst at work, Rainbow Hub will inform them of their duties to take reasonable care of themselves and others who might be affected by their activities. Rainbow Hub will achieve this by explaining their duty set out in our organisation health and safety rules in the Staff and Volunteer Safety Handbook.

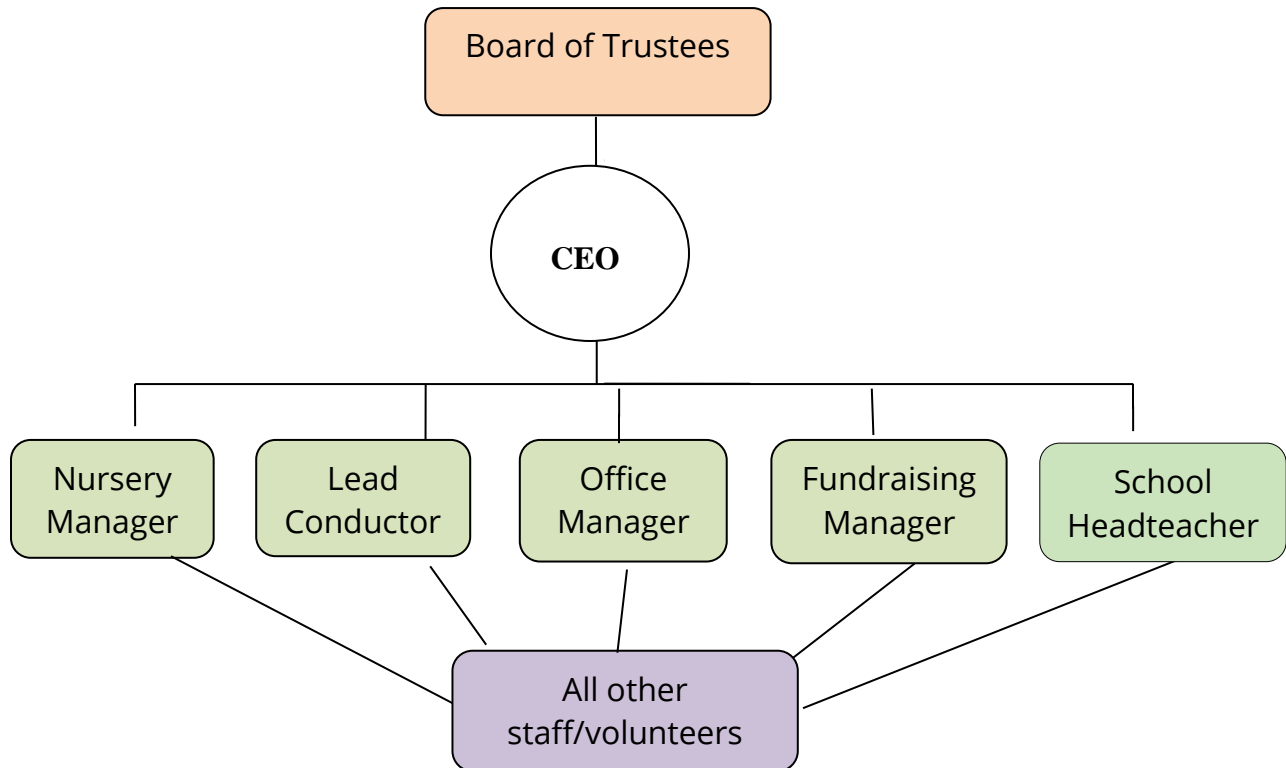
Signature..... **Date**.....
Position.....

**Rainbow Hub
Organisation**

Health and Safety Management Structure

Although the CEO has overall responsibility for the implementation of this policy, day to day responsibility for health and safety has been delegated to key personnel.

The management structure within Rainbow Hub is shown below and day to day responsibilities for particular health and safety issues are shown in a responsibility chart which is on page 6 and 7 of this document.



HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

The Board of Trustees recognise that they retain overall responsibility for health and safety matters. They also recognise that Rainbow Hub needs to take action in respect of key points listed below. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on staff and others.

General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with staff on health and safety matters.
- Ensure that adequate Employer’s Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment.

- Ensure that all contractors (when employed) are competent and monitored during their work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all staff are provided with appropriate health and safety induction and ongoing training.
- Provide measures to protect the health and safety of staff working alone.
- Carry out regular Health and Safety inspections
- Monitor the health and safety performance of Rainbow Hub.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control staff's exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the work place.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations; identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority (HSE).
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

- Ensure that adequate arrangements are in place to deal with fire safety at Rainbow Hub premises or other premises of work for staff.
- Staff are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessments

- Ensure that risk assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of the risk assessments are communicated effectively to staff, volunteers, students and others.

Rainbow Hub Premises

- Provide a suitable and safe working environment for staff, volunteers, students and others with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained and is inspected every five years.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided at the workplace.
- Carry out regular Health and Safety site inspections

Equipment

- Ensure that all equipment provided by Rainbow Hub is suitable and properly used and is bought from reputable companies.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Any personal protective equipment (PPE) provided gives suitable protection, is used and that staff are given information, instruction and training on its use.

Substances

- Ensure that all substances are used safely.
- Ensure all substances are appropriately stored.
- A record is made of any hazardous substances (COSHH).

On the next page is a responsibility table which identifies the specific health and safety responsibilities and identifies the individuals they are allocated to.

Monitoring

The operation of this policy and arrangements is actively monitored and reviewed annually. Health and safety roles and responsibilities will be monitored and reviewed periodically by senior management. Checklists and various health and safety record forms will be monitored periodically by senior management.

Responsibility Table

This responsibility Table illustrates the allocation of individual health and safety responsibilities to personnel and management positions.

Key

BOD – Board of Trustees

CEO – Chief Executive Officer

NM – Nursery Manager

OM – Office Manager

ODS – Other designated staff

HT- School Headteacher

Safety Arrangements	BOD	CEO	NM	OM	ODS	HT
Managing Safety at Work	*	*	*	*		*
Accident, Incident, Ill Health Reporting and Investigation		*	*	*		*
Risk Assessment and Hazard Reporting		*	*	*	*	*
Occupational Health and Health Surveillance			*	*		*
Substance & Alcohol Abuse		*	*			*
Purchasing	*	*		*		*
New and Expectant Mothers		*	*	*		*
Children and Young person's doing work experience		*	*	*	*	*
Health and Safety Training		*	*	*		*

Lone Working		*	*	*	*	*
Health and Safety of Visitors/Volunteers		*	*	*	*	*
Personal Protective Equipment		*	*	*	*	*
Safe Systems of Work		*	*	*	*	*
Action on Enforcing Authority Reports	*	*	*			*
Equality and Disability Discrimination Compliance		*	*	*		*
H & S Information for Staff		*	*	*	*	*
Fire Safety Arrangements and Procedures		*	*	*	*	*
First Aid			*	*	*	*
Welfare, Staff Amenities, Toilets & Working Environment			*	*	*	*
House Keeping and Cleaning			*	*	*	
Building Services		*	*	*		*
Windows Glass and Glazing in the Workplace		*		*		*
The Control of Hazardous and Non Hazardous Substances and Waste		*		*		*
Access, Stairs and Floors		*	*	*		*
Workplace Signs		*		*		*
Water Temperature Control		*		*	*	*
Legionella Control		*		*	*	*
Premises	*	*	*	*		*
Electrical Safety		*		*		*
The Provision, Use & Maintenance of Equipment		*	*	*	*	*
Office Equipment		*	*	*	*	*
Storage of Chemical Substances & Agents		*	*	*		*
Slip. Trips and Falls		*	*	*	*	*
Special Events		*	*			*
Work at Height		*	*	*		*
Occupational Road Safety		*	*			*
Safety in Food Preparation Areas			*		*	*
Infection Control		*	*	*	*	*
Manual Handling			*		*	*
Display Screen Equipment & DSE User Eye Tests & Spectacles		*		*	*	*
Stress in the Workplace		*	*	*		*
Wheelchairs			*		*	*
Drugs and Medications		*	*		*	*
Outside Areas and Play Areas		*	*	*		*
Work with Children and Vulnerable Adults		*	*		*	*
Schools and Nurseries			*		*	*
Contractor Control and Management		*	*	*		*

Note:

Staff with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibilities to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed relevant records. Together Rainbow Hub needs to check that collectively the organisation has covered all aspects of safety arrangements and management of all issues relating to Health and Safety.

Relevant Legislation

Name of Regulation	Year
Confined Spaces Regulations	1997
Construction (Design and Management) Regulations	2015
Control of Lead at Work Regulations	2002
Control of Major Accident Hazards Regulations	2015
Control of Noise at Work Regulations	2005
Control of Substances Hazardous to Health (Amendment) Regulations	2003
Control of Substances Hazardous to Health (Amendment) Regulations	2004
Control of Substances Hazardous to Health Regulations	2002
Control of Vibration at Work Regulations	2005
Dangerous Substances and Explosive Atmospheres Regulations	2002
Electricity at Work Regulations	1989
Employers' Health and Safety Policy Statements (Exception) Regulations	1975
Health and Safety (Consultation with Employees) Regulations	1996
Health and Safety (Display Screen Equipment) Regulations	1992
Health and Safety (Enforcing Authority) Regulations	1998
Health and Safety (First- Aid) Regulations	1981
Health and Safety (Miscellaneous Amendments) Regulations	2002
Health and Safety (Safety Signs and Signals) Regulations	1996
Health and Safety (Sharp Instruments in Healthcare) Regulations	2013
Health and Safety (Training for Employment) Regulations	1990
Health and Safety Information for Employees (Amendment) Regulations	2009
Health and Safety Information for Employees Regulations	1989
Heavy Fuel Oil (Amendment) Regulations	2014
The Ionising Radiations Regulations	2017
Lifting Operations and Lifting Equipment Regulations	1998
Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations	2003
Management of Health and Safety at Work Regulations	1999
Manual Handling Operations Regulations	1992
Notification of Cooling Towers and Evaporative Condensers Regulations	1992
Personal Protective Equipment at Work Regulations	1992

Pressure Systems Safety Regulations	2000
Provision and Use of Work Equipment Regulations	1998
Radiation (Emergency Preparedness and Public Information) Regulations	2001
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	2013
Safety Representatives and Safety Committees Regulations	1977
Work at Height (Amendment) Regulations	2007
Work at Height Regulations	2005
Workplace (Health, Safety and Welfare) Regulations	1992

MANAGING SAFETY AND HEALTH AT WORK

Rainbow Hub recognises the benefits of the effective management of safety and health at work. To obtain these benefits our organisation has recognised the need for an effective management system and has taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.
- Creating a Health and Safety Committee consisting of at least 4 individuals from across the organisation to be appointed by the CEO. This Committee shall meet on a regular basis to discuss any potential Health and Safety issues and to recommend any remedial action required to the CEO.
- Providing adequate resources.
- Providing such health and safety information, instruction and training for all workers as necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales (information is in our guidance notes)
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for managing health and safety at work is identified within the Responsibility Table of our Health and Safety Policy.

ACCIDENT, INCIDENT, ILL-HEALTH AND REPORTING AND INVESTIGATION

Rainbow Hub encourages all staff to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill health that happens in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. Rainbow Hub also uses the information to help us meet our obligations under the legislation requiring accidents to be reported to the enforcing authority.

We do this by;

- Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health.

- Having accident, incident and work related ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Reporting reportable accidents, dangerous occurrences and work related ill health within the statutory timescales (information is in our Guidance Notes)
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible for reporting accidents, dangerous occurrences and work related ill-health are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE HEALTH AND SAFETY CONSULTATION

Rainbow Hub has a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation Rainbow Hub has established a process for managers to consult with staff and elected safety representatives about work related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through staff meetings.

We do this by;

- Nominating supervisors and managers to organise and hold consultation meetings.
- Arranging scheduled formal consultation meetings between Managers and staff.
- Implementing and undertaking where necessary a 'one to one' consultation process with individual staff. A written note of those consultations will be made.
- Staff to complete and discuss a Wellness Action Plan (pro forma in the Appendix) with their line manager at their annual appraisal. The line manager will ensure any recommendations arising therefrom (to be agreed by the line manager and CEO) are implemented as soon as is reasonably practicable. This will be reviewed at regular one to one meetings
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during 'one to one' consultation meetings.

The management and supervisory personnel responsible for implementing and operating this consultation process are identified with the Responsibility Table of our Health and Safety Policy.

RISK ASSESSMENT AND HAZARD REPORTING

Rainbow Hub has a duty to assess the significant risks arising out of our charitable activities and for specific areas of concern, including Covid-19. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of the staff and others who may be affected by our work activity.

To support this process and our management of health and safety Rainbow Hub encourages staff to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We do this by;

- Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments, including Covid-19 risk assessment, procedures, Safe Systems of Work and measure to effectively control the work activities within our work premises.
- Explaining the results of risk assessments to our work force.
- Implementing the findings of the risk assessments, procedures, strategies, Safe Systems of Work and Control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Staff and others following our procedures, control measures and Safe Systems of Work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy. We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE

Rainbow Hub has a duty to ensure the health and well being of our staff who may be affected by the incidence of ill health arising from their work activities. Rainbow Hub shall implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among staff exposed to certain health risks; and acting on the results.

We do this by;

- Nominating senior staff members to coordinate and manage health surveillance.
- Developing and implementing strategies, procedures etc.
- Ensuring that the development of the strategies and procedures relating to health surveillance are undertaken by competent, trained personnel.
- Ensuring that management, staff and others follow our procedures and rules.
- Providing and recording relevant training.
- Recording Health Surveillance.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we coordinate health surveillance.

- Asking staff to complete a Wellness Action Plan (pro forma in the Appendix) with their line manager at their annual appraisal and implementing any recommendations arising therefrom as soon as is reasonably practicable. This will be reviewed at regular one to one meetings.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SUBSTANCE AND ALCOHOL ABUSE

Rainbow Hub has a duty to protect the safety, health and welfare of our staff and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by;

- Nominating senior staff members to implementing strategies, policies and procedures.
- Providing funding for competent accredited trained personnel to provide support and counselling services.
- Staff and others adhering to the contents of our procedures and policies.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PURCHASING

Rainbow Hub has a duty to ensure the safety, health and welfare of our staff and others who enter our premises and we have systems in place to protect these groups from any adverse effects of all plant, equipment, supplies and substances that we purchase to support our work activities.

Our systems consist of;

- Nominating senior staff members to identify and manage the organisation's safe purchasing requirements.
- Ensuring that the equipment purchased is safe, adequate and suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to staff.
- Provide relevant training.
- Monitoring and reviewing our systems

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

NEW AND EXPECTANT PERSONS

Rainbow Hub has a duty to protect the health of new and expectant people from hazards that might be present in the workplace. We also have a duty to assess the risks to the person of child bearing age from our activities and inform them of any potential risks that might affect the pregnancy.

We do this by;

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant persons.
- Developing and implementing systems and procedures that will protect all people of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant persons and their children from hazards and risks in our workplace or risks from the work activity.
- Considering the personal needs of each new and expectant person.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant people and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant persons.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CHILDREN AND YOUNG PERSONS DOING WORK EXPERIENCE

When we arrange for children and young person's to complete work experience we have particular duties to protect their safety, health and welfare whilst at work.

We do this by;

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose a risk to young persons.
- Developing and implementing young person risk assessments, procedures, safe systems of work and control measures.
- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their tutors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the buildings structure which would trigger the need for re-assessment.
- Staff and others adhering to the contents of procedures, control measures and safe systems of work.
- Providing and recording relevant training.

- Monitoring and reviewing our systems. Using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

NURSERY

Rainbow Hub has a duty to ensure the safety, health and welfare of the children attending our nursery, our staff and all others who may enter our premises and to ensure compliance with OFSTED requirements.

We do this by:-

- Nominating senior staff members to identify and risk assess the hazards which pose a risk in the nursery setting
- Developing and implementing nursery specific risk assessments, procedures, check lists, safe systems of work and control measures
- Ensuring that risk assessments are carried out by competent, trained personnel
- Regularly inspecting the nursery premises to identify any new processes, personnel or changes that could pose a new risk
- Ensuring staff and others adhere to the contents of the risk assessments, procedures, control measures and safe systems of work
- Providing relevant information and training
- Monitoring and reviewing our systems- using our experience of operating these arrangements we aim to make improvements to the way we manage the risks in the nursery setting
- Providing adequate resources either financial or human to be able to comply with the above control measures, procedures and safe systems of work and all requirements of OFSTED

The personnel responsible for the above measures are identified within the Responsibility table of our Health and Safety Policy.

SCHOOL

Rainbow Hub has a duty to ensure the safety, health and welfare of the children attending our school, our staff and all others who may enter our premises and to ensure compliance with OFSTED requirements.

We do this by:-

- Nominating senior staff members to identify and risk assess the hazards which pose a risk in the school setting
- Developing and implementing school specific risk assessments, procedures, check lists, safe systems of work and control measures
- Ensuring that risk assessments are carried out by competent, trained personnel
- Regularly inspecting the school premises to identify any new processes, personnel or changes that could pose a new risk
- Ensuring staff and others adhere to the contents of the risk assessments, procedures, control

measures and safe systems of work

- Providing relevant information and training
- Monitoring and reviewing our systems- using our experience of operating these arrangements we aim to make improvements to the way we manage the risks in the school setting
- Providing adequate resources either financial or human to be able to comply with the above control measures, procedures and safe systems of work and all requirements of OFSTED

The personnel responsible for the above measures are identified within the Responsibility table of our Health and Safety Policy.

LONE WORKING

Rainbow Hub has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to staff who travel during the course of their work and those who work away from our core premises.

We do this by;

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our staff.
- Making an assessment of the risks to members of our workforce who are or may become lone workers.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all staff.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY TRAINING

Rainbow Hub has a duty to protect the safety and welfare of staff whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by;

- Nominating senior staff members to manage Health and Safety Training.

- Making an assessment of the risks to our workforce and others from an adequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY OF VISITORS

Rainbow Hub has a duty to ensure the health and safety of members of the public who come into our workplace.

We do this by;

- Nominating senior staff members to identify and risk assess the workplace hazards which pose a risk to visitors.
- Making an assessment of the risks to visitors.
- Providing a visitors' book to track visitors present in our premises.
- Developing visitor procedures and control measures.
- Implementing visitor procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could pose new risk to visitors.
- Ensuring staff and others adhere to the contents of procedures, control measures and safe systems of work.
- Provide relevant information and training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to visitors.

PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment, Rainbow Hub has a duty to provide such equipment as is necessary, having particular regard to Covid-19 and Government Guidance on making a workplace Covid-19 secure.

We do this by;

- Carrying out a Covid-19 Risk Assessment and notifying staff and visitors of the content.

- Nominating senior staff members to coordinate the management of work related health and safety issues.
- Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to the workforce.
- Making sure that managers know why and when PPE is required.
- Managers ensuring staff and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance, replacement and disposal of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to continuously improve and reduce the incidence of work related ill health.

The personnel responsible for monitoring and implementing the use and issue of PPE are identified within the Responsibility Table of our Health and Safety Policy.

SAFE SYSTEMS OF WORK

Rainbow Hub has a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by;

- Nominating senior staff members to oversee and implement safe systems of work.
- Identifying where safe systems of work are required.
- Developing safe systems of work to effectively control the work activities within our work premises.
- Communicating the safe systems of work to applicable staff.
- Ensuring that safe systems of work are created by competent, trained personnel.
- Providing training on the safe system to the workforce.
- Regular checks to ensure that the systems are being followed.
- Reviewing our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

Rainbow Hub recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to health and safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of Enforcement Authorities.
- Providing adequate resources either financial or human to be able to meet the requirements of the Enforcement Authority.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing these organisations arrangements for compliance with Enforcement Authority requirements is identified within the Responsibility Table of our Health and Safety Policy.

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

Rainbow Hub recognise the benefits that will accrue from planned and carefully considered arrangements in regard to the equal treatment of all people and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of disadvantaged and vulnerable persons.
- Providing adequate resources either financial or human to be able to make reasonable adjustments to our workplace(s)
- Allowing staff to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources.
- Providing such health and safety information, instruction, and training all workers as is necessary for them to be able to work without risk to their health, safety and welfare so far as reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing these organisations arrangements for compliance with statutory requirements in this respect is identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY INFORMATION FOR STAFF

Rainbow Hub recognise the benefits that will accrue from the provision of effective information regarding health safety and welfare activities to our staff. To obtain these benefits we have recognised the need for an effective management system and have taken steps to provide adequate information to staff and others.

We have done this by;

- Allowing staff to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources.
- Providing such health and safety information, instruction, and training for all staff as is necessary for them to be able to work without risk to their health, safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

To the person nominated with responsibility for overseeing these organisations arrangements for provision of information to staff is identified within the Responsibility table of our Health and Safety Policy.

FIRE SAFETY – ARRANGEMENTS AND PROCEDURES

Rainbow Hub has a legal duty to implement and maintain a fire safety programme, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, fire fighting equipment, emergency lighting, emergency signs, and adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of;

- Nominating a 'responsible person' to coordinate fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk assessment.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire risk assessment and the emergency plan.
- Implementing procedures and control measures to mitigate the risks posed.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing safe systems of work to reduce the potential incidence of fire and emergency situations.
- Adequate provision of tested and inspected fire fighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the fire risk assessment and on the use of any fire fighting equipment.
- Reviewing our system.

The personnel responsible for fire and emergency arrangements are identified within the Responsibility table of our Health and Safety Policy.

FIRST AID

Rainbow Hub has a duty to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by;

- Nominating a senior manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our workplace.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be available at all times during business hours.
- Providing and maintaining sufficient quantities of first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders' qualifications are up to date.

The personnel responsible for coordinating first aid activities and ensuring adequate first aid provision are identified within the Responsibility Table of our Health and Safety Policy.

WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT

Rainbow Hub is obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms and for the welfare of new and expectant mothers.

We do this by;

- Nominating senior staff members to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and includes adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible for these measures are identified within the Responsibility Table of our Health and Safety Policy.

HOUSEKEEPING AND CLEANING

Rainbow Hub has a duty to ensure the health, safety and welfare of our staff and others who enter our premises by keeping it in a clean, tidy and sanitary condition, having particular regard to Covid-19 and Government Guidance on making a workplace Covid-19 secure.

We do this by;

- Nominating senior staff members to oversee the provision and management of housekeeping facilities and arrangements. Where necessary, making a risk assessment for the risk posed to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required including regular cleaning of touchpoints and maintenance of daily cleaning records and checklists and using colour coded cleaning equipment as referred to in our Infection and Sickness Policy and Healthy Eating Policy.
- Ensuring that deep cleans take place a minimum of every 3 months and wherever necessary thereafter.
- Ensuring that competent, trained personnel undertake the management of the policy, cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our activities to ensure that staff and others use the control measures provided and follow these policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of our arrangement; to ensure that the workplace is kept clean and that our cleaning arrangements are adequate.
- Staff and others adhering to the contents of the procedures and safe systems of work.

The personnel responsible for the above measures are identified with the Responsibility Table of our Health and Safety Policy.

BUILDING SERVICES

We have a duty to ensure the safety of staff and visitors by ensuring adequate controls for basic building services such as electricity, oil, telephones, clean and waste water are in place and maintained.

We do this by;

- Nominating senior staff members to reduce the risks posed by the services.
- Making an assessment of the risks from the services to our workforce and others.
- Developing and implementing sufficient control measures to identify all of the major services in the workplace e.g. gas, electricity, water etc.

- Ensuring that the management of the control measures relating to services are undertaken by competent, trained personnel.
- Managing our activities to ensure that staff and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from building services.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

WINDOWS, GLASS AND GLAZING IN THE WORKPLACE

Rainbow Hub has a duty to ensure the safety, health and welfare of our staff and others who enter our premises from the risks posed by glass and glazing.

We do this by;

- Nominating senior staff members to monitor and reduce the risks from glass and glazing systems.
- Managing our activities to ensure that staff and others use the risk assessments and control measures.

The personnel responsible for the above measures and training relating to glazing within our workplace are identified within the Responsibility Table of our Health and Safety Policy.

CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE

Rainbow Hub has a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by;

- Nominating senior staff members to control the disposal of waste, both hazardous and non-hazardous, from our work premises to minimise the risk posed.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, safe systems of work and control measures relevant to the control of waste including measures necessary to ensure compliance with environmental legislation.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Staff and others adhering to procedures, control measures and safe systems of work.
- Providing and recording relevant training.

- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ACCESS, EGRESS, STAIRS AND FLOORS

Rainbow Hub has a duty to protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by;

- Nominating senior staff members to be responsible for monitoring and reducing incidents occurring as a result of incidents involving access and egress facilities, including stairs and floors etc.
- Making an assessment of the risks from incidents involving access and egress facilities, including stairs and floors etc.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to slips, trips and falls are undertaken by competent, trained personnel.
- Managing our activities to ensure that staff and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage these risks.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE SIGNS

Where it is appropriate we have a legal duty to display safety signs to warn our staff and others of hazards that may be present in our workplace.

We do this by;

- Nominating senior staff members to consider and identify where we need to use safety signs.
- Identifying and implementing procedures for the purchase and installation of signs.
- Ensuring that signage is adequate for its purpose and it is maintained and checked.
- Ensuring that assessments of our requirements are made by competent, trained personnel.
- Ensuring that workplace signs are adhered to.
- Providing and recording relevant training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the use of safety signs.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WATER TEMPERATURE CONTROL

Rainbow Hub has a duty to protect our workforce and others who may be affected by our activities from the risk of contact with high water temperatures which could give rise to scalding.

We do this by;

- Nominating senior staff members to risk manage, identify and minimise the risks created by hot water.
- Assessing the risk of scalding from hot water systems.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that water temperatures are maintained and checked at appropriate intervals.
- Providing thermostatic mixing valves, to control water temperature.
- Ensuring that our actions are carried out by competent and trained personnel.
- Following our procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to continuously improve to the way we manage health and safety risks associated with our business.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ELECTRICAL SAFETY

We have a duty to protect our staff and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by;

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Requesting all employees to carry out a visual inspection of any portable appliance before use and should any faults be identified, that employee should remove the equipment from use and notify a senior manager.
- Developing and implementing procedures, control measures, policies and safe systems of work.

- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent, accredited electrical engineers.
- Managing our activities to ensure that staff and others use the control measures provided and follow our policies, procedure and safe systems of work.
- Provide relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible for the above measures are identified within the responsibility table of our health and safety policy.

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

Rainbow Hub has a duty to protect our staff and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by,

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that staff and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OFFICE EQUIPMENT

Rainbow Hub has a duty to protect our staff and other people who use our premises from the risks associated with the use of office equipment.

We do this by;

- Nominating senior staff members to consider the safety implications of our use of office equipment.
- Making an assessment of the risks from our use of office equipment.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that staff and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

STORAGE OF CHEMICAL SUBSTANCES AND AGENTS

Rainbow Hub has a duty to protect our staff and others from potential hazards and risks present as a result of the storage of chemical substances at our workplace.

We do this by;

- Nominating senior staff members to identify the chemical substances used and their storage requirements and to keep appropriate records (COSHH).
- Developing and implementing risk assessments, procedures, safe systems of work and control measures to minimise risk within our work premises.
- Implementing the procedures, safe systems of work and control measures.
- Ensuring that the storage, containment and exhaust ventilation arrangements are adequate for their purpose, as defined in prescribed legislation.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to chemical substances are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from stored chemical substances.

The personnel responsible for the above measures are identified within The Responsibility Table of our Health and Safety Policy.

SLIPS, TRIPS AND FALLS

Rainbow Hub has a duty to protect our staff and others visiting our premises from the risks of slipping, tripping and falling.

We meet this duty by;

- Nominating senior staff members to be responsible for monitoring and improving workplace safety.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for the purpose, and that they are routinely maintained and checked.
- Ensuring that any risk assessments or safety inspections are carried out by competent and trained personnel.
- Adhering to our risk assessments, procedures and control measures.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements to ensure that arrangements we have made remain sufficient to control the potential risk.
- Recording all slips trips and falls in an accident book.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SPECIAL EVENTS

When we organise functions we have a duty to protect our own workforce and others from the hazards and risks that are present; these will vary according to the type of function and its location.

We do this by;

- Nominating senior staff members to coordinate and be in overall control of health, safety and welfare at each function that we organise.
- Making an assessment of the risks at and from each function that we organise.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the development and management of the policy, procedures safe systems of work and control measures are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks at functions.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK AT HEIGHT

Rainbow Hub has a duty to ensure the health, safety and welfare of our staff and others against the risks involved in working at height.

We do this by;

- Nominating senior staff members to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height.
- Developing and implementing procedures, control measures and safe systems of work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Following our risk assessments, procedures, control measures and safe system of work in practice.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SAFETY IN FOOD PREPARATION ENVIRONMENTS

Rainbow Hub has a duty to protect our staff and others from the hazards associated with the preparation of food.

We do this by;

- Nominating senior staff members to manage and reduce the risks created by work in food environments.
- Making an assessment of the risks from working in food environments to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the policies, procedures, safe systems of work and control measures relating to safety in food premises are managed by competent, trained personnel.
- Implementing housekeeping, cleaning and maintenance regimes.
- Managing our activities to ensure that employees and others use the control measures provided, follow our policies, procedures and safe systems of work.

- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working in food environments.
- Developing and implementing measures, procedures and safe systems of work as contained in our Healthy Eating and Nutrition Policy, including colour coding systems referred to therein.

The personnel responsible for safety in food environments are identified within the Responsibility Table of our Health and Safety Policy.

INFECTION CONTROL

Rainbow Hub has a duty to protect the safety, health and welfare of our workforce and others who enter our premises from the risk of work acquired infections, having particular regard to Covid-19 and Government Guidance on making a workplace Covid-19 secure.

We do this by;

- Nominating senior staff members to manage the spread of infection and to reduce the risks posed.
- Making an assessment of the risks to our workforce and visitors to our workplace of acquiring a work related infection.
- Developing and implementing control measures, procedures, policies and safe systems of work. These can be found in the Infection and Sickness Policy and Healthy Eating and Nutrition Policy
- Ensuring that the management of the control measures, procedures and safe systems of work relating to the control of work-related infection is carried out by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our procedures and safe systems of work.
- Providing and recording relevant training.
- Undertaking health surveillance where necessary.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks of work-related infection.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health And Safety Policy.

MANUAL HANDLING

Rainbow Hub has a duty to ensure the safety, health and welfare of our staff and others who enter our premises from risks present in manual handling activities.

We do this by;

- Nominating senior staff members to manage and identify load or lifting hazards.

- Making an assessment of the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations in the course of our business.
- Ensuring that any manual handling risk assessments are undertaken by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes. Staff and others adhering to the contents of procedures, control measures and safe systems of work.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

DISPLAY SCREEN EQUIPMENT

Rainbow Hub has a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment. (DSE)

We do this by;

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them,
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

The personnel responsible for the DSE assessment process and these measures are identified in the Responsibility Table of our Health and Safety Policy.

STRESS IN THE WORKPLACE

Rainbow Hub recognises that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by;

- Nominating senior staff members to consider and manage the issue of work related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Ensuring staff are aware of information contained within the policy and that it is adopted and followed.
- Ensuring staff know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health causes by work related stress.
- Asking staff to complete a Wellness Action Plan (pro forma in the Appendix) with their line manager at their annual appraisal and implementing any recommendations arising therefrom as soon as is reasonably practicable. This will be reviewed at regular one to one meetings.

The personnel responsible for monitoring and implementing the above policy are identified in the Responsibility Table of our Health and Safety Policy.

WHEELCHAIRS

Rainbow Hub has a duty to ensure the health, safety and welfare of our workforce and others from the risks associated with the use of wheel chairs.

We do this by;

- Nominating senior staff members to oversee the safe management and use of wheelchairs within our premises.
- Assessing the risk from the use of wheelchairs by each wheelchair user.
- Developing and implementing procedures, policies and control measures.
- Ensuring that risk assessments are made by competent, trained personnel.
- Ensuring that wheelchairs owned by Rainbow Hub are maintained in good working order and advising parents/carers of any disrepair to those wheelchairs belonging to the beneficiary and advising them to repair as soon as is reasonably practical. Rainbow Hub reserve the right to refuse entry to any beneficiary whose wheelchair is in such a state of disrepair that we feel it may pose a risk to the beneficiary or others.
- Ensuring staff and others follow our policies and procedures.
- Providing and recording relevant training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with the use of wheelchairs.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

DRUGS AND MEDICATION

Rainbow Hub has a duty to ensure the health and safety of our staff and others from the way we dispense and store drugs safely.

We do this by;

- Nominating senior staff members to consider and manage the safe provision, use and storage of drugs.
- Assessing the risk to our workforce and others generally and more specifically to individual clients.
- Developing and implementing control measures, procedures and safe systems of work contained in our Management of Medical Conditions and Medication Policy and Administration of Medication and Gastrostomy Feeds Policy
- Ensuring that the dispensing of drugs is adequately controlled and in accordance with any more specific legislation.
- Providing secure storage facilities for drugs and medication.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Staff and others adhering to procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to continuously improve the way we manage health and safety risks associated with our business.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PLAYGROUNDS

Rainbow Hub has a duty to ensure the safety, health and welfare of our staff and members of the public from the risks posed from playgrounds.

We do this by;

- Nominating senior staff members to reduce the risks posed from playgrounds.
- Making a risk assessment of the risks from playgrounds to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures and safe systems of work and control measures relating to playgrounds are undertaken by competent, trained personnel.

- Providing and using personal protective equipment.
- Managing our activities to ensure that staff and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from playgrounds.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK WITH CHILDREN AND VULNERABLE ADULTS

Rainbow Hub has a duty to protect our workforce and others from the risks created during work with children and vulnerable adults.

We do this by;

- Nominating senior staff members to identify hazards and risks and manage work with children and vulnerable adults safely.
- Assessing the risks created by working with children and vulnerable adults.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to working with children and vulnerable adults are undertaken by competent, trained personnel.
- Providing and using safe play equipment and where required personal protective equipment.
- Ensuring individual risk assessments are completed by competent trained personnel and in collaboration with parents/carers.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with work with children.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CONTRACTOR CONTROL AND MANAGEMENT

To enhance the safety of our workforce and others, we implement effective methods to reduce risks presented by the use of contractors and sub-contractors.

We ascertain the competence of contractors and sub-contractors and ensure our staff and others are adequately protected from the risks posed by situations where these groups are engaged.

We do this by;

- Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work where appropriate.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site specific company rules. **(safety records)**
- Reviewing our own and contractors' systems.

The personnel responsible for the overseeing of contractors and subcontractors and the measures above are identified within the Responsibility Table of our Health and Safety Policy.

Author	Lyndsay Fahey
Approved by Board	10 August 2020
Date Reviewed	27 February 2023
Reviewed By	Alison Holdsworth
Next Review Date	27 February 2024
Changes Made	<p>22/10/21</p> <ul style="list-style-type: none"> • PPE- addition of providing facilities for disposal of PPE • Addition of Covid 19 measures to 'Housekeeping and Cleaning' section and 'Infection Control' section • In 'Wheelchair' section, amendments to remove responsibility for ensuring ALL wheelchairs are in good repair and including only responsibility for wheelchairs owned by Rainbow Hub and adding provision for disrepair of beneficiaries wheelchair. • Inclusion of regular Health and Safety inspections • Inclusion of Wellness Action Plan • Inclusion of Nursery Section • Inclusion of colour coded equipment • Inclusion of inspection of portable electrical appliances before use (15/08/2022) • Definition of beneficiary added (27/02/23) • Application of policy to therapy services, nursery and school (27/02/23) • Addition of Headteacher to Management Structure and Responsibilities Table (27/02/23) • Addition of section applying to School (27/02/23)

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APPENDIX

Wellness Action Plan

Wellness Action Plan

As an employer, it is our responsibility to promote the wellbeing of our employees. We have developed this Wellness Action Plan (WAP) to enable staff to manage their mental health and wellbeing at work, and to enable management to support this.

The WAP can be used by individuals who are experiencing a mental health problem and by those who are currently well, as a proactive tool to promote and maintain their mental health at work. It will help to identify what keeps you well at work, what may cause you problems and the support you would like to receive from your manager to boost wellbeing or help you through a recovery. This document will be confidential, between you and your Line Manager.

Employee: _____

Line Manager: _____

1. What helps you stay mentally healthy at work? (E.g. taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunch break, light and space in the office etc).

2. What can your manager do to proactively support you to stay mentally healthy at work? (E.g. regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments)

3. Are there any situations at work that can trigger poor mental health for you? (E.g. conflict at work, organisational change, tight deadlines, something not going to plan)

4. How might experiencing poor mental health impact on your work? (E.g. you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches)

5. Are there any early warning signs that we might notice when you are starting to experience poor mental health? (E.g. changes in normal working patterns, withdrawing from colleagues)

6. What support could be put in place to minimise triggers or help you to manage the impact? (E.g. extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)

7. Are there elements of your individual working style or temperament that it is worth your manager being aware of? (E.g. a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, having a written plan of work in place which can be reviewed and amended regularly, tendency to have particularly high or low energy in the morning or in the afternoon)

8. What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them? (E.g. you might like to take a break from your desk)

and go for a short walk, or ask your line manager for support. If we notice early warning signs, shall we talk to you discreetly about it, or contact someone that you have asked to be contacted etc)

Is there anything else that you would like to share?