

Health & Safety Policy

Policy owner: Executive Director

Overall responsibility: Board of Trustees

Approved by: Board of Trustees

Date approved: August 2026

Review date: August 2027

1. Purpose and Scope

MAN&BOY is committed to protecting the health, safety and welfare of its employees, volunteers, young people, families, contractors, visitors and anyone else who may be affected by its activities.

This policy sets out MAN&BOY's approach to managing health and safety and applies to all staff, volunteers, trustees and activities undertaken on behalf of MAN&BOY.

MAN&BOY operates from a small, rented office within a larger building but delivers the majority of its programme activities away from the office. Health and safety arrangements therefore focus primarily on the safe planning and delivery of MAN&BOY's programmes, including activities, residentials, food provision and transport.

This policy should be read alongside MAN&BOY's risk assessments, safeguarding policies, driving arrangements, accident and incident reporting procedures and other relevant operational guidance.

2. Statement of Intent

MAN&BOY will:

- take reasonably practicable steps to protect the health, safety and welfare of staff, volunteers, young people, families and others affected by its work;
- identify and manage risks arising from its activities through appropriate risk assessment;
- ensure that staff and volunteers have the information, instruction, training and supervision necessary to carry out their roles safely;
- ensure that activities are appropriately planned and delivered by competent people;
- use suitably qualified and competent external providers where activities require specialist expertise, qualifications or equipment;
- provide appropriate first aid arrangements for programme activities;
- provide food safely and ensure appropriate food hygiene arrangements and training are in place where MAN&BOY prepares or serves food;
- ensure that vehicles and drivers used for MAN&BOY activities are appropriately licensed, competent, insured and fit for purpose;

- learn from accidents, incidents and near misses and take appropriate action to reduce the likelihood of recurrence;
- consult staff and volunteers on health and safety matters; and
- monitor the effectiveness of health and safety arrangements and review this policy regularly.

Health and safety is a shared responsibility. Everyone working for or representing MAN&BOY has a responsibility to take reasonable care of their own health and safety and that of others.

3. Responsibilities

3.1 Board of Trustees

The Board of Trustees has overall responsibility for health and safety within MAN&BOY.

The Board will:

- ensure that appropriate health and safety arrangements are established and maintained;
- approve and periodically review this policy;
- ensure that sufficient resources are available to manage significant health and safety risks;
- receive information about significant incidents, risks and areas requiring action; and
- ensure that appropriate action is taken where significant risks or deficiencies are identified.

The Board may delegate day-to-day responsibility for implementing this policy but retains overall governance responsibility.

3.2 Executive Director

The Executive Director has day-to-day responsibility for implementing this policy and ensuring that appropriate health and safety arrangements are maintained.

This includes:

- ensuring appropriate risk assessments are completed and reviewed;
- ensuring staff and volunteers understand their health and safety responsibilities;
- ensuring appropriate training and competence arrangements are in place;
- overseeing accident, incident and near-miss reporting;
- ensuring appropriate arrangements are in place for programme activities, transport and external providers;
- monitoring health and safety issues and reporting significant matters to Trustees; and
- ensuring this policy is reviewed and updated when required.

The Executive Director may delegate operational responsibilities to appropriate members of staff but remains responsible for ensuring that suitable arrangements are in place.

3.3 Programme Leads and Other Staff

Staff responsible for planning or delivering activities are responsible for:

- following this policy and relevant risk assessments;
- contributing to risk assessments and identifying hazards;
- ensuring agreed control measures are implemented;
- undertaking appropriate dynamic risk assessment during activities;
- ensuring participants receive relevant safety information and briefings;
- ensuring appropriate supervision and staffing arrangements are maintained;
- reporting accidents, incidents, near misses and concerns promptly; and
- stopping or adapting an activity where circumstances create an unacceptable risk.

3.4 Volunteers

Volunteers must:

- follow MAN&BOY's health and safety procedures and instructions;
- take reasonable care of themselves and others;
- follow risk assessments and safety briefings;
- use equipment appropriately; and
- report hazards, accidents, incidents and concerns to the relevant member of staff.

3.5 All Staff, Volunteers and Trustees

Everyone working for or representing MAN&BOY must:

- take reasonable care of their own health and safety and that of others;
- cooperate with MAN&BOY on health and safety matters;
- not deliberately interfere with safety equipment or procedures;
- report hazards, accidents, incidents and near misses; and
- follow relevant instructions, training and risk assessments.

4. Risk Assessment and Risk Management

MAN&BOY will undertake suitable and sufficient risk assessments for activities and working arrangements where significant risks may arise.

Risk assessments will consider, where relevant:

- the activity and physical environment;
- the age and needs of participants;

- staffing and supervision;
- equipment;
- transport;
- weather and environmental conditions;
- food preparation and catering;
- medical and first aid considerations;
- safeguarding and personal safety;
- specialist activities;
- accommodation and residential arrangements; and
- emergency procedures.

Risk assessments will be reviewed:

- when an activity or working arrangement changes;
- following a significant incident or near miss;
- when new information identifies a previously unidentified risk; and
- periodically to ensure they remain suitable and sufficient.

Risk assessment is an ongoing process. Staff responsible for activities must remain alert to changing or unexpected circumstances and take appropriate action where risks change during delivery.

5. Programme Activities

MAN&BOY directly delivers a range of activities as part of its programmes. These activities will be planned and delivered by staff and volunteers who have the appropriate knowledge, skills, experience and training for the activity concerned.

The relevant risk assessment will identify:

- the hazards associated with the activity;
- who may be affected;
- appropriate control measures;
- required staffing and supervision;
- equipment requirements;
- first aid and emergency arrangements; and
- any participant-specific considerations.

Staff must not undertake an activity for which they do not have the necessary competence or where appropriate control measures cannot be put in place.

Where an activity involves significant technical, specialist or environmental risks requiring specific qualifications, specialist equipment or specialist expertise, MAN&BOY will use a competent external provider.

6. Specialist External Activity Providers

Activities such as climbing, watersports and other specialist activities requiring technical expertise or specific qualifications will be delivered by appropriately competent external providers.

MAN&BOY will undertake appropriate checks before engaging a provider. Depending on the activity, these may include:

- relevant qualifications, accreditation or evidence of competence;
- appropriate public liability insurance;
- health and safety information and relevant risk assessments;
- appropriate safeguarding arrangements where relevant;
- emergency procedures;
- relevant information about equipment and facilities; and
- evidence that the provider has appropriate procedures for managing the activity.

The external provider will be responsible for the technical and specialist delivery of the activity within its area of competence, including appropriate instruction, specialist equipment, technical supervision and activity-specific safety procedures.

MAN&BOY remains responsible for the overall planning and management of its programme, including participant welfare, appropriate staffing, safeguarding, communication and ensuring that the provider arrangements are suitable for the group.

A MAN&BOY staff member will normally be present during activities delivered by external providers to support participant welfare and programme oversight.

7. Residentials, Venues and Off-site Activities

As most MAN&BOY programme delivery takes place away from its office, appropriate checks will be undertaken for venues, accommodation and activities.

Where appropriate, MAN&BOY will obtain from providers:

- relevant health and safety policies or information;
- risk assessments;
- public liability insurance;
- fire and emergency arrangements;
- information about relevant facilities and hazards; and
- details of specialist qualifications or accreditation where applicable.

MAN&BOY will also consider the suitability of the venue or activity for the particular group and any additional needs of participants.

On arrival at residential or activity venues, staff will familiarise themselves with relevant emergency arrangements, including evacuation procedures and assembly points.

Participants and staff will receive appropriate safety briefings, including relevant emergency arrangements.

The MAN&BOY risk assessment will complement, rather than replace, the venue or provider's own risk assessment and safety arrangements.

8. First Aid, Accidents, Incidents and Near Misses

MAN&BOY will ensure appropriate first aid provision is available for its activities based on the nature of the activity, location, number and needs of participants and the level of risk.

At programme activities, an appropriately trained first aider will normally be present and suitable first aid equipment will be available.

All accidents, injuries, significant incidents and near misses involving staff, volunteers, young people, families or others in connection with MAN&BOY activities must be reported promptly.

Accidents and incidents will be recorded using MAN&BOY's accident, incident and near-miss reporting arrangements.

Serious incidents will be escalated to the Executive Director and, where required, to the Board of Trustees and relevant external authorities.

MAN&BOY will assess whether an incident is reportable under RIDDOR and will make any required report to the relevant authority.

Accidents and near misses will be reviewed where appropriate to identify lessons and improvements to risk controls.

9. Emergency Arrangements

Emergency arrangements will be proportionate to the location and activity.

For off-site activities, the relevant risk assessment will identify appropriate emergency arrangements, including:

- emergency contact information;
- first aid provision;
- emergency access;
- evacuation arrangements;
- arrangements for contacting emergency services;
- arrangements for contacting parents/carers where relevant; and
- procedures for responding to serious incidents.

Where MAN&BOY uses a venue or specialist provider, staff will familiarise themselves with the provider's emergency procedures and ensure participants receive appropriate information.

Office

MAN&BOY operates from a small, rented office within a building managed by the building owner.

Building-level fire safety arrangements, including the building fire risk assessment, fire alarm, emergency lighting, fire-fighting equipment and communal evacuation arrangements, are managed by the building owner/manager in accordance with the arrangements governing MAN&BOY's occupation.

MAN&BOY staff and visitors must familiarise themselves with the building's emergency procedures and follow the instructions of the building's designated personnel in an emergency.

Any concerns relating to the building's fire safety or other premises-related health and safety arrangements will be reported to the building manager promptly.

MAN&BOY will fulfil any duties applying to it as an employer and occupier and will cooperate and coordinate with the building owner/manager in relation to fire risk assessment, emergency arrangements and staff safety.

10. Food Safety and Hygiene

MAN&BOY prepares and provides food for participants as part of some of its programmes and activities.

Food will be prepared, stored, transported and served in a manner that protects participants, staff and volunteers from avoidable risks.

MAN&BOY will:

- ensure appropriate food hygiene arrangements are established;
- maintain suitable standards of cleanliness and food handling;
- consider food allergies, intolerances and dietary requirements;
- ensure food is stored at appropriate temperatures where relevant;
- take appropriate measures to prevent cross-contamination;
- ensure staff or volunteers involved in food preparation have appropriate knowledge and training; and
- maintain appropriate food hygiene training records.

Where the scale or nature of catering requires it, MAN&BOY will use appropriately trained or qualified staff or volunteers and follow relevant food safety procedures.

Food safety risks will be considered within relevant activity or event risk assessments.

11. Transport and Driving

MAN&BOY may provide transport for participants as part of its programmes, including through staff members driving minibuses.

Anyone driving on behalf of MAN&BOY must:

- hold an appropriate and valid driving licence;
- meet any additional legal or organisational requirements applicable to the vehicle;
- be appropriately trained and competent to drive the vehicle;
- comply with all relevant road traffic legislation;
- wear a seatbelt and ensure passengers do so;
- never drive while impaired by alcohol, drugs, fatigue or medication that affects their ability to drive safely;
- not use a handheld mobile phone while driving;
- plan journeys appropriately and take suitable breaks; and
- report accidents, damage, near misses or vehicle defects promptly.

Minibuses

Staff driving minibuses on behalf of MAN&BOY must hold the appropriate entitlement or otherwise meet the legal requirements for the vehicle being driven and must complete any MAN&BOY-required minibus driver training, such as MIDAS training.

Minibuses used for MAN&BOY activities must be appropriately maintained, roadworthy, insured and suitable for the intended use.

Before use, drivers should undertake appropriate checks of the vehicle and report any defect that could affect safety.

Minibuses should carry appropriate emergency equipment based on the vehicle and journey, including first aid equipment and other equipment identified through risk assessment.

MAN&BOY will maintain appropriate records of driver competence, training and relevant vehicle checks.

Personal Vehicles

Where staff or volunteers use their own vehicle for MAN&BOY business, the vehicle must be legally roadworthy, appropriately insured for business use and suitable for the journey and passengers being carried.

12. Lone Working and Home Visits

MAN&BOY recognises that staff and volunteers may occasionally work alone, including when travelling, working from the office, undertaking meetings or carrying out home visits.

Lone working will be managed through appropriate risk assessment and staff will be expected to maintain appropriate communication arrangements.

Staff undertaking lone working should:

- carry a charged mobile phone;
- ensure relevant colleagues know where they are working where appropriate;
- follow any agreed check-in arrangements; and
- leave an environment immediately if they believe their personal safety is at risk.

Staff and volunteers should not work alone with MAN&BOY's young people where this would conflict with safeguarding requirements.

Home visits should normally be undertaken in a public or professional setting where practicable. Where a home visit is necessary, an appropriate risk assessment should be completed and relevant safeguarding and lone-working arrangements followed.

Health and safety considerations must be read alongside MAN&BOY's safeguarding policies and procedures.

13. Personal Safety and Violence

MAN&BOY will take reasonably practicable steps to protect staff and volunteers from foreseeable risks of violence, aggression or other threats to personal safety arising from their work.

Staff and volunteers must report incidents or concerns promptly.

Where a situation presents an immediate risk to personal safety, staff and volunteers should withdraw from the situation and seek appropriate assistance.

Relevant risks will be considered through programme, lone-working, home-visit and other appropriate risk assessments.

14. Manual Handling, Equipment and Specialist Activities

MAN&BOY will seek to avoid unnecessary manual handling and will assess significant manual handling risks where they cannot reasonably be avoided.

Staff and volunteers will be given appropriate information, instruction and training where their duties involve significant manual handling.

Equipment provided or used by MAN&BOY must be suitable for its intended purpose, maintained appropriately and used only by people with suitable instruction, training or supervision.

Where specialist equipment or technical activity equipment is required, MAN&BOY will use competent providers where appropriate.

Staff and volunteers must report defective equipment and must not use equipment that is considered unsafe.

Any use of personal protective equipment will be determined by the relevant risk assessment.

15. Office Health, Safety and Welfare

MAN&BOY's office is a small administrative workspace within a larger building.

MAN&BOY will maintain proportionate arrangements for:

- safe workstations and appropriate DSE use;
- suitable lighting, ventilation and temperature;
- safe access and exit;
- slips, trips and housekeeping;
- safe use of electrical and office equipment;
- appropriate first aid arrangements; and
- staff health and wellbeing.

Staff who use display screen equipment regularly will be provided with appropriate information and access to workstation assessment arrangements.

Concerns about the office environment or equipment should be reported to the Executive Director or delegated member of staff.

Building-related issues outside MAN&BOY's control will be reported to the building owner/manager.

16. Health and Wellbeing

MAN&BOY recognises that health and safety includes both physical and mental health.

The organisation will seek to identify and manage reasonably foreseeable risks to staff wellbeing.

MAN&BOY will assess and manage reasonably foreseeable risks arising from work-related stress. Staff are encouraged to raise concerns about workload, working conditions, stress or other health and wellbeing matters with their line manager or the Executive Director.

Where an individual circumstance creates additional health and safety risks, an appropriate individual risk assessment will be considered.

This includes, where relevant, risks associated with pregnancy, returning from illness or injury, disability or other circumstances requiring reasonable adjustments.

17. Training and Competence

MAN&BOY will provide appropriate training, instruction and supervision based on the responsibilities and risks associated with each role.

Training may include, as appropriate:

- first aid;
- food hygiene;
- minibuses/MIDAS training;
- manual handling;
- health and safety awareness;
- activity-specific training;
- DSE awareness; and
- other training identified through risk assessment.

Training requirements will be reviewed periodically and records maintained.

MAN&BOY will not require staff or volunteers to undertake activities for which they do not have appropriate competence.

Where specialist competence is required, MAN&BOY will use appropriately qualified external providers.

18. Consultation and Reporting

MAN&BOY will encourage staff and volunteers to raise health and safety concerns and contribute to the development and review of risk assessments and procedures.

Health and safety concerns should be raised promptly with the relevant manager or the Executive Director.

Significant health and safety matters, serious incidents and actions arising from investigations will be reported to Trustees where appropriate.

19. Monitoring, Audit and Review

The Executive Director will monitor the effectiveness of this policy and associated health and safety arrangements, with oversight from the Board of Trustees.

Monitoring and periodic audit will include consideration of:

- accidents, incidents and near misses;
- risk assessments and whether they remain suitable and sufficient;
- training and competence records;
- provider and venue arrangements;
- transport and driving arrangements;
- food safety arrangements;
- equipment and premises-related issues;
- emerging risks;

- changes to programme delivery; and
- actions arising from previous incidents, reviews or audits.

The findings of monitoring and audit will be used to identify improvements and, where appropriate, reported to the Board of Trustees.

This policy will be reviewed **at least annually**, and sooner where there are significant changes to MAN&BOY's activities, staffing, premises, operating arrangements or relevant legal or regulatory requirements.

The outcome of each formal review will be recorded through the policy's approval and review information at the beginning of this document, including the date of review and the next scheduled review date.

20. Relevant Legislation and Guidance

MAN&BOY's health and safety arrangements are informed by applicable legislation and guidance, including, where relevant:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Food Safety Act 1990 and relevant food hygiene legislation
- Road Traffic Act and relevant road traffic legislation
- Other legislation and guidance relevant to particular activities undertaken by MAN&BOY.

MAN&BOY will seek appropriate external advice where specialist legal or technical advice is required.

Supporting Documents

This policy is supported by, and should be read alongside:

- MAN&BOY Programme Activity Risk Assessment
- MAN&BOY Off-site and Residential Venue/Provider Checklist
- MAN&BOY Accident, Incident and Near Miss Reporting Procedure
- MAN&BOY Driving and Minibus Arrangements
- MAN&BOY Food Hygiene/Catering Arrangements
- MAN&BOY Lone Working and Home Visit Procedures
- MAN&BOY Safeguarding Policies

- Relevant venue and external provider risk assessments and emergency procedures

These documents should be reviewed and updated as operational requirements change without requiring the whole Health & Safety Policy to be rewritten.