

Hackney Quest Health and Safety Policy

1. Statement of intent

Hackney Quest is committed to providing a safe and healthy environment for all young people, families, staff, volunteers, trustees, contractors, and visitors.

We recognise our responsibility to take all reasonable steps to prevent accidents, injuries, ill health, and risks arising from our activities and premises.

Our approach focuses on:

- Promoting a positive culture of health and safety
- Identifying and managing risks effectively
- Providing safe working environments and practices
- Supporting the wellbeing of staff, volunteers, and young people
- Meeting our legal responsibilities under health and safety legislation

2. Aims

This policy aims to:

- Protect the health, safety, and welfare of all individuals involved with Hackney Quest
- Prevent accidents, injuries, and work-related ill health
- Ensure risks are identified, assessed, and managed appropriately
- Provide clear responsibilities for health and safety
- Promote safe working practices across all activities
- Ensure compliance with relevant legislation and guidance

3. Legal framework

This policy is informed by:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Manual Handling Operations Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Relevant safeguarding and employment legislation

All staff, volunteers, and trustees are expected to comply with health and safety requirements.

4. Roles and responsibilities

Trustees

The Board of Trustees is responsible for:

- Ensuring effective health and safety arrangements are in place
- Monitoring organisational compliance
- Reviewing health and safety performance
- Supporting the CEO in fulfilling health and safety responsibilities

CEO

The CEO has overall responsibility for health and safety and will:

- Ensure health and safety procedures are implemented
- Promote a safe working culture
- Ensure risk assessments are completed and reviewed
- Ensure incidents are investigated appropriately
- Provide appropriate resources and training

Health and Safety Lead

The designated Health and Safety Lead is responsible for:

- Monitoring compliance with this policy
- Supporting risk assessment processes
- Maintaining health and safety records
- Coordinating inspections and checks
- Supporting staff and volunteers with health and safety matters

Staff and Volunteers

All staff and volunteers are responsible for:

- Taking reasonable care of their own health and safety
- Taking reasonable care of others who may be affected by their actions
- Following organisational procedures

- Reporting hazards, concerns, accidents, or incidents
- Participating in required training

5. Risk assessment

Risk assessments are a key part of our approach to health and safety.

We will:

- Identify potential hazards
- Assess risks and implement controls
- Review assessments regularly
- Complete activity-specific risk assessments before activities and trips
- Review building and premises risk assessments annually or following significant incidents

Risk assessments will be available to relevant staff and volunteers.

6. Safe working practices

We are committed to maintaining safe working practices across all services and activities.

We will:

- Provide appropriate induction and training
- Maintain safe premises and equipment
- Promote safe methods of working
- Ensure staff understand emergency procedures
- Monitor health and safety arrangements regularly

Health and safety information will be made available to staff and volunteers.

7. Lone working and home visits

Hackney Quest recognises that some staff and volunteers may undertake lone working activities.

We will:

- Assess risks before visits take place
- Maintain clear recording and communication procedures
- Ensure staff have access to mobile communication
- Require workers to check in following visits
- Provide additional safeguards for higher-risk situations

Lone working arrangements will be supported by separate procedures where appropriate.

8. Training and competence

We recognise the importance of training in maintaining a safe environment.

We will provide training in areas including:

- Health and safety awareness
- First aid
- Fire safety
- Risk assessment
- Safeguarding
- Manual handling

Training records will be maintained and reviewed regularly.

9. Accident, incident and first aid procedures

All accidents, incidents, near misses, and health and safety concerns will be taken seriously.

We will:

- Respond promptly to accidents and injuries
- Ensure appropriate first aid is available
- Record incidents appropriately
- Investigate significant incidents
- Take action to prevent recurrence

At least one trained first aider will be available during activities wherever reasonably practicable.

10. Medication

Where Hackney Quest supports young people or adults who require medication, we will:

- Obtain relevant information and consent
- Store medication safely
- Maintain appropriate records
- Ensure medication is administered safely
- Follow safeguarding and health procedures

The wellbeing and safety of the individual will remain the priority.

11. Fire, gas and electrical safety

We are committed to maintaining safe premises.

We will:

- Maintain fire detection and alarm systems
- Conduct regular fire drills
- Ensure emergency exits remain clear
- Maintain appropriate fire safety equipment
- Arrange electrical inspections and PAT testing
- Ensure gas safety checks are completed where required

Emergency evacuation procedures will be communicated to staff, volunteers, and visitors.

12. Hazardous substances

Hazardous substances will be:

- Identified and risk assessed
- Stored safely
- Used in accordance with manufacturer guidance
- Accessible only to authorised individuals where appropriate

Appropriate controls will be implemented to minimise risks.

13. Manual handling

We will seek to reduce risks associated with lifting, carrying, moving, or transporting items.

We will:

- Provide guidance and training
- Encourage safe lifting techniques
- Promote team lifting where appropriate
- Use equipment where available
- Assess significant manual handling risks

14. Reporting under RIDDOR

Where required, Hackney Quest will report incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Relevant incidents will be reported within required timescales and records maintained appropriately.

15. Premises and security

We will take reasonable steps to ensure the safety and security of our premises.

This includes:

- Building security measures
- Safe opening and closing procedures
- Visitor management arrangements
- Protection of equipment and organisational property

16. Recording and reporting concerns

Health and safety concerns should be reported immediately to a manager or the Health and Safety Lead.

Concerns may include:

- Unsafe working practices
- Hazards within the building
- Equipment concerns
- Accidents or near misses
- Fire safety concerns

All concerns will be recorded and addressed appropriately.

17. Monitoring and review

This policy will be:

- Regularly reviewed
- Monitored through inspections and incident reporting
- Updated to reflect legislation and best practice

Review

Last reviewed: December 2025

Next review: December 2027

Approved by: Colette Allen (CEO and Safeguarding Lead)

