

The Restore Project CIC – Health and Safety Policy

1. Policy Statement

The Restore Project CIC is committed to ensuring the health, safety, and wellbeing of all staff, volunteers, children, and other individuals involved in or affected by our activities.

We recognise our legal and moral duty to provide a safe working and service environment and to reduce the risk of injury or ill health wherever reasonably possible. Health and safety is everyone's responsibility, and we expect all staff and volunteers to take an active role in maintaining safe and positive environments.

2. Scope of Policy

This policy applies to:

- All activities delivered by The Restore Project CIC, including workshops, 1:1 mentoring, and group sessions
- All settings used for service delivery (schools, community spaces, homes, and online platforms)
- All staff, volunteers, directors, and associates engaged with the organisation

3. Legal Framework

This policy complies with:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- Workplace (Health, Safety and Welfare) Regulations 1992

4. Our Responsibilities

The Restore Project CIC will:

- Assess and manage risks in all activities and locations
- Provide appropriate health and safety information and training to all team members
- Ensure all venues used meet safety standards (e.g. fire exits, hygiene, equipment)
- Maintain insurance to cover public liability and employer responsibility
- Provide PPE or other safety equipment where required
- Monitor and review procedures regularly

5. Responsibilities of Staff and Volunteers

All staff and volunteers must:

- Take reasonable care of their own health and safety and that of others
- Comply with all safety instructions and training
- Report hazards, incidents, or unsafe practices to the Designated Health and Safety Officer
- Complete risk assessments for new activities or environments
- Never undertake work that they are not trained or equipped to perform safely

6. Risk Assessments

We will carry out risk assessments for:

- All physical environments used for mentoring or group work
- Specific high-risk activities or outreach
- Online delivery platforms (for data security and participant safeguarding)
- Lone working situations

Risk assessments will be reviewed regularly and updated when circumstances change.

7. First Aid and Emergencies

- At least one first-aid-trained person will be available during face-to-face sessions
- First aid kits will be accessible and regularly maintained
- Emergency contact details will be obtained for all young participants
- In the case of serious injury or incident, appropriate emergency services will be contacted, and reports will be submitted under RIDDOR if required

8. Lone Working

Where staff or volunteers work alone (e.g., 1:1 mentoring or off-site visits), the following measures will be in place:

- Lone working risk assessments
- Check-in procedures before and after sessions
- Use of a designated mobile phone for contact
- Pre-agreed emergency protocols

9. Mental Health and Wellbeing

The Restore Project recognises that working with vulnerable young people can be emotionally demanding. We will:

- Offer regular supervision and debriefing
- Encourage an open culture around wellbeing
- Provide guidance on managing stress and burnout

10. Incident Reporting

All accidents, injuries, near misses, or dangerous occurrences must be recorded and reported promptly to the Health and Safety Officer. An incident form must be completed, and a review carried out to prevent recurrence.

11. Training

We will ensure all team members:

- Complete health and safety training appropriate to their role
- Receive induction on emergency procedures and risk assessment practices
- Understand safeguarding overlaps with health and safety (e.g. emotional harm, environmental risks)

12. Monitoring and Review

This policy will be reviewed annually or following a significant incident. The review will involve consultation with staff and volunteers to ensure continuous improvement.

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The Restore Project CIC

Date of Adoption: 30/07/2025

Review Date: 30/07/2026