



Health and Safety Policy Health and Safety Statement

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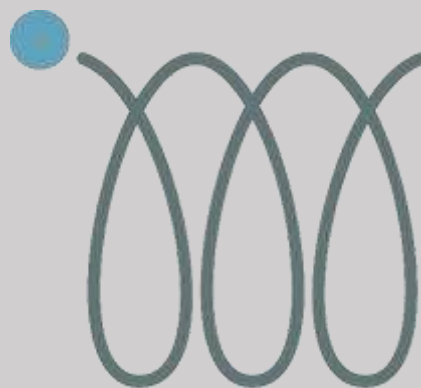
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1. Introduction

The Grace Foundation (GRACE FOUNDATION) Health and Safety Policy ensures that all staff, apprentices, volunteers, consultants, and trustees understand how health and safety is managed across all GRACE FOUNDATION locations and activities, as well as their individual and organisational legal responsibilities. This policy must be used in conjunction with Partner school H&S policies, and all employees must familiarise themselves with these.

Grace Foundation receives HR and Financial services from IMG (UK) Holdings Ltd and its subsidiary entities (collectively referred to as IMG). Any mention of IMG in relation to Grace Foundation pertains to these entities.

This policy is entirely non-contractual and does not form part of an employee's contract of employment.

2. Purpose and Scope

This document provides essential health and safety information to ensure safe working conditions and minimise risks to individuals and others. References to 'employees' include all GRACE FOUNDATION staff, apprentices, trustees, volunteers, and consultants working at The Gate, schools, home, or other work locations.

This document does not replace specific operating procedures on any site or formal instructions from managers but provides general safety guidance applicable to all roles. Daily activities may have specific safety instructions and operating procedures which must be followed at all times. If uncertain, stakeholders should consult their line manager or the designated Health and Safety (H&S) lead at their location.

This policy forms part of staff induction and is reviewed annually. Any revisions are communicated to employees, who are required to acknowledge and comply with updates. Support is available for those with reading difficulties.

All individuals connected to GRACE FOUNDATION must familiarise themselves with relevant H&S information, risk assessments, and operating procedures.

This policy applies to:

- Trustees
- Staff
- Volunteers
- Contractors
- Anyone acting on behalf of Grace Foundation

3. Grace Foundation Health and Safety Statement

GRACE FOUNDATION commits to maintaining a healthy and safe environment across all sites and activities, complying with all legal requirements as a minimum standard. Every individual must take responsibility for their own safety and the safety of others affected by their actions or omissions. Employees and other workers must report any concerns regarding health and safety arrangements to their line manager or designated Health and Safety Lead.

Grace Foundation will:

- Provide and maintain safe systems of work.
- Ensure safe handling, storage, and transport of substances (e.g. COSHH, where applicable).
- Provide necessary information, training, and supervision to ensure the safety of employees and visitors.
- Maintain work environments with safe access, egress, and appropriate welfare facilities.
- Supply protective equipment as identified through risk assessments.
- Promote high H&S standards through personal example and leadership.
- Monitor H&S effectiveness, consulting relevant authorities and staff.
- Consult with employees and relevant representatives on matters affecting health, safety and wellbeing.
- Ensure trustees receive regular H&S updates and have access to this policy.
- Keep this statement and associated risk assessments under regular review.

- Promote occupational health and wellbeing by identifying, assessing and managing work-related health risks, including stress, and providing appropriate support where reasonably practicable.

This Health and Safety Statement is approved by the Grace Foundation Trustees and will be reviewed annually, or sooner where significant changes in legislation, guidance or organisational arrangements require it.

4. Legal Compliance

Grace Foundation will comply with the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation and will take reasonably practicable steps to protect the health, safety and welfare of its employees and others who may be affected by its activities. Where Grace Foundation staff work on premises controlled by another organisation, including partner schools, Grace Foundation will cooperate with the organisation responsible for those premises and staff must comply with relevant local health and safety arrangements. Neglecting H&S duties may constitute a criminal offence under the Health & Safety (Offences) Act 2008, leading to fines or imprisonment.

5. Individual Responsibilities

All stakeholders must:

- Take reasonable care of their own and others' safety.
- Follow legal and organisational H&S requirements.
- Use safety equipment correctly.
- Report hazards to their line manager immediately.

6. Organisational Responsibilities

Under the Management of Health and Safety at Work Regulations 1999, GRACE FOUNDATION must:

- Ensure safe working environments.
- Maintain safe equipment, premises, and work systems.
- Safely handle, store, and transport materials.
- Provide adequate safety training and supervision.
- Maintain clear access and exit routes in all workplaces.

7. Delegated Responsibilities

The Trustees delegate H&S duties to employed staff, who ensure compliance through line management structures.

Key Roles & Responsibilities:

- Chief Executive Officer & Executive Director
 - Oversees all GRACE FOUNDATION H&S matters, including policy updates, implementation, and quality assurance.
 - Reviews accident and incident records, supports staff in setting procedures, and identifies training needs.

- Senior Leadership Team (SLT) – Delegated H&S Lead
 - Responsible for the practical implementation of H&S checks, risk assessments, and training.
 - Ensures accident reporting procedures are followed and near misses are reviewed.
- Ethos Leaders
 - Responsible for ensuring compliance with H&S procedures on location and in programme delivery, training, events, and home-working.

8. Specific Responsibilities

Trustees & Executive Leadership

- Ensure the policy is accessible to all staff and stakeholders.
- Provide adequate H&S training and resources.
- Ensure liability coverage through appropriate insurance.
- Review and act on trends in accident and incident reports.
- Maintain and review risk assessments regularly.

Senior Leadership Team & Line Managers

- Implement and enforce H&S policies.
- Take reasonable steps to ensure that locations used for GRACE FOUNDATION activities are suitable for the activities being undertaken and that relevant risks are appropriately managed, working with host organisations where premises are not under GRACE FOUNDATION control.
- Identify and organise relevant training.
- Promote a culture of safety and environmental awareness.
- Stop any activity posing an immediate danger and ensure remedial action is taken.
- Conduct regular H&S reviews and report findings.

Employees & Volunteers

- Co-operate with H&S policies and procedures.
- Take reasonable care of their own and others' safety.
- Follow the H&S policies and procedures of the schools they work in.
- Report accidents, near misses, and H&S concerns promptly.

When working in a partner school, all staff, apprentices, volunteers, and consultants must familiarise themselves with the school's Health and Safety procedures before undertaking any activities. This includes, but is not limited to:

- Fire safety protocols (evacuation routes, assembly points, alarm procedures)
- First aid procedures (location of first aiders and how to report medical incidents)
- Safeguarding and emergency contacts
- Accident and incident reporting processes
- Lockdown or emergency procedures

Staff must not commence working in a school if they are unaware of these procedures. It is their responsibility to seek out and understand the relevant policies before commencing work. If unsure, they should speak to their line manager or the designated Health and Safety Lead at the school. Adhering to these procedures is essential for ensuring a safe working environment for all.

Allergy Safety Procedures (Benedict's Law)

In line with the allergy safety requirements (commonly known as Benedict's Law) introduced under the Children's Wellbeing and Schools Act 2026, Grace Foundation staff working within schools must familiarise themselves with and follow the host school's allergy safety policy and relevant emergency procedures. Staff must take reasonable steps to minimise known allergy risks when planning or delivering activities, including activities involving food, refreshments, animals, craft materials, trips or events. Where staff are made aware of a pupil's allergy or Individual Healthcare Plan relevant to an activity they are supporting, they must follow the arrangements communicated by the school. Staff must know how to summon appropriate assistance in an allergy emergency and must promptly report any allergic incident or near miss through the school's procedures and, where appropriate, Grace Foundation's incident reporting arrangements.

9. Contractor Management

Contractors are required to:

- Work safely and comply with relevant legislation.
- Provide risk assessments and method statements where appropriate.
- Report hazards, incidents and near misses.
- Co-operate with Grace Foundation and partner school safety procedures.

10. Risk Assessment

GRACE FOUNDATION proactively manages risks across all activities. General risk assessments are conducted centrally by the Senior Team, while trip, visit, and external work assessments are handled by relevant departments. GRACE FOUNDATION will ensure that risk assessments are distributed appropriately.

Home-working risk assessments will be completed where employees regularly undertake work from home. Assessments will consider workstation setup, display screen equipment, mental wellbeing, electrical safety and lone-working arrangements.

GRACE FOUNDATION will ensure suitable arrangements are in place for fire safety management, emergency evacuation and fire risk assessment within premises under its control.

Suitable arrangements will be implemented to manage risks associated with lone working, including communication procedures and emergency escalation arrangements. Please see the GRACE FOUNDATION Lone Working Policy.

Where appropriate, risk assessments will consider the potential for bullying, harassment, discrimination and inappropriate behaviour by employees, volunteers, service users, visitors or other third parties, and identify measures to reduce such risks.

Risk Assessment Requirements:

Risk assessments must take account of the nature of the activity, the people who may be affected, the environment in which the activity takes place and any relevant information provided by a host school or other organisation. Staff must remain alert to changing circumstances and undertake a dynamic assessment of risk where conditions change during an activity.

1. Identify hazards.
2. Determine who may be harmed.
3. Evaluate and manage the risks including identifying appropriate control measures to eliminate or reduce risk so far as is reasonably practicable.
4. Record findings.
5. Review regularly and update as necessary.

11. Accident and Incident Reporting

All accidents and incidents must be reported, no matter how minor.

Reporting Procedure:

1. Report: Inform your line manager and the venue's designated person.
2. Record: Log the accident via the local venue's procedure and the GRACE FOUNDATION online H&S form.
3. Respond: Ensure first aid is administered if needed.
4. Investigate: Senior GRACE FOUNDATION staff and venue leads review incidents to prevent recurrence.

Serious incidents may require reporting under RIDDOR. The Senior Leadership Team or delegated Health and Safety Lead will determine whether GRACE FOUNDATION has a reporting duty and, where another organisation may be the responsible person, will liaise with that organisation to ensure responsibilities are understood and any required report is made within the statutory timescale.

12. Non-Compliance

Failure to comply with this policy, or engaging in reckless behaviour, may result in disciplinary action for staff or volunteers. Trustees who fail to meet H&S obligations may be removed from the board.

13. Policy Review

This policy is reviewed annually or sooner if required due to legislative changes or operational needs.

14. Related Policies and Documents

- GRACE FOUNDATION Risk Assessments (accessible online).
- IM Health and Safety Policies and Handbook.
- Partner school H&S policies (employees must familiarise themselves with these).