



SAILSHIP TRAINING AND LEARNING FOR LIFE

Health & Safety Policy

CEO CHAIR OF THE BOARD OF TRUSTEES	Elizabeth Barritt Trevor Cottee
Effective from	11/02/2015
Last Review Date	10/02/2025
Next review date	10/02/2026

Purpose: This policy is written in support of the Trustees' Policy Statement for Health, Safety and Environment, endorsed by the full committee.



Policy Statement: Sailship TLL will comply with all legal requirements concerning the Management of Health and Safety at Work Regulations 1999, which pose a legal requirement to make a written risk assessment for all hazards, so as to determine what measures need to be taken to protect the health & safety of employees/volunteers/Service users. These must be renewed at regular intervals, e.g. annually or immediately if circumstances change.

RISK ASSESSMENT POLICY

1. Introduction/Definition

1.1 Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must make an assessment of risks to the health and safety of employees and others.

1.2 The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

1.2 Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace, on site, or across the organisation as a whole, to cause harm to service users, staff, visitors or anyone else who could be affected by the charity's activities. In addition risk



assessment will identify risks to the organisation in being able to meet its operational and financial objectives whilst maintaining a quality service. From this information Sailship TLL can then weigh up whether or not there are sufficient precautions in place, or more needs to be done to prevent that harm/threat materialising. The primary aims are to make sure that Sailship TLL remains a viable organisation fit for its purpose, that no person suffers harm due to conditions either in the workplace, or as part of their planned activities, due to poor working practice or errors in care. Sailship TLL, can then take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment and thus, meet its financial and operational obligations.

2. Identification of Risks

2.1 Risks are primarily identified through the risk assessment process.

2.2 *Organisational risks* are identified through threats to the financial and operational performance of the charity. Any risk identified will be reported to the Board of Trustees.

2.3 *Care Risk Management* is a process where risks associated with service users are identified and analysed. Steps are then taken to reduce, control, or eliminate the risk.

2.4 *The aims of Risk Assessments* are to identify what potential or actual risk service users face when accessing the services provided by reviewing the following areas:

- Training and Supervision
- Management of service user activities
- Written Protocols and Guidelines
- Service user Record Keeping
- Complaints and Claims Management



- Induction of staff
- Equipment
- Incident Reporting
- Risk Assessment

2.5 Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

3. Responsibilities.

3.1 Board of Trustees

The Board of Trustees of Sailship Training and Learning for Life has the overall responsibility, statutory and operational, for managing health and safety.

3.2 The CEO & Operations Manager

- i.* Will ensure that an assessment of risks for the areas under their control is performed.
- ii.* Actions are identified and implemented.
- iii.* The results of the risk assessment are documented and kept.

3.3 All staff, including contractors

- i.* Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.

4. Arrangements.

4.1 Assessments will be recorded on the Sailship TLL Risk Assessment Form in accordance with the Risk Assessment Procedure

4.2 Copies of completed risk assessments will be reviewed and monitored on a regular basis.



4.3 Records will be held by the CEO/ Operations Manager and will be available to staff for information and also for audit purposes.

5. Training

5.1 Staff/volunteers undertake risk assessment training.

6. Slips, Trips and Falls

6.1 All slips, trips and falls hazards are risk assessed in accordance with this policy.

6.2 All slips, trips and falls are reported appropriately.

6.3 Health and Safety training will raise awareness to all staff relating to all slips, trips and falls.

7. Risk Register

7.1 The Operations Manager is responsible for ensuring that risks are reviewed and the register is updated.

7.2 Reported risks are reported to and reviewed by the CEO on a quarterly basis and reported to the Board of Trustees by CEO, also on a quarterly basis.

8. Acceptable Levels of Risk

8.1 It is accepted that it is neither realistic nor possible to totally eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

9. Monitoring

9.1 The quality and content of risk assessments will be monitored on receipt by the CEO.

9.2 All incidents related to slips trips and falls will be monitored as part of the quarterly report to the Board of Trustees. Where appropriate a safeguard may be raised in relation to slips, trips and falls. This will be dealt with according to Safeguarding policies (available as hard copy from Site Office & electronically - online www.sailship.org.uk or within staff accessible Dropbox system).



Five Key Steps in the Risk Assessment Process.

- **Step 1:** Observe the workplace overall and then systematically address individual areas including processes and equipment.
- **Step 2 :**Decide who is likely to be harmed and how.
- **Step 3 :** Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not. When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

E: Eliminate.

Can the hazard, product, or process be eliminated completely?

R: Reduce.

Can the level of exposure to the hazard be lessened, or can a less hazardous substitute be used?

I: Isolate. Can clients/staff be isolated from the hazard or can the hazard be isolated from the clients/staff

C: Control. Can the hazard be controlled by:

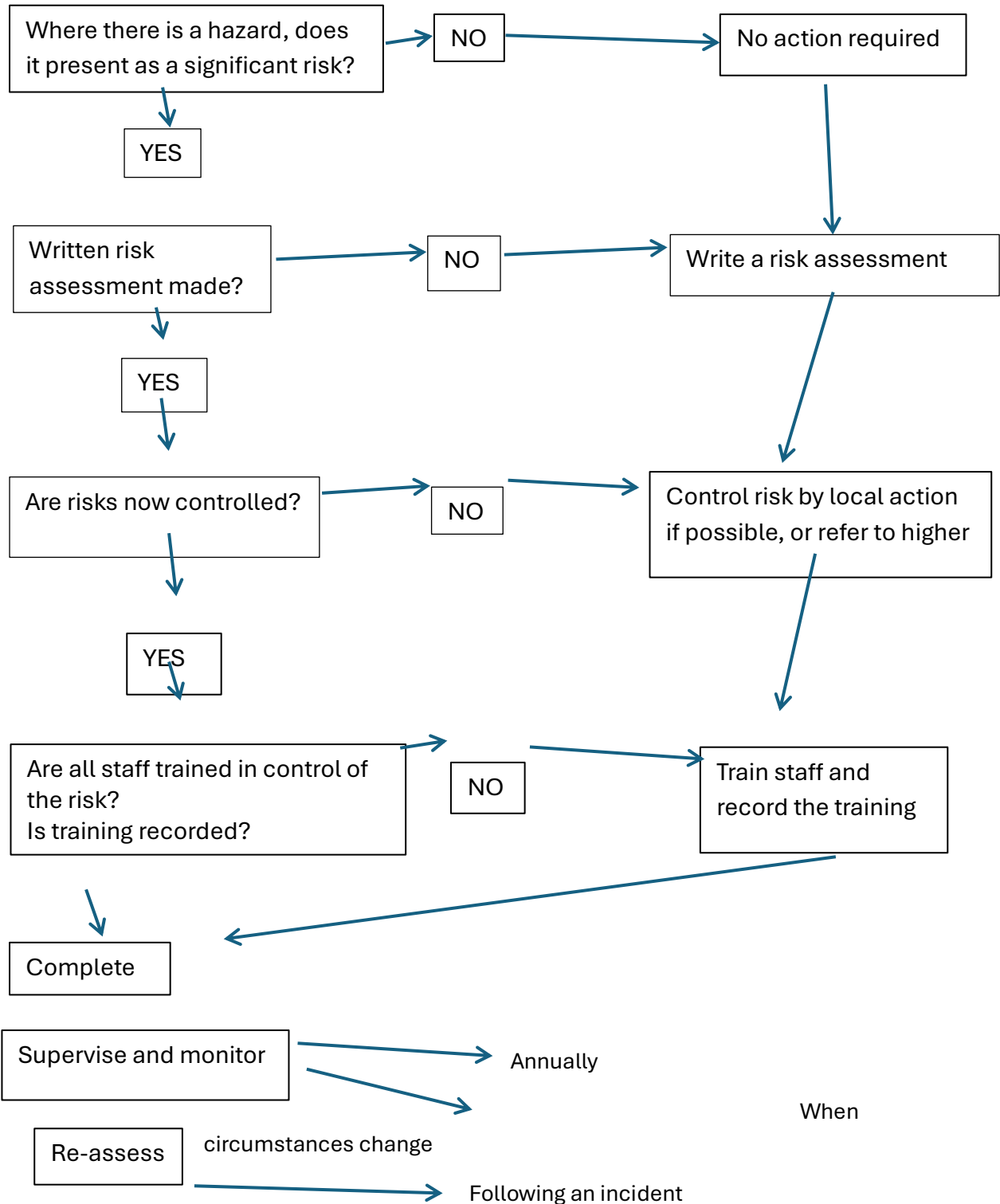
- Methods of work/Procedures
- Training
- Information
- Instruction
- Supervision
- Or provision of protective equipment?

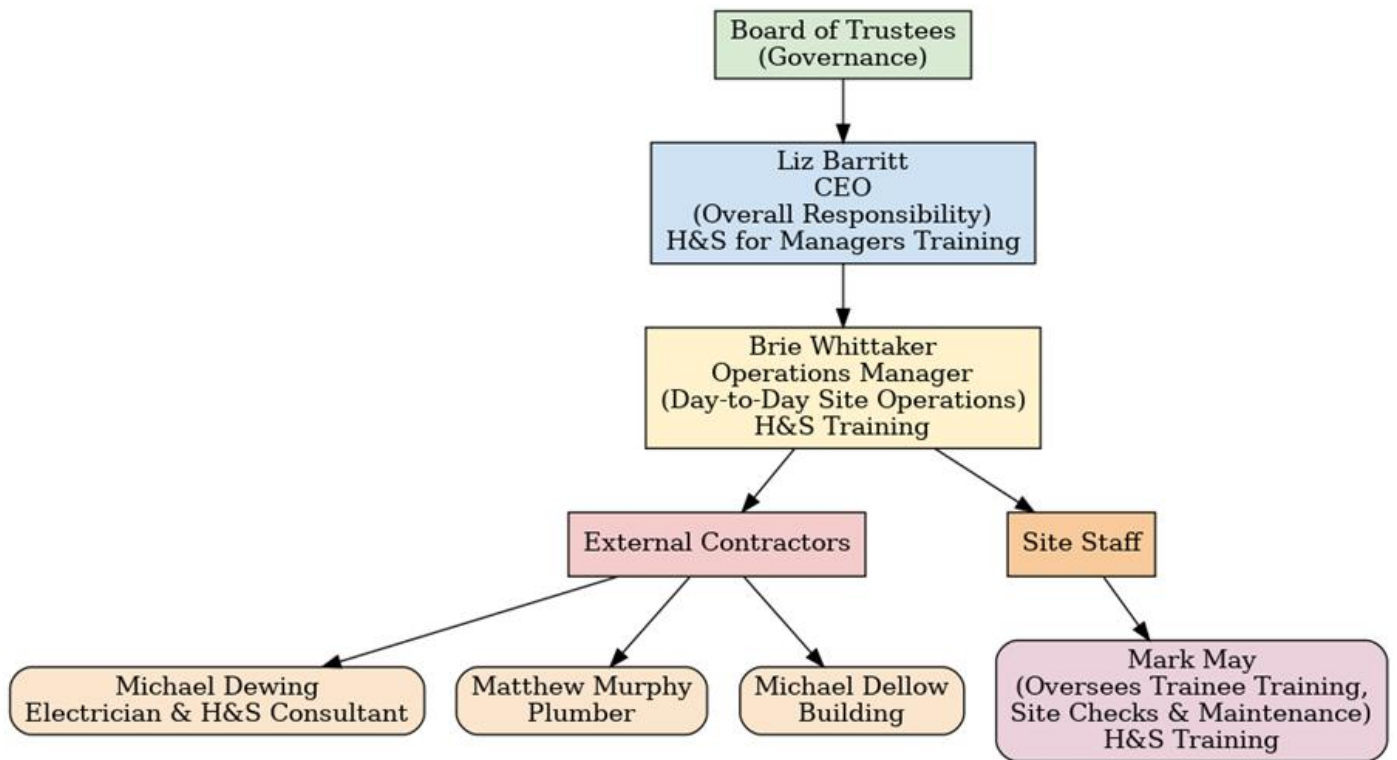
- **Step 4:** Report your findings: Record your findings on the risk assessment form. Using the '*risk assessment process*', categorise the risk factor to provide an indication of significant risks that need urgent attention. Record control measures to be taken to eliminate/reduce the risk.
- **Step 5:** Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced, at a minimum of three-monthly intervals. Revise if necessary.

In any event all risk assessments must be reviewed annually and evidenced that this has in fact taken place.



Risk Assessment Process







RIDDOR Compliance Statement

Sailship Training and Learning for Life complies with the ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)***. We recognise our legal duty to report certain serious workplace incidents to the Health and Safety Executive (HSE) and ensure that all staff understand when and how to escalate concerns.

Reportable incidents under RIDDOR include:

- Deaths and specified serious injuries (e.g. fractures, amputations, loss of sight)
- Injuries resulting in over 7 days' absence from work
- Occupational diseases (e.g. work-related stress disorders, dermatitis)
- Dangerous occurrences (e.g. equipment failure, fire, structural collapse)
- Injuries to non-employees (e.g. learners, visitors) that result in hospital treatment

Our procedure includes:

Immediate recording of incidents in the accident book

- Notification to the designated Health & Safety Lead
- Assessment of whether the incident meets RIDDOR criteria
- Submission of the report via the HSE online portal within the required timeframe
- Review of incident to prevent recurrence and support affected individuals

Responsibility:

The Health & Safety Lead is responsible for ensuring RIDDOR compliance, maintaining records, and liaising with the HSE. All staff must report incidents promptly and cooperate with investigations.



RIDDOR Reporting Checklist

– for responsible person (CEO/OPERATIONS MANAGEMENT TEAM) consideration only.

Use this checklist to determine whether an incident must be reported to the Health and Safety Executive (HSE) under RIDDOR 2013.

Step 1: Is the incident reportable?

- ☐ Death of a worker or non-worker due to a work-related accident
- ☐ Specified injury (e.g. fracture, amputation, loss of sight, crush injury)
- ☐ Injury resulting in more than 7 consecutive days off work
- ☐ Occupational disease (e.g. dermatitis, asthma, stress-related illness)
- ☐ Dangerous occurrence (e.g. fire, equipment failure, structural collapse)
- ☐ Injury to a non-worker (e.g. learner, visitor) requiring hospital treatment

Step 2: Record the incident internally

- ☐ Complete accident/incident report form
- ☐ Notify Health & Safety Lead and safeguarding team
- ☐ Secure any witness statements or CCTV if applicable
- ☐ Support affected individuals and review risk assessments

Step 3: Report to HSE

- ☐ Go to www.hse.gov.uk/riddor/report.htm
- ☐ Select the correct online form (injury, disease, dangerous occurrence)
- ☐ Submit within the legal timeframe (usually within 10 days)
- ☐ Save confirmation and reference number for records

Step 4: Follow-up

- ☐ Inform trustees and relevant stakeholders
- ☐ Review and update policies or procedures if needed
- ☐ Offer debrief and wellbeing support to staff involved
- ☐ Monitor for recurrence and log in monthly H&S review



RIDDOR Reporting Flowchart

Incident occurs → Immediate response and first aid → Internal report completed → Is it RIDDOR reportable?

→ Yes → Submit report via HSE portal → Save confirmation → Notify stakeholders → Review and follow-up

→ No → Record internally → Monitor and review → Support staff and learners

HEALTH & SAFETY / RISK ASSESSMENT REVIEW RECORD

Adopted 2015

Reviewed annually : in September or as required according to risk assessment process.

Next review:	Reviewed by:	Reason	Date
September 2023	CEO Liz Barritt	Annual Review	20/09/2023
September 2024	CEO Liz Barritt	Annual Review	19/09/2024
April 2025	CEO Liz Barritt	Updated information	02/04/2025
September 2025	CEO Liz Barritt	Annual Review	01/09/2025

Elizabeth Barritt MA/QCG/BA(Hons)

Sailship Trustee/CEO

Trevor Cottee MBA/MSc/Lt.Col.(retd)

Sailship Chair of Board of Trustees