



# Health and Safety Policy of The Papillon Project

## 1. Statement of Intent

1. Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a Project working with schools. Our overall objective is to provide and maintain a safe and healthy environment for our staff and volunteers, the children and young people that The Papillon Project (TPP) comes into contact with, and others with whom we work.

2. We will achieve this by:

1. Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
2. Ensuring that health and safety management is an integral part of decision making and organisational processes
3. Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring that we do not spend a disproportionate amount of time on trivial or everyday risks
4. Providing a safe and healthy working environment for our staff, pupils and others working or volunteering at the schools we work with
5. Ensuring safe working methods are in place and providing safe equipment.
6. Complying with statutory requirements and where possible best practice
7. Investigation and learning the lessons from accidents and work related ill health incidents.
8. Providing effective information, instruction and training to enable our staff and volunteers to be competent in their roles
9. Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
10. Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
11. Working with and monitoring any contractors to ensure consistent and comparable

health and safety standards

12. A Trustee will be appointed to monitor health and safety and the Board will receive an annual review of Health and Safety and use this to further improve our policies and practices. Trustee with responsibility is Debbie Palmer

## 2. Responsibilities and Organisation

1. We recognise that overall responsibility for health and safety lies jointly with **TPP's project leader and TTP trustees**. TPP project leader and TPP trustees are therefore responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety for all the work that TPP conducts. In particular, we will ensure that:

1. This written policy statement is created and communicated to all those working for or volunteering on the Project which promotes a positive attitude towards health and safety and one which is in turn communicated to School staff, students and community volunteers.
2. The Project Leader is responsible for day to day leadership and oversight of health, safety and welfare
3. A lead trustee (Debbie Palmer) is nominated to oversee the TPP's health and safety policy.
4. People have sufficient experience, knowledge and training to perform the tasks required of them
5. Clear procedures are created which assess the risk from hazards and produce safe systems of work
6. In discussion with individual Schools, and where necessary, TPP will allocate funds to ensure that we operate safely
7. Health and safety performance is monitored and where shown to be in need of improvement, targets for improvement are set
8. The TPP's health and safety policy and practice is reviewed annually
9. Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

### 3. TPP Project Leader

1. is responsible for all staff and volunteers and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. The Project Leader is responsible, in discussion with individual Schools, for ensuring that whilst staff, students and community volunteers are working in the allotment site, that they abide by his health and safety guidance and instructions. Schools remain ultimately responsible for the health and safety of their staff, students and community volunteers recruited to work at a specific School.

#### 2. TPP's project leader must:

1. Be fully committed to the Board of Trustee's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
2. Ensure that appropriate risk assessments are undertaken and that suitable control measures are taken to manage the health and safety risks to staff and any other people who may be affected by the TPP's activities
3. Ensure that all volunteers have provided their own, adequate personal protective equipment (PPE) and that this is provided for himself and TPP staff. It is the responsibility of the project leader to make sure that all provided PPE is checked every three months and to replace any PPE equipment which is deemed unusable and unsafe.
4. Ensure that there is a qualified First Aider on the site at all times when volunteers or students are present. This may extend to making provisions for the training of First Aiders as well if there are not enough suitably qualified people available.
5. Ensure that a TPP First Aid kit is readily available on each site, and its location known to TPP staff and volunteers to use if required on themselves and/or on school staff and students. It is the responsibility of the project leader to make sure TPP's First Aid kit is fully stocked and up-to-date (every three months or following use)
6. Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices in line with relevant policy
  - Reviewing incidents and accidents
  - Monitoring any commissioned and contracted work under their control for compliance
  - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
7. Develop safe systems of work and procedures and ensure that they are implemented

8. Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff, volunteers, students or other people
9. Ensure that they undertake all relevant training and staff, volunteers and students are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees, students and volunteers.
10. Ensure that all tools and equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
11. Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
12. Ensure there are meaningful, effective arrangements in place for consulting staff, volunteers and students on health and safety matters that affect them
13. When commissioning work through partners and contractors, ensure that they are selected and managed in line with the TPP's health and safety policy
14. Report to TPP trustees at least annually on the TPP's health and safety performance

#### **4. TTP Staff & volunteers**

1. All staff and volunteers, on a daily basis, have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.
2. In particular, they (**staff and volunteers**) must:
  1. Comply with the TPP's health and safety policy and procedures at all times
  2. Comply, respectfully, with the health and safety policy of an individual school and should be understanding that all schools will differ in their health and safety policy.
  3. Co-operate with TPP project leader in complying with relevant safe systems of work and procedures
  4. Use all work equipment and substances in accordance with instruction, training and information received
  5. Wear, use, store, maintain and replace personal protective equipment as appropriate

6. Not intentionally misuse anything provided in the interests of health, safety and welfare
7. Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
8. Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
9. Attend all training relevant to their role
10. All staff, volunteers and trustees must read this Health and Safety policy and print, sign and date to confirm that they have all read this important document.

## 5. School staff and school pupils

1. TPP expects that all school staff should take personal responsibility for the health and safety of themselves and others and that ultimately, the health and safety of children (the pupils), at the school, are the responsibility of the school itself.

2. TPP expects **school staff** to:

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
3. Give clear oral and written instructions and warnings to pupils when necessary (to assist TPP staff and volunteers with poor behavior of their pupils).
4. Follow safe working procedures
5. Require the use of protective clothing and guards where necessary
6. Make recommendations to their Head teacher or manager regarding equipment and improvements to plant, tools, equipment or machinery
7. Report all accidents, defects and dangerous occurrences to their manager and a TPP member of staff should any incident occur at a school allotment.

3. TPP expects **school pupils**, allowing for their age and aptitude, to:

1. Take personal responsibility for the health and safety of themselves and others

2. Observe correct standards of dress that are consistent with safety and/or hygiene
3. Observe all the health and safety rules of their own school and in particular the instructions of school staff given in an emergency
4. Use and not willfully misuse, neglect or interfere with things provided for their health and safety
5. All schools that TPP works with will receive a copy of TPP's Health and Safety policy and TPP's risk assessment. This should all be given to the head teacher of the school and the teacher in-charge of the school allotment.

## **6. Incident Reporting and investigation**

1. All accidents and cases of work-related ill health involving TPP staff and volunteers, school staff and school pupils where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded.

2. This information must:

- ✓ Be reported to TPP's project leader as it is the responsibility TPP's project leader to record this information
- ✓ All information on recorded accidents, cases of work-related ill health (involving all of the above people), will be stored securely at TPP's registered company address
- ✓ All information on recorded accidents (recorded in TPP's accident record book), cases of work-related ill health, involving school staff and school pupils must be made known to the school itself and in particular, the school's head teacher.

**Lead Trustee with responsibility for Health and Safety: Sarah Seery**

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**Approved by the Board of Trustees: 7 February 2024**