

Roots *and* Shoots

Health & Safety Policy

Last Updated: 8 May 2026

Walnut Tree Walk, Kennington, SE11 6DN
Charity number: 1064070

Health & Safety Policy

General Statement of Intent

Roots and Shoots is committed to ensuring the health, safety and welfare of its staff, students, volunteers and visitors so far as is reasonably practicable. We understand our responsibility for others who may be affected by our activities.

The objectives of the policy are:

- The progressive elimination, reduction and control of health and safety risks based on regularly undertaken risk assessments.
- The quick and effective identification of hazards.
- Acceptance by all members of the community of maintenance and upkeep of health and safety standards.
- The fulfilment of statutory requirements and standards at all times.

We will take steps to ensure that our statutory duties are met at all times.

To achieve this, we will:

- Provide adequate control of our health and safety risks arising from our work activities.
- Consult with our staff on matters affecting their health and safety.
- Provide and maintain a safe place of work including plant and equipment.
- Ensure the safety of people when they are handling and using substances.
- Provide information, instruction, training and supervision to our staff to ensure they are aware of health and safety issues, hazards and risks.
- Ensure that our staff are competent to carry out their tasks and to provide them with training.
- Prevent accidents and cases of work related ill health as far as reasonably practicable.
- Regularly monitor our objectives to ensure they are achieved.
- Review and revise this policy and the arrangements as necessary at regular intervals or after a change in legislation or organisational change.

It is the duty of the management team to ensure that all processes and systems of work are designed to take account of health and safety and that all activities are properly supervised at all times. Arrangements will be put into place to ensure our facilities are safe and that staff, volunteers and students are able to raise issues of health and safety.

We will appoint someone to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Organisation.

Every staff member, volunteer and students must cooperate with us to enable all statutory duties are complied with. The successful implementation of this policy

requires a total commitment from all levels of our staffing structure, from senior managers to casual staff and volunteers. Each individual has a legal obligation to take reasonable care for their acts and omissions.

Organisation

Overall Responsibility

Overall responsibility for safety and health rests with the Board of Trustees via the Director of Roots and Shoots. The Director accepts responsibility for the organisation and planning of health, safety and welfare and is the competent person in relation to health and safety matters.

Roots and Shoots employ a team of managers who assist the Director with ensuring this policy and subsequent arrangements for managing safety and health is put into practice.

Staff Responsibility

Staff have a statutory duty to take care for their own health and safety and for that of others who may be affected by their actions, and as such must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- Report any health and safety concerns or hazardous defects to an appropriate person within the organisation without delay.
- Not undertake any task for which authorisation and/or training has not been given.
- Cooperate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Report any accidents, incidents or near misses.
- Be familiar with, and follow policies and procedures relating to their particular post or area of operation.

Operational Managers' Responsibility

Operational Managers are responsible for ensuring that the safety policy is implemented within their own work areas. They must monitor the workplace to ensure the safe conditions are maintained. Where risks are identified, the Operational Managers must ensure that these are controlled, so far as is reasonably practicable.

Operational Managers duties include the following:

- Ensuring that staff, students, volunteers, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate information, instruction and supervision to ensure that work is conducted safely.
- To assess day-to-day risks and identify hazards in their area of responsibility.
- Take immediate and appropriate steps to investigate and control any risk to Health and Safety arising from the work or activity.
- Bring to the prompt attention of the Director, any Health and Safety issue that requires their attention.
- Ensuring that all accidents, incidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.

Volunteer's Responsibility

All Volunteers must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- Report any hazardous defects to a responsible person without delay.
- Not undertake any task for which authorisation and/or training has not been given.
- Report any accidents, incidents or near misses.

Student's Responsibility

All Students must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- Report any hazardous defects to a responsible person without delay.

- Not undertake any task for which authorisation and/or training has not been given.
- Report any accidents, incidents or near misses.

Health and Safety Assistance
Specialists and other competent persons have been appointed to assist us in meeting our Health and Safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Arrangements For Ensuring Health and Safety Is Managed In The Workplace

Summary of Main Arrangements
As well as specific documents, rules, procedures and guidance documents, Roots and Shoots will have in place arrangements for managing safety and health as summarised below.

Risk Assessment
The Organisation accepts that some of its activities may, unless properly controlled, create risks to members of staff and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The Organisation will take all reasonable steps to ensure that suitable and sufficient risk assessments are carried out which will detail the range of hazards associated with working operations and activities together with any necessary remedial actions. These will be in accordance with the guidance on risk assessment contained in the Management of Health and Safety at Work 1999 Regulations (as amended).

Any employee or contractor who discovers a hazard during working operations should report the hazard to the relevant Manager so that the necessary remedial action can be taken.

The risk assessment will include information regarding the following:

1. Details of the activity, operation or equipment being assessed.
2. The significant sources of harm (hazards) to health and safety identified during the assessment.
3. A judgement on the level of risk to identified persons.
4. The existing control measures currently in place and their level of effectiveness in controlling these risks. Recommended actions to further control the risks (if appropriate)
5. The people who may be affected by risks identified, in particular any personnel who may be especially at risk.
6. The decision on actions required to control the risks taken as a result of the assessment.

Risk assessments shall be reviewed after any accident; changes in operations or after new people or equipment are introduced. All risk assessments shall be reviewed regularly.

Staff will be involved in the risk assessment process and will be made aware of the risks they may be exposed to via induction, normal supervision and during staff meetings. Control measures to manage exposure to hazards shall be communicated to staff through one to one supervision, team meetings and training.

Consultation with Staff

Although the Organisation does not have a formal Health and Safety Committee, all staff are informed by the Director of any changes in legislation and local arrangements that may affect the management of health and safety at the centre and its activities. This is carried out in team meetings. The prime purpose of this is to enable consultation and co-operation between Management, staff, volunteers and students.

There is a health and safety notice board in the main building where information can be displayed for staff, volunteers and students to read.

Arrangements for Safe Use of and Maintenance of Vehicles, Plant and Equipment

All work equipment will be used and maintained in accordance with the necessary regulations.

Maintenance of Plant and Equipment

The Organisation will take all reasonable steps to ensure the safety of all staff and volunteers maintaining equipment as well as the safety of those affected by the maintenance work. The Organisation will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely. Equipment, machinery and plant will be maintained according to manufacturers and statutory guidelines at intervals recommended. A record of maintenance will be kept.

Statutory Inspections

In order to safeguard staff, volunteers and students using certain types of equipment in the course of their duties, the Organisation will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement. A competent person who is experienced in the use and examination of such equipment will carry out the inspections. The inspections will be recorded.

Machinery and Plant Safety

The Organisation will take all reasonable steps to ensure the safety of all staff working with machinery and plant. The Organisation will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform staff to implement these arrangements. Guidance and supervision will be provided to ensure safe working practices are adhered to. For specific plant, specialist training will be provided and the relevant qualifications obtained by the staff using the equipment. Manufacturers and suppliers guidance for use and operation will be followed.

Lifting Equipment

The Organisation will take all reasonable steps to secure the health and safety of staff and others who use lifts and hoists in the workplace. All lifting equipment will be regularly maintained and inspected according to the regulations. All work and inspections shall be recorded.

Use of Hand Tools and Electrical Equipment

All hand tools provided by the Organisation shall be in good working order, fit for purpose and maintained according to manufacturers' instructions. All mains supplied power tools will be inspected (Portable Appliance Testing) and staff made aware of the risks of use from the tools.

Arrangements for Managing Risks from Working at Height

All reasonable steps shall be taken by the Organisation to provide a safe working environment for staff and volunteers required to carry out work at height including the provision of necessary preventative and protective measures to prevent falls of persons or materials from the workplace.

All work at height will be risk assessed and the Organisation will implement appropriate control measures to remove or reduce the risks presented; provide staff with comprehensible and relevant information about the risks and the protective or preventive measures identified by the assessment. All work at height will be planned, supervised and carried out in a safe manner.

Use of ladders must be risk assessed and can only be justified if it has been demonstrated that the use of more suitable work platforms is not justified because of the low risk. In most work situations staff will use ladders only as access to working platforms. Staff must check that all ladders are secured so as to prevent slipping. A ladder should not be used as a working platform, unless the task is of very short duration.

All ladders owned by the Organisation should be inspected frequently for wear and damage. Defective ladders should be removed and disposed of.

Arrangements for Managing Risks from Manual Handling

The Organisation recognises the inherent risk of manual handling injuries from work activities. To ensure risks are kept as low as practicable, an assessment of risks from lifting and carrying activities will be carried out. All high-risk manual handling will be identified and the Organisation will review all possible options to change the system of work to remove or reduce the risk. This will include providing lifting equipment. Staff expected to carry out manual handling will receive training on safe lifting and carrying techniques.

Arrangements for Managing Risks from Exposure to Noise and Vibration

The Organisation will take all reasonable steps to reduce exposure to noise and vibration as far as reasonably practicable. This will be achieved through carrying out initial risk assessments to identify if any staff may be at specific risk.

Work practices and equipment will be reviewed to reduce the risk, and staff will be provided with information on the risks and health effects, how to protect themselves and how to reduce exposure. Staff will be required to co-operate by using any equipment to protect themselves, for example, hearing protection.

Where there is exposure, staff will participate in a health surveillance programme and be asked to see their GP.

Arrangements for the Safe Handling and Use of Substances

These arrangements cover any substances that may be hazardous to health including chemicals, paint, biological substances and pre-packaged products.

The Organisation acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all staff, volunteers and students' exposure to substances hazardous to health is prevented or at least controlled to within statutory limits. The Organisation seeks to replace known hazardous products by alternative safer products when they become available.

The Organisation undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment will be provided free of charge after consultation. All staff, volunteers and students will be provided with information and instruction on the nature and likelihood of their exposure to substances hazardous to health and be advised of the measures they need to take to protect themselves.

Arrangements for Safe Use of Workstations and Display Screen Equipment (DSE)

All staff who work at a workstation using display screen equipment will be risk assessed to ensure that their workstation is set up correctly. Staff have access to a free eyesight test and spectacles if required for specific display screen equipment use.

All work will be planned to include regular breaks and changes in activity. Staff are provided with information and advice on how to set up their workstation correctly and are made aware of the risks associated with display screen equipment.

Staff who 'hot desk' are encouraged to reset their workstation to address individual needs on every work shift.

Arrangements for the Safe Preparation and Presentation of Food

Roots and Shoots acknowledges the hazards associated with food hygiene (such as food contamination by harmful bacteria). Roots and Shoots will exercise all reasonable precautions and due diligence in maintaining the highest standards of food safety and hygiene.

The organisation will follow the advice and guidance set out in the Safer Foods Better Business manual published by the Food Standards Agency.

All staff involved in the preparation and serving of food will have appropriate instruction and training to ensure the safety and hygiene standards are maintained.

Arrangements for the Safe Organisation and Hosting of Events, Including the Hiring of Facilities to External Organisations

All 'one off' and regular special events shall be specifically planned and risk assessed to ensure adequate arrangements are in place to safeguard staff, volunteers and visitors. Roots and Shoots shall ensure emergency arrangements are in place to safely evacuate large numbers of people from the Centre. Staff and volunteers shall receive pre-event

briefings covering actions to be taken in an emergency, first aid and keeping the site safe for visitors.

All third party hirers of facilities owned by Roots and Shoots shall abide by the terms and conditions set out in the hire contract. Roots and Shoots will ensure that the venue is safe at point of hire, ensuring that the hirers representative has information on emergency procedures, first aid and a Roots and Shoots contact person for assistance and advice during the hire period. The hirer will be expected to carry out their activities in a safe manner reporting any problems or unsafe conditions to Roots and Shoots immediately they are discovered.

Arrangements for Occupational Driving Including Use of Minibuses

Roots and Shoots acknowledges that occupational driving can be hazardous and has in place a range of measures to control the risks as far as reasonably practicable. All drivers, whether driving company or personal vehicles as part of their work will be risk assessed. Regular licence checks will be carried out; staff and volunteers will be expected to abide by the standards set out in the Highway Code.

Staff who are employed to drive vehicles owned by the organisation are competent to do so and receive in house training on the risks of driving. Vehicles are inspected in accordance with statutory guidelines and are maintained and serviced. Drivers carry out regular vehicle inspections and report defects to their supervisor for remedy.

Staff expected to drive personal vehicles on company business must ensure that they are appropriately insured and that their vehicle maintained and inspected in accordance with statutory guidelines.

Staff experiencing problems with vehicles or who have had an accident must report this to the Director or Centre Administrator in the first instance.

Arrangements for the Safety of Staff, Volunteers and Students When Working Out in the Community or Abroad on Work Placements

Roots and Shoots acknowledge that the activities of staff, volunteers and students working away from the main premises may be hazardous. All trips will be planned and risk assessed in advance and trip leaders will ensure that appropriate measures are in place to manage safety as far as reasonably practicable.

During the trips, dynamic risk assessment will be carried out by the staff to constantly ensure that participants stay safe during their activities. Any Students under the minimum school leaving age must have parental or guardian permission to participate. Trip organisers must be made aware of health related issues affecting participants and ensure appropriate emergency arrangements are in place during the trip. If visiting another venue, the trip organiser should where possible obtain the venue risk assessments and written emergency procedures to aid planning.

Health and Safety standards should be the same abroad as would be expected in the UK. Local standards and arrangements must be thoroughly investigated prior to the trip and special arrangements must be put into place to consider safety during travel, sleeping accommodation, and the supervision of any recreational activities. Trip leaders will be competent to manage the safety of participants during the whole project.

Arrangements for Safeguarding Vulnerable People

Many of Roots and Shoots activities may fall into the category of 'regulated activity' under the Safeguarding Vulnerable Groups Act. The Organisation will comply with the vetting and barring rules set out by the Independent Safeguarding Authority ensuring that all staff and volunteers have the appropriate checks carried out at the specified intervals. Any staff or volunteers failing to satisfy the required standards will not be permitted to continue working with Students or other visitors.

Arrangements for Providing Information, Instruction, Training and Supervision

In order to secure the health and safety of all staff, the Organisation will provide health and safety information to new staff, which will be incorporated into general 'new starter' training.

Basic safety information will be provided on the first day of employment so that staff are familiar with basic procedures once they are at their place of work. Further guidance and training will be put into place as soon as possible after the employee has started work. This will include the health and safety policy, accident reporting, first aid procedures and emergency evacuation.

Risk assessments may identify specific training needs and safe systems of work will be shown to the employee. Safety rules will be set out in the form of safe working practice and method statements depending on the nature and scope of the work. After a suitable period of time, the training will be refreshed. The Organisation will assess training needs and will address them as and when required. All training shall be recorded.

Volunteers will be provided with basic safety information at the start of their time with the Centre. Depending on their involvement and the nature of their work with the Centre, they will be provided with information, instruction and training to reflect this and the hazards they are exposed to. Risk assessment will identify the arrangements necessary.

Students will follow a set programme of safety instruction and guidance as part of their programme of study at the centre. Individual requirements will be assessed and addressed as part of their care and personal study plan.

All staff, volunteers and students will be provided with adequate supervision to ensure that basic safety requirements are complied with. Arrangements will be made for people to be in regular, if not constant, contact with supervision.

The Organisation shall ensure that appropriate safety signs and signals are used throughout the workplace to give staff immediate information about hazards, control measures and instructions.

Arrangements for Accidents, First Aid and Ill Health Issues

First Aid

The Organisation has selected and appointed and trained a team of staff as First Aiders.

In the unlikely absence of a First Aider on site, all supervisors are designated ‘appointed persons’ who will, in the event of injury or sudden illness, take charge of the emergency including calling an ambulance and looking after the injured person until help arrives. The First Aiders will be responsible for the first aid kits.

When working away from the main site, managers will ensure that a first aid kit is taken in the vehicle.

Accidents and Incidents

All accidents and incidents must be recorded, however minor. The Organisation has provided an accident book (located in the main office) in which all accidents and incidents must be recorded.

It is the responsibility of staff to ensure that they complete an entry in the accident book as soon as possible after the accident or incident has occurred. Where the person affected is unable to enter their account into the accident book, the appointed person or witness (where relevant) should enter details on the person’s behalf.

The completed form must be passed to the Director.

Reportable Incidents, Accidents and Dangerous Occurrences

The Director or nominee will be responsible for reporting all notifiable accidents, incidents and dangerous occurrences in accordance with the RIDDOR regulations via the Health and Safety Executive.

Accident and Incident Investigation

The Director is responsible for investigating accidents and incidents to ensure that any underlying causes are identified and addressed to prevent the accident or incident from happening again.

Stress

The Organisation recognises that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance of staff at work. The Organisation is committed to recognising any negative effects that stress may have on individual members of staff and to provide suitable support mechanisms. Staff have opportunities to raise concerns about stress at one to one meetings with their manager. Managers will carefully consider the circumstances relating to the staff member and develop an action plan to assist the staff member. This may include referring the staff member to their GP or other specialist.

Health Surveillance

We will ensure that health surveillance of individuals is provided where required and following initial risk assessment. Roots and Shoots will seek advice from competent persons with regards to health surveillance if required. Any individual health surveillance records will be kept for a period of 40 Years.

Emergency Procedures including Fire

Fire

As far as is reasonably practicable, all steps shall be taken by the Organisation to eliminate or reduce the risk from fire and provide general fire precautions to deal with any residual risk. We have taken additional measures to ensure fire safety where flammable or explosive materials are used and have a plan to deal with fire emergencies. Where appropriate, fire risk assessments are carried out and the significant findings recorded and acted upon.

All staff, volunteers and students shall be given suitable instruction in basic fire prevention measures. Any staff involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Emergency Procedures

Emergency procedures are designed to give warning of imminent danger and to allow people to move to a place of safety. Managers and supervisors are responsible for ensuring that everyone within their area are informed of, and are fully conversant with, emergency procedures.

In order to be prepared for any emergency event, the Organisation will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event.

The Organisation will nominate personnel to be responsible for specific emergency actions and ensure that they are experienced to deal with their responsibilities. They will ensure that all staff volunteers and students are aware of how to evacuate the area without delay. They will assist with the testing of the emergency plan and “rehearse” it at suitable intervals, reviewing it if any shortcomings become apparent.

Arrangements for the Management of Contractors

If the project will last more than 30 days or equivalent 500 man hours, the Health and Safety Executive (HSE) must be notified using a specific form which can be found at www.hse.gov.uk.

You then have to appoint a contractor as the main or principal contractor for the job and appoint a CDM Coordinator (CDMC). If the project is smaller (<30days) you do not need to notify HSE nor appoint a CDMC. However you still need to vet the contractors (e.g. by using one that holds an in date H&S Standard) and you must ask to see their certificates.

Alternatively prospective contractors can be asked to complete an H&S questionnaire and provide relevant documents to become a Roots and Shoots Approved Contractor (see Risk Assessment file for copy of questionnaire).

Compliance with CDM Checklist

- Appoint the right people.
- Allow adequate time.
- Provide information to your team.
- Ensure you and your team communicate and cooperate Ensure suitable management arrangements are in place Ensure adequate welfare facilities on site.
- Ensure workplaces are designed correctly.
- Appoint a CDM co-ordinator (needs to have a qualification issued by the Association of Project Safety).
- Appoint a principal contractor.
- Ensure a health and safety plan is in place.
- Keep the health and safety file.

Contractors will be asked to abide by the rules stated below. The Organisation will check that contractors are competent, and can manage health and safety matters appropriately.

For example the Organisation can ask to see risk assessments, method statements, licences, membership to trade associations and references from other employers.

Contractors shall:

1. Familiarise themselves and their personnel with the work site and any hazards, which may be encountered.
2. Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all staff and others who may be affected by the activities.
3. Comply with our Health and Safety Rules and Health and Safety Policy
4. Comply with all occupational Health and Safety Laws applicable to the work being undertaken.
5. Provide their own personnel with suitable protective clothing
6. Keep their staff within the areas designated for the work being undertaken and the access to it.
7. Engage on the contract only such persons as are skilled, experienced and competent in the performance of their trade or tasks.
8. Not commence any work designated as ‘High Risk’ without the appropriate ‘Permit to Work’ having been issued.
9. Ensure their personnel submit to any security checks.
10. Ensure where such requirements are necessary that CDM Regulations are complied with.

Monitoring Health and Safety

The Organisation monitors its health and safety performance and practices by the following methods:

Spot Checks and Sampling

The Director will carry out spot checks on staff to ensure safe working practices are being used. These may not be recorded, but will be used to ensure the suitable and sufficient supervision of workers and identify any training needs.

Workplace Inspections
The Director, Operations Managers and external health and safety professionals will carry out workplace inspections from time to time. These will be recorded and used to identify safe working practices, poor working practices and control of risks.

Training Records
There will be an annual review made on all health and safety work related training being carried out by staff. A record of training will be kept.

Accident, Incident and Ill Health Records
All accident and incident reports will be reviewed to see if there are any common themes, or to ascertain why an incident occurred. Collating ill health absences may identify work related symptoms.

Reviewing Health and Safety Performance
It will be the responsibility of the Director to review the Organisation's health and safety policy, procedures and performance. This will be carried out via an annual review of the policy and related documents. From time to time it may appoint an external health and safety professional to conduct an in-depth health and safety audit.

Signed by the Director:

Date: 8 May 2026



Signed by the Chair of Trustees:

Date: 8 May 2026

