

HEALTH & SAFETY POLICY

Document owner	Reaching All People Trust CIC
Public-facing delivery platform	RAP Academy®
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Classification	Public
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Policy status: This controlled v1.0 policy establishes RAP Trust's organisation-wide health and safety framework for community, education, justice/custodial, creative, fitness, outreach, office and partnership delivery. It is constructed around the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other applicable health and safety requirements.

1. Statement of Intent

Reaching All People Trust CIC is committed to protecting, so far as is reasonably practicable, the health, safety and welfare of its workers and to protecting participants, visitors, partners and other people who may be affected by its work. Health and safety is a core management responsibility and must be integrated into programme planning and delivery.

2. Purpose

This policy establishes how RAP Trust will identify hazards, assess risk, implement proportionate controls, respond to incidents and learn from experience.

- Prevent injury and work-related ill health.
- Protect participants and others affected by RAP Trust activities.
- Clarify responsibilities when working within host organisations.
- Support proportionate risk assessment and safe systems of work.
- Ensure incidents and near misses inform improvement.

3. Scope

This policy applies to RAP Trust employees, workers, volunteers, contractors and others undertaking work on its behalf, and to activities delivered under RAP Academy®, RAP Mentors® and associated delivery identities. It covers RAP-controlled locations and work undertaken in premises or environments controlled by commissioners, prisons, schools, community organisations and other partners.

4. Legal Framework

RAP Trust will comply with applicable health and safety law, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Other requirements may include RIDDOR 2013, workplace, manual-handling, work-equipment, first-aid, fire-safety, COSHH and other activity-specific legislation according to the work undertaken.

5. IDENTIFY → ASSESS → CONTROL → COMMUNICATE → RESPOND → REVIEW

RAP Trust's operational framework is: **Identify** hazards and who may be harmed; **Assess** likelihood, severity and context; **Control** risk using reasonably practicable measures; **Communicate** responsibilities and safe arrangements; **Respond** effectively to incidents and changing conditions; and **Review** controls and learning.

6. Organisational Responsibilities

RAP Trust leadership is responsible for ensuring appropriate arrangements, resources, competent advice where required, risk management and review. Managers and delivery leads are responsible for implementing controls within their areas. Workers must take reasonable care of themselves and others, cooperate with safety arrangements, use equipment appropriately and report hazards, incidents and deficiencies.

7. Risk Assessment

RAP Trust will assess significant health and safety risks arising from its work. Risk assessments should identify hazards, people at risk, existing controls, further action and responsibility. Significant findings must be recorded where legally required and should be documented as a matter of good governance for higher-risk RAP activities.

8. Dynamic Risk Assessment

Some RAP activities take place in changing environments where workers must make immediate operational judgements. Dynamic risk assessment can support those decisions but does not replace suitable and sufficient planned risk assessment. Workers expected to make dynamic assessments should receive appropriate information, training, authority and support.

9. Hierarchy of Control

Risk should, where reasonably practicable, be eliminated at source. Where elimination is not possible, RAP Trust should reduce risk through appropriate substitution, engineering or environmental controls, safe systems and organisational measures, information and training, and personal protective equipment where necessary. PPE should not be the default substitute for stronger controls.

10. Host Sites and Shared Workplaces

Where RAP Trust works within a prison, school, community venue, commissioned service or other host environment, RAP Trust and the relevant duty holders should cooperate and coordinate. Host-site rules, emergency arrangements, known hazards, access controls and responsibilities should be clarified. A host organisation's procedures do not automatically transfer or remove RAP Trust's own duties.

11. Custodial and Justice Settings

Delivery in custodial and justice environments may involve controlled access, security procedures, violence risks, restricted items, emergency codes, movement controls and local instructions. RAP personnel must comply with lawful host-site safety and security procedures and must not undertake activities for which they lack authority, information, training or appropriate control measures.

12. Community and Outreach Delivery

Community delivery may involve unfamiliar venues, travel, public access, variable staffing and participant-related risks. Planning should consider location, access/egress, emergency arrangements, communication, lone working, violence/aggression, safeguarding, first aid and the suitability of the venue for the proposed activity.

13. Lone Working

RAP Trust must assess and control risks before people work alone. Lone-working arrangements should consider violence, stress, medical suitability, travel, the work environment, communication, supervision and emergency response. Where risk assessment shows lone working is not safe, the work should be redesigned or additional support provided.

14. Lone Working at Another Organisation's Premises

Where a RAP worker will work alone at another employer's premises, relevant information should be obtained about hazards and control measures. Appropriate arrangements should exist for contact, escalation and response if an incident occurs. The level of supervision and monitoring should reflect the assessed risk.

15. Violence, Aggression and Threats

Work-related violence includes physical assault, threats and verbal abuse. RAP Trust will assess foreseeable violence and aggression risks and implement proportionate controls. Staff should know when to disengage, seek support or activate host-site or emergency procedures. No programme outcome justifies requiring a worker to remain in an unsafe situation.

16. Post-Incident Support Following Violence

Following work-related violence or aggression, RAP Trust should prioritise immediate safety, record the incident, provide appropriate support, consider safeguarding or police involvement where relevant, and review the risk assessment and control measures. Repeated incidents should trigger systemic review rather than being normalised as an inevitable feature of the work.

17. Safeguarding Interface

Health and safety and safeguarding are connected but distinct systems. A participant's behaviour, exploitation risk, violence exposure, self-neglect or environmental danger may engage both. A safeguarding concern must be escalated under safeguarding procedures and must not be reduced solely to a workplace hazard or behaviour-management issue.

18. Psychological Health, Stress and Trauma Exposure

RAP Trust recognises that violence-reduction, justice and safeguarding work can expose personnel to emotionally demanding material and situations. Work-related stress risks should be assessed and managed. Supervision, workload, role clarity, support after serious incidents and access to appropriate assistance should be considered as organisational controls rather than relying solely on individual resilience.

19. Fitness and Physical Activity

Where RAP Trust delivers fitness or physical activity, risk assessment should consider participant suitability, environment, equipment, instruction, supervision, hydration, exertion, emergency response and known relevant restrictions. Practitioners should work within their competence and should not diagnose medical conditions or provide clinical clearance beyond their role.

20. Creative, Music and Digital Environments

Creative and music activities may involve electrical equipment, cables, sound levels, computers, studio equipment and restricted spaces. Equipment should be suitable, maintained where required and used as intended. Layout should minimise trip and electrical risks, and sound exposure should be managed where levels or duration could create risk.

21. Work Equipment

Work equipment must be suitable for its intended purpose, maintained where necessary and used by people with appropriate information, instruction and training. Defective or unsafe equipment should be removed from use or otherwise controlled until made safe.

22. Electrical Safety

Electrical equipment and installations used for RAP activities should be maintained so as to prevent danger. Users should report visible damage or faults and should not improvise repairs. Inspection and testing arrangements should reflect equipment type, use and risk rather than relying on an arbitrary universal testing interval.

23. Slips, Trips and Falls

Venues and activity areas should be kept reasonably safe from foreseeable slip and trip hazards. Cables, spillages, poor lighting, unsuitable flooring, clutter and access routes should be considered during set-up and delivery. Hazards identified during an activity should be controlled promptly.

24. Manual Handling

Hazardous manual handling should be avoided where reasonably practicable. Where it cannot be avoided, the task should be assessed and risk reduced. Consider the load, task, individual capability and environment. Training alone is not a substitute for redesigning an unsafe manual-handling task.

25. Hazardous Substances

Where RAP Trust introduces or uses substances that may be hazardous to health, the risks must be assessed and controlled under applicable COSHH requirements. Ordinary use of products should still follow manufacturer instructions, safe storage and appropriate ventilation. Host-site substance controls must also be observed.

26. Fire Safety

RAP Trust will cooperate with the person responsible for fire safety at each venue and ensure personnel understand relevant alarm, evacuation and assembly arrangements. RAP-controlled premises or events must have appropriate fire-risk arrangements according to applicable law. Fire exits and escape routes must not be obstructed.

27. First Aid

RAP Trust will assess first-aid needs in relation to its workforce, activities and delivery environments. Host-site provision may form part of the arrangements where this is confirmed and adequate. Personnel should know how to summon first aid and emergency assistance. First-aid arrangements should reflect actual risk rather than assume one provision is suitable for every programme.

28. Emergency Arrangements

Activities should have proportionate arrangements for foreseeable emergencies. These may include serious injury, fire, violence, missing participants, medical emergencies or site-specific incidents. Staff should know the immediate action, communication and escalation route relevant to the setting.

29. Accidents, Incidents and Near Misses

Work-related accidents, incidents and significant near misses should be reported internally so that immediate needs can be addressed and controls reviewed. Records should be proportionate and sufficiently clear to support investigation, insurance, statutory assessment and organisational learning.

30. RIDDOR

Not every accident or incident is reportable to HSE. RAP Trust will assess relevant work-related deaths, specified injuries, over-seven-day worker injuries, occupational diseases and dangerous occurrences against the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Reports must be made by the legally responsible person where the statutory criteria are met.

31. Violence and RIDDOR

A work-related act of violence may be RIDDOR-reportable where it results in a reportable injury or death and arises out of or in connection with work. RAP Trust will assess such incidents against the statutory criteria rather than automatically report every threatening or violent event to HSE.

32. Travel and Work-Related Driving

Where travel or driving forms part of work, planning should consider journey risk, fatigue, vehicle suitability, licence/insurance requirements where relevant, location and lone-working arrangements. Workers should not be expected to use a handheld mobile phone while driving or continue a journey where fatigue or conditions make doing so unsafe.

33. Home and Remote Working

Where personnel work from home or remotely, RAP Trust retains applicable health and safety responsibilities. Proportionate assessment should consider workstation arrangements, display-screen equipment where relevant, stress, communication, lone working and any work activity introducing additional hazards into the home environment.

34. Young Workers

Where RAP Trust employs or places a young person as a worker, the risk assessment must consider their possible lack of experience, maturity and awareness of risk and any specific legal protections. Participant status alone should not be confused with employment status.

35. Disability and Reasonable Adjustments

Health and safety decisions involving disabled people should be based on individual evidence and risk, not assumptions. Reasonable adjustments should be considered under the Equality Act where applicable. Safety should not be used as a blanket reason to exclude a disabled worker or participant where risks can reasonably be managed.

36. Pregnancy and New Mothers

Where the legal requirements apply, RAP Trust will assess workplace risks affecting pregnant workers, workers who have recently given birth or are breastfeeding and take appropriate action. Individual circumstances and relevant medical advice should inform controls where necessary.

37. Infection Prevention and Communicable Illness

RAP Trust will apply proportionate hygiene and infection-control arrangements relevant to the activity and setting. Host-site requirements should be followed where applicable. Individuals should not be encouraged to attend work or programme activity where doing so would create an unreasonable risk to themselves or others.

38. Contractors and Suppliers

Contractors engaged by RAP Trust should be competent for the work undertaken and should manage health and safety risks arising from their activities. RAP Trust should exchange relevant risk information and coordinate where activities interact. Contracting out work does not remove the need to consider risks created by the contract.

39. Information, Instruction, Training and Supervision

Personnel must receive information, instruction, training and supervision proportionate to their role and risk exposure. Higher-risk activities require appropriate competence. Training records should be maintained where relevant, and competence should be reviewed when roles or risks materially change.

40. Consultation and Speaking Up

Workers should be able to raise health and safety concerns and contribute to risk management. RAP Trust will consult workers or their representatives as required by law. No person should be discouraged from reporting a genuine hazard, unsafe practice, incident or near miss.

41. Stop-Work Authority

A RAP worker should not be required to continue an activity where they reasonably believe there is an imminent or serious unmanaged danger. Where safe to do so, the activity should be paused, participants protected, the concern escalated and the risk reassessed before resumption.

42. Records and Data Protection

Health and safety records may include sensitive personal or health information. Records should be accurate, secure and limited to legitimate purposes. Processing must be consistent with RAP Trust's GDPR & Data Protection Policy, while preserving information required for statutory reporting, insurance, investigation or safeguarding.

43. Monitoring and Audit

RAP Trust should monitor implementation through incident trends, risk-assessment review, supervision, feedback, inspections where appropriate and learning from host organisations or commissioners. Repeated incidents, near misses or control failures should trigger review and corrective action.

44. Policy Review

This policy will be reviewed at least annually and earlier following significant legal or regulatory change, a serious incident, identified safeguarding or health and safety learning, material changes in RAP Trust activities or evidence that existing controls are ineffective. The planned annual review date is September 2027.

Document Control

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Related governance: Safeguarding and Child Protection; Risk Assessment; Lone Working arrangements; GDPR & Data Protection; Safer Recruitment; Equality, Diversity & Inclusion; incident and programme-specific safety procedures.

Implementation note: This policy does not invent a named Health & Safety Officer, first-aid personnel, site-specific emergency numbers, fixed PAT intervals or universal risk ratings. Those operational controls must be established and recorded according to the actual premises, activity, workforce and assessed risk.