



Health & Safety Policy

Date: February 2026

**Review Date: February
2027**

Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE) including Little Gate College and Little Gate Farm and any reference to client/participant should be treated as including a Student of Little Gate College. This policy applies to all employees, volunteers and users of the provision at LITTLE GATE.

Introduction

Little Gate has, under the Health and Safety at Work etc. Act 1974 (the Act) and other associated statutory provisions, a statutory duty to ensure the health, safety and welfare of its students, employees, volunteers and other non-employees (such as visitors and the general public) affected by its activities and undertakings. The duties are laid down in sections 2, 3 and 4 of the Act. All employees have a legal duty (under Section 7 of the Act) to take reasonable care of the health and safety of themselves, and others affected by their acts or omissions and to co-operate with the employer in all matters in relation to health and safety.

LEGAL FRAMEWORK

Relevant Acts and legislation are as follows:

Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999

The Workplace (Health Safety and Welfare) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992 The Personal Protective Equipment at Work Regulations 1992

The Manual Handling Operations Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Working Times Regulations 1998 (as amended)

Part 1: General Statement of Policy

This is the statement of general policy and arrangements for: Little Gate

Name of CEO: Andrea Randall-Smith

Little Gate is committed to ensuring the health and safety of everyone who works for the Charity and of everyone who may be affected by the charity's work activities, including children, persons with disabilities, parents/guardians, general public, visitors, volunteers and contractors.

The Charity will ensure that sufficient funds, resources and time are available for meeting the requirements of this policy.

The Charity will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided and maintained, and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees, volunteers, trainees, the general public and others affected by their actions
- Employees are consulted on arrangements for Health and Safety and Environmental matters
- To maintain clear procedures for action to be taken in the event of an emergency
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- Adequate welfare facilities are provided and any risks to health are minimised and eliminated where possible
- This policy is monitored and its effectiveness is reviewed annually
- This policy is reviewed and updated to take account of any legislative changes annually.

This policy can only be successful with the active co-operation of employees, who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

Signed **Andrea Randall Smith – Chief Executive Officer**

Date

Part 2: Responsibilities and arrangements for health and safety

Board of Trustees

Little Gate's Board of Trustees holds ultimate responsibility for Health and Safety. The Board must ensure that a written Health and Safety Policy is produced, communicated and implemented. The Board ultimately take "ownership" of health and safety and, therefore, must ensure that health and safety management arrangements are adequately resourced; ensure effective risk control systems are in place; obtain competent health and safety advice and ensure employees are involved in decisions that affect their health and safety. They will:

- plan to ensure that all Little Gate Provision including the College complies with all relevant legislation, statutory requirements, codes of practice and DfE guidance
- have in place procedures to identify hazards and evaluate risk control measures
- create a management structure and periodically monitor its effectiveness, ensuring the CEO carries out the assigned responsibilities
- discuss health and safety at Board Meetings
- provide a safe environment for clients, staff, visitors, and other users of Little Gate
- ensure plant, equipment and systems are safe
- provide safe arrangements for transportation, storage and use of articles and substances
- ensure adequate information, instruction, training and supervision
- provide all necessary safety and protective equipment

CEO

The Board delegates the development and implementation of policy to the CEO but receives regular updates on health and safety through Board Meetings. The CEO has overall responsibility to ensure the health, safety and welfare of all employees, clients, volunteers and others, (visitors, contractors, public, etc.), that may be affected by Little Gate's undertakings. Staff are made aware of communication channels for health and safety within the organisation and within the local authority. The CEO will:

- create and develop health and safety policies in line with legal requirements and current best practice;
- devise, publicise and utilise communication channels for health and safety within Little Gate and within the local authority;
- provide competent advice to the Board of Trustees and employees on legal compliance and best practice in relation to health and safety matters;
- promote a positive health and safety culture;

- that safer recruitment practices are followed, and staff are the subject of appropriate checks before they are appointed;
- implement and monitor health and safety policies and plans; including risk control systems, accident and incident reporting and investigation etc.;
- review audits of the health and safety management system;
- investigate any breaches of the health and safety policy.
- that any identified risks to health, safety and the environment are eliminated or reduced at source to as low as reasonably practicable.

The Head of Farm/Head of Supported Employment/Head of College is responsible for the practical day to day implementation of the procedures, and reports to the CEO. They will:

- ensure that there are adequate arrangements for receiving and disseminating Safety, Health & Environmental information to staff and clients;
- ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all the team. All such advice is communicated to staff where relevant and incorporated into the organisation's procedures.
- ensure that all staff are given appropriate instruction, information and training to meet their responsibility with regards to Safety, Health and the Environment and, so far as is reasonably practicable, to remain safe within the workplace, at induction and (where appropriate) on an ongoing basis;
- Implement emergency procedures in cases of fire or other incidents
- Ensure escape route are kept clear at all times
- Test evacuation plans, updating where necessary
- Undertake quarterly audits of the site, record findings and farm records are stored within the farm office.
- Support staff to carry out a weekly inspection, ensuring supervision is adequate, training needs are met and completing record documentation.
- ensure any issue raised from the above inspection and audit are reported to the CEO
- complete risk assessments and review when working habits or conditions change for both staff and clients
- ensure that employees are made aware of established risk control systems and that copies of any safe working procedures or guidance are provided to all persons as necessary;
- ensure appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly
- ensure that all staff and clients are effectively consulted on matters of health and safety, both as they arise and formally as part of routine team meetings and staff and client feedback sheets

Staff and Volunteers

Appropriate safer recruitment procedures are followed, for example all staff working with adults at risk (18+) must hold an enhanced DBS. All of the Little Gate team are responsible for monitoring Health and Safety in their own areas or work and for implementing control measures, within their operational remit, including risk assessments for off-site activities. Team members must take reasonable care for their own safety and that of anyone else that may be affected by their actions.

Team members must take reasonable care for their own safety and that of anyone else that may be affected by their actions. Team members have responsibility to support clients to understand the importance of Health and Safety and learn to be responsible for their own safety. Staff and Volunteers will:

- familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility and co-operate with all health and safety arrangements carrying out remedial action where necessary. take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;
- adhere to this policy and associated procedures, co-operating with the Head of Farm, CEO and Trustees to enable them to carry out their statutory duties and safer responsibilities;
- use machinery, plant or equipment in line with any training received.
- ensure safe working methods are in place and undertake risk assessments as part of the delivery of client study programmes, seeking advice where appropriate;
- ensure that clients, given their vulnerability, are not put at risk;
- report accidents, incidents and near misses to the appropriate line manager or senior member of staff, as well as any situation, work practice or procedure which they recognise to be potentially hazardous;
- report any defect or other health and safety matter that they are aware of, ensuring safety requirements for plant machinery and equipment are in place and are adequate;
- ensure any hazardous substances are correctly used, safely stored and COSHH assessments completed;
- ensure appropriate Personal Protective Equipment (PPE) is in good condition and used correctly.

First Aiders

First Aid Officers are trained employees who have three primary responsibilities:

- to provide first aid treatment for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner is obtained
- to provide first aid treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner
- to ensure the maintenance of first aid kits

Little Gate conducts a First Aid Needs Assessment, which is used to determine the appropriate level of first aid provision throughout the organisation. First Aid Officers will be provided with appropriate first aid training. A list of first aiders, (where applicable), and first aid boxes is provided at each site (where the organisation has multiple sites).

Risk Assessments

Little Gate recognises that planning is essential to put policies into practice and as such will ensure that suitable and sufficient risk assessments are in place:

- identifying all hazards and assessing risk
- assessing the efficiency of existing control measures and identifying further actions to reduce risk of injury, illness or loss.

Risk assessments should be completed by a competent individual and should include, where appropriate, others whose technical input, experience, knowledge of health and safety legislation and best practice will be of benefit. Where appropriate, risk assessments will be used as the basis for the development of safe working procedures which will identify tasks to be undertaken and define a safe way to undertake these tasks. It is the responsibility of the Head of Farm/Head of Supported Employment/Head of College to ensure that employees are given appropriate information, training and instruction regarding relevant risk assessments and safe working procedures. All clients will be the subject of a specific needs / risk assessment. The Head of Farm/Head of Supported Employment/Head of College is responsible for the adequacy of such risk assessments and for the adequacy of task specific / situational risk assessments.

Outreach projects, work placements and events, (either on Little Gate premises or externally), should be risk assessed and any significant findings from the process recorded. The Head of Farm/Head of Supported Employment/Head of College will also be responsible for risk assessments such as new and expectant mothers, young persons and those that relate to staffs' health and wellbeing. Risk assessments should be reviewed annually or when the work activity changes or a significant event occurs or there is any reason to believe that the risk assessment is no longer valid.

Monitoring and Review

Monitoring and review are vital parts of our health and safety management system and as such Little Gate will :

- provide routine and specific (incident-led) reports to the CEO and Board;
- information provided will include accident and incident statistics, sickness absence rates, the progress of health and safety related training, audit reports, significant nonconformances and corrective actions, significant changes in our activity and new legal requirements;
- carry out periodic audits across the business to check the effectiveness of risk control systems and our legal compliance;
- consider the impact of major health and safety failures;
- consider the impact of changes such as the introduction of new legislation, new guidance issued by the HSE, new technology, new work procedures etc.
- seek feedback from employees, clients, customers etc.

The information obtained via monitoring and review will be used to inform changes in policy, organisation and planning wherever relevant. It is part of little Gate's commitment to continual improvement. So far as practicable, comparisons will be made with internal performance indicators and benchmarked against the performance of similar external organisations with recognised high standards. The Board will review the health and safety performance at least once a year. The Health and Safety Policy and other health and safety policies and risk assessments will also be reviewed annually or following a significant event or change which applies to them.

Personal Protective Equipment

The use of personal protective equipment must, in nearly all circumstances, be the last resort as a control measure when reducing risks to health and safety. The selection, maintenance, use and testing of equipment is the responsibility of both Little Gate and individuals. Any personal protective equipment provided by Little Gate in the interests of health and safety **MUST** be worn, stored correctly, kept in a clean condition and any defects reported immediately.

Training

Any new employees receive health and safety training as part of their induction and the Head of Farm/Head of Supported Employment/Head of College is responsible for ensuring that employees are trained in relevant safe working procedures and safe use of plant/equipment and substances within their department.

Induction Procedures

The capabilities of all new employees regarding their own health and safety and that of students in their care will be considered before employment starts. Adequate information and training will be given to ensure that they are aware of Little Gate's health and safety arrangements, particularly:

- evacuation procedures
- first aid and injury reporting arrangements
- any other relevant emergency procedure
- restrictive physical intervention control & restraint
- infection control

All staff will be required to sign to say they have received and read the relevant policies and safety arrangements.

Pregnancy and Work

Employees who become pregnant shall inform the Head of Farm/Head of Supported Employment/Head of College so that an assessment can be carried out to ensure that any risks created by their work are identified and controlled.

Medicines and Infection Control

The storage and provision arrangements for student's /staff medicines are set out in the organisation's Medicines Policy. Staff and clients who are unwell with an infectious disease should not be at any site and should be kept away until they are better or no longer pose a risk of infection to others. Sites displays Public Health England posters on Norovirus and Catch-Bin-Kill.

Workforce Involvement

All employees are involved in health and safety, directly via regular walkabouts and briefings on specific health and safety issues in team meetings and, where appropriate, work groups are set up to tackle specific health and safety issues; and indirectly via emails. Should any employees have a difficulty in understanding English or a low literacy level then Little Gate will endeavour to achieve the same standard of understanding and involvement as for an English speaker and we would

consider allowing additional time and support for such employees to absorb information, getting key health and safety information translated into the employees native language, developing key health and safety information into an easy read format with the use of pictorial information and signs.

Portable Electrical Equipment

Portable electrical equipment is defined as “not part of a fixed installation but may be connected to a fixed installation by means of a flexible cable and either a socket and plug or similar means”, for example a portable laptop. Auxiliary equipment such as extension leads is also classed as portable equipment. The Head of Farm/Head of Supported Employment/Head of College will be responsible for the inspection and testing regime of all, so far as reasonably practicable, portable electrical equipment. Employees should perform regular visual user checks on portable electrical equipment prior to use, In the event that an employee discovers that the equipment is damaged they should report it to their line manager/Head of Farm/Head of Supported Employment/Head of College and the equipment should be labelled as faulty and taken out of use to be repaired or replaced. Combined inspection and testing on portable electrical equipment will be carried out by a competent person every two years. Handheld power tools, if used, should ideally be lower voltage equipment powered by a battery. In any case, the Head of Farm should assess the risks from portable electrical equipment and where appropriate provide residual current devices (RCDs), particularly in wet or damp locations, such as outdoors to protect from electric shock.

All employees and volunteers should:

- co-operate with supervisors and managers on health and safety matters;
- comply with Little Gate’s risk assessments and safe systems of work, including following recommended use of tools and proper use of PPE;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed above).

Health and Safety Law poster is displayed:	Board in corridor of Log Cabin at Little Gate Farm. Inside of Little Gate office door at Battle Office. On the wall between the windows at Hastings Voluntary Action Office in the classroom. On the college cupboard door at The Pelham.
First aid box is located at:	Little Gate Farm: Log Cabin, in polytunnel on shelf at the end, in first aid cabinet, Pig Pen office, Barn under sink. Battle Office: on the filing cabinet by signing in book.
Accident book is located at	Little Gate Farm: In bottom draw of filing cabinet in the Pig Pen. Battle Office: on the filing cabinet by signing in book.
Health and Safety book is located at:	Within the Sharepoint system
Date	15/6/21 - Revised January 2025. Revised February 2026

Signed by trustee	<i>W. W. W. W. W.</i>	MARINE LELAND	29/1/24
Signed by CEO	<i>AL</i>	ANDREW RANDALL JULIEN	29.1.24

Reviewed by	Date	Changes made	Next review date
Marcie Weger	6/2/25	Inclusion of college to Peter S. G. G.	2026
LEIGH BENNETT	05/03/26	NO	2027