



Health and Safety Policy

Introduction

At Improving Lives Plymouth (ILP), the health, safety, and wellbeing of our employees, volunteers, people who use our services, and visitors is of the utmost importance. This includes students, contractors, partners, and external organisations using our buildings or delivering activities on our behalf.

We are committed to providing a safe and healthy environment across all of our premises, services, and activities, in line with our legal duties under the Health and Safety at Work etc. Act 1974 and associated regulations.

Our approach to health and safety reflects our organisational values. We treat everyone with honesty and kindness, we show respect and dignity to all, and we listen and respond to people's needs. Through this policy, we foster a workplace culture that is trauma-informed, psychologically safe, and inclusive. It also contributes directly to our strategic objectives including:

- Delivering high-quality and impactful preventative services
- Enhancing community health through public health messaging
- Promoting workforce development and wellbeing
- Supporting system leadership in preventative health
- Maintaining sustainable and effective infrastructure

This policy should be read alongside the ILP Health and Safety at Work Guide, the Control of Substances Hazardous to Health (COSHH) Policy, and the Lone Working Policy.

Scope

This policy applies to:

- All employees (permanent, temporary, and casual)
- Volunteers, students, and work placements
- Trustees
- Contractors and external suppliers working on ILP premises
- External organisations, partners, tenants, and room hirers using ILP buildings
- All ILP activities, services, and locations

Statement of Intent

We are committed to:

- Complying with all relevant health and safety legislation including the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999.
- Preventing injury and ill health by identifying and mitigating health and safety risks.

- Providing and maintaining safe premises, equipment, and working conditions.
- Consulting with employees and volunteers on matters affecting health and safety.
- Providing training, information, supervision and instruction to ensure competency.
- Promoting wellbeing and ensuring procedures are in place for incidents and emergencies.
- Reviewing and improving our health and safety performance regularly.

Responsibilities

- The Strategy Delivery Group and Trustee Board will oversee and review the implementation of this policy.
- The Chief Executive Officer holds overall responsibility for the policy's implementation and periodic review.
- Managers are responsible for ensuring risk assessments are completed and reviewed, implementing control measures, monitoring compliance, and ensuring staff receive appropriate training and supervision. All employees, volunteers, students and contractors must adhere to this policy
- The Head of Governance, Quality and Facilities acts as the organisation's competent person for health and safety, overseeing building maintenance, equipment checks, fire safety, alarm testing, and overall compliance.
- External organisations, contractors, and building users are responsible for ensuring their activities are carried out safely and in line with ILP requirements while on our premises.

Health and Safety Arrangements

Risk Assessment Arrangements

- All work activities are assessed for risk, with formal risk assessments reviewed annually or after any significant change.
- Separate assessments are completed for exhibitions, lone working and specific service users.
- Managers are accountable for implementing actions from risk assessments.
- Risk assessments are recorded and managed using ILP systems (e.g. BrightSafe).
- Risks are reviewed following incidents or significant changes and escalated where required through management and governance structures

Consultation

- Health and safety is discussed at supervision and team meetings when required.
- Employees can raise concerns at any time to their Manager.

Safe Equipment

- Equipment maintenance is coordinated by the Head of Governance, Quality and Facilities and the IT Manager.
- Faulty equipment must be reported immediately.

Safe Handling of Substances

- COSHH assessments are completed and reviewed annually.
- Substances are only used once assessed as safe.

Communication and Training

- Induction training includes health and safety.
- Posters are displayed in both main buildings.

- Service-specific guidance is provided in accessible formats.
- Training is recorded and tracked via digital systems.
- ILP recognises the importance of mental health and wellbeing, and work-related stress risks will be monitored and managed.

First Aid and Accident Reporting

- First aiders and first aid boxes are present at both main sites.
- Activities requiring first aid off-site are risk-assessed.
- Accidents and work-related ill health must be recorded and reported via BrightSafe, these are reviewed and investigated by SDG.
- All incidents, near misses, and hazards must be reported using BrightSafe
- Investigations will be proportionate to the severity of the incident and escalated where required.
- Where applicable, incidents will be reported in line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Fire and Emergency Procedures

- Fire safety checks are conducted monthly.
- Alarm systems are tested weekly.
- Fire drills are held at least quarterly.
- Fire risk assessments are in place and regularly reviewed.
- Staff are trained in evacuation procedures.
- Personal Emergency Evacuation Plans (PEEPs) are developed where required.
- ILP will take proportionate steps to assess and manage risks relating to public safety and security in line with emerging legislation.

Use of ILP Premises by External Organisations

ILP buildings are used by a range of external organisations, partners, and community groups. While these organisations operate independently, ILP retains overall responsibility for the safety of its premises.

All external users of ILP buildings, including contractors, tenants, and room hirers, are required to:

- Comply with ILP health and safety procedures while on site
- Cooperate with ILP staff in relation to fire safety and emergency procedures
- Ensure their activities are risk assessed and conducted safely
- Provide appropriate supervision for their staff, volunteers, and participants
- Report any incidents, hazards, or concerns to ILP

ILP will:

- Provide relevant health and safety information to building users
- Maintain safe premises and shared spaces
- Set expectations through agreements where appropriate

Monitoring, Evaluation, and Learning

At ILP, we are committed to continuously improving our practices through regular monitoring, evaluation, and learning. We take a constructive and solution-focused approach, ensuring that our policies remain effective, inclusive, and aligned with our organisational values

Monitoring:

- Spot checks and regular inspections are carried out to ensure safe working conditions.
- The Head of Governance Quality and Facilities investigates incidents and reports findings within organisational Governance

Evaluation:

- Accident records, staff feedback and incident trends are analysed for learning.
- Annual policy reviews ensure it remains compliant and effective.

Learning:

- Training is refreshed in response to trends or incidents.
- Policy updates are communicated clearly, ensuring shared learning across ILP

By embedding continuous reflection and improvement, we ensure that our policies uphold trust, respect, and high-quality service delivery at ILP.

Health and safety performance is reported through organisational governance structures including OCG, SDG, and the Trustee Board.

Policy Review & Compliance

In applying this policy, ILP upholds the principles of equality, diversity, and inclusion in line with the Equality Act 2010. An Equality Impact Assessment will be conducted to ensure fairness and accessibility for all employees and volunteers.

SIGNED: 

DATE: April 2026 **REVIEW DATE:** April 2027

Version Control/Change Log			
Version	Date	Author/s	Changes Made
1.0	April 2025	Chris Burnett	Original Policy Adopted
2.0	April 2026	Lee Sewrey	Policy expanded to strengthen legal compliance, clarify roles and responsibilities, include external building users, and enhance incident, risk, and fire safety procedures.