



## Project Challenge Health & Safety Policy

|                                                                                                                                                                     |                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tom Harnett</b><br>Health & Safety Lead<br><a href="mailto:tom.harnett@Project Challenge.org.uk">tom.harnett@Project Challenge.org.uk</a><br>01422 363644        | <b>Chris Eves</b><br>Chair of Project Challenge<br>Board<br><a href="mailto:chriseves14@gmail.com">chriseves14@gmail.com</a><br>07812 979991<br><hr/> |
| <b>Lorna Butterick</b><br><a href="mailto:lorna.butterick@Project Challenge.org.uk">lorna.butterick@Project Challenge.org.uk</a><br>Deputy H&S Lead<br>01422 363644 |                                                                                                                                                       |
| <b>Version 3: 23 September 2025</b>                                                                                                                                 | <b>Review next due: September 2026</b>                                                                                                                |

### Scope

This policy applies to all Project Challenge employees, volunteers and Board members.

### **Introduction**

The Management Board and staff of Project Challenge will take steps to secure, so far as is reasonably practicable, the health and safety of all employees and other persons involved in the activities of Project Challenge

The Health & safety at Work Act 1974 Section 2(3) states that every employer must provide a written statement of: -

- commitment to the health and safety of employees
- arrangements for demonstrating the commitment

The statement and any subsequent reviews will then be made available to all employees and those associated to the project.

### **Policy Principles**

This commitment will be demonstrated, so far as reasonably practicable in terms of: -

- the provision and maintenance of safe premises
- safe entry and exit facilities
- the provision of safe equipment
- safe handling, storage and usage of substances which are considered under COSHH regulations
- instruction, training and provision of information
- evaluated risk assessments of all activities.

### **Policy Outputs**

The Operations Manager of Project Challenge will enable reporting and support for all aspects of Health & Safety. A member of the Board will have the designated responsibility for this:

Project Challenge will:

- Appoint a nominated Board H & S Lead on the Board of Directors;
- Appoint an H&S Lead and an Deputy H&S Lead who will take overall responsibility for the organisation's work in this area and who will be available on a day to day basis to guide and support staff in their work;
- Report on this area to the Board;
- Produce a comprehensive set of H&S Procedures, relevant for each area of the business, to ensure all staff understand their responsibilities and are able to act appropriately if they are concerned about a child , young person or vulnerable adult;
- Produce and implement an organisation-wide H&S Training Plan, subject to review and refresh on an annual basis, to ensure that all staff are aware, knowledgeable and suitably skilled to deal competently with any situation relevant to their role;
- To ensure H&S is on the weekly staff meeting agenda to share knowledge, experience and undertake research to inform practice, ensure continuous improvement and embed good practice across the business;
- Incorporate an assessment of H&S practice within supervision and appraisal processes for all relevant staff;
- Apply organisation standards across all sub contracted delivery partnerships, subject to scrutiny via our contract management and performance management process;
- Share information appropriately with all relevant individuals and agencies;
- Ensure appropriate storage of all information in relation to H&S;
- Maintain excellent working relationships with key H&S and child protection agencies to support our work in this area;
- Include H&S practice in the annual quality cycle; the outcomes of which will be addressed by the H&S Lead on the Board;
- Review the effectiveness of policy, procedures and practice on an annual basis or subject to legislative change, via the H&S Lead on the Board;

## **H&S Portfolio**

The organisation will maintain a portfolio of policy, procedures and guidance which underpin the general approach to H&S and embed consistent practice across the organisation:

- Risk Assessments
- Accident Reporting
- First Aid Training
- NOK – Next of Kin Lists
- Issued Equipment – PPE
- Premise Inspection Records
- Management and Responsibilities
- COSHH Arrangements
- VDU Usage
- General Arrangements inc Lifting and Carrying and Responsibilities

## **Monitoring Effectiveness**

The H&S Lead will ensure the effective implementation of this policy by monitoring:-

- The implementation, impact and outcomes of the H&S Training Plan;
- Evaluating the effectiveness of H&S interventions in delivery;
- Compliance related to the recording, sharing and storage of information;
- The work and impact of the weekly staff meetings in reference to H&S;
- Supervision and appraisal practice in relation to H&S;