

GROVE Neurodivergent Mentoring & Education LTD

Health and Safety Policy

0. About this policy

0.0 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone affected by our work.

0.1 Jessica Garner (CEO) has overall responsibility for health and safety and the operation of this policy.

0.2 This policy does not form part of any employee's or contractor's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

1. Your responsibilities

1.0 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

1.1 You should report any health and safety concerns immediately to Jessica Garner.

1.2 You must co-operate with managers on health and safety matters, including the investigation of any incident.

1.3 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

2. Training

2.0 Employees will be given adequate training and supervision to perform your work competently and safely.

2.1 Employees will be given a health and safety induction and provided with appropriate safety training.

3. Equipment

Employees must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

4. Risk assessments and measures to control risk

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, contractors, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

5. Computers and display screen equipment

If you are an employee and use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense. Further information on workstation assessments, eyesight tests and the use of DSE can be obtained from Jessica Garner. This does not apply to contractors.

If you are a contractor, you are responsible for your screen, computer and workstation safety, but GROVE would like to support by noting:

- () You are advised to take regular breaks from your screen.
- (a) This is a useful resource for checking your workstation: [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#)

Policies designed to protect you:

We have a number of policies and procedures that are designed to protect our children and young people, but they also protect you. These include but are not limited to:

- Child Protection and Safeguarding Policy and Procedures
- Suicide Prevention
- Protecting Vulnerable Adults
- Equality, Diversity and Inclusion
- Staff Code of Conduct & Online Safety
- IT & Communications Policy
- Staff Handbook
- Concerns & Complaints
- Whistleblowing

You must be familiar with all these policies and procedures.

USEFUL RESOURCES

Online safety:

The [UK Safer Internet Centre](#) provides help for staff on how to stay safe online, as well as how to support young people in staying safe. It is funded by the European Union and provides a helpline for professionals who work with children and young people in the UK, specifically tackling online safety. The helpline is available at helpline@saferinternet.org.uk and 0844 381 4772.

For mental health support:

Mind: [Using this tool - Mind](#)
[0300 123 3393](tel:03001233393)

Give Us a Shout: Free, 24/7 mental health text support in the UK | Shout 85258 (giveusashout.org) TEXT 'SHOUT'
TO 85258 (24/7)

Samaritans: Contact Us | Samaritans Call 116 123 (24/7)

CALM: Homepage | Campaign Against Living Miserably (CALM) (thecalmzone.net)
0800 585858 (5pm – midnight, 365 days a year)

Papyrus: Papyrus UK Suicide Prevention | Prevention of Young Suicide (papyrus-uk.org)