



Health and Safety Policy Statement

Unloc is committed to providing a safe and healthy environment for all staff, freelancers, volunteers and participants in Unloc programmes at an Unloc Changemaker Studios or on site at another partner's location. This statement outlines how Unloc ensures proper diligence and carrying out of duties under the Health & Safety at Work Act 1974.

Unloc's Senior Team aims to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants during Unloc delivered programmes.
- Establish and maintain safe working procedures for all staff, freelancers, volunteers and participants during Unloc programmes.
- To provide and maintain safe locations and equipment for use by staff and young people.
- Provide clear instructions and information, and adequate training to ensure all staff & freelancers are competent to work safely.
- Prevent accidents and cases of work-related ill health.
- Provide personal protective equipment if required to do so.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a recurrence.
- Review & revise this policy regularly.

Overall and final responsibility for Health & Safety is that of: **Ryan Waters (Director of Operations & Resources)**

Day-to-day responsibility for ensuring this policy is put into practice is held by: **Unloc Senior Team**

This policy was adopted by the Unloc Senior Team on Monday 3rd March 2025 and will be reviewed within two years of this date.

Signed:

Date: 03/03/2025

(Ryan Waters - Director of Operations & Resources)



Roles and Responsibilities

The Director of Operations & Resources has the final responsibility for Health & Safety. They will:

- Decide policy.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure all equipment and systems for work and programme delivery are safe.
- Ensure that Unloc provides adequate training, information and induction to health and safety.
- Provide a working environment that is safe and healthy.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Provide adequate welfare facilities for staff and young people participating in an Unloc session.
- Review and monitor the effectiveness of this policy.

The Senior Team is responsible for ensuring this policy is put into practice. They will:

- Promote a positive, open health and safety culture at Unloc.
- Report to the Internal Director on key health and safety issues.
- Ensure that all staff co-operate with the policy.
- Ensure that risk assessments are accurate, suitable and reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Carry out health and safety induction for all staff and keep records of that induction.
- Carry out investigations into accidents and produce reports to be held on file for the recommended time period.

Statement of Health & Safety Policy

Statement of general policy	Actions / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Every effort will be made to make the Unloc office a safe place to work in relation to physical hazards. Individual risk assessments will be carried out for any work activities occurring outside of normal working environments i.e. partner businesses, institutions and community settings.
To provide adequate training to ensure employees are competent to work.	A detailed assessment of training needs will be carried out with every employee every year to ensure employees are competent to work. This includes the provision of First Aid training for all staff as soon as is practical.
To engage and consult with employees on day-to-day health and safety	Staff will be routinely consulted on health and safety matters as they arise but also formally consulted at regular company away days or sooner if required. Staff will also be made aware



conditions and provide advice and supervision on occupational health.	of the advice and guidance available via the Health and Safety Executive.
To implement emergency procedures – evacuation in case of fire or other significant incident.	All staff will be made aware of the Portsmouth Guildhall and City of Westminster College (or other partner as applicable) emergency evacuation procedures.
To act in accordance with the Portsmouth Guildhall and City of Westminster College (or other partner as applicable) Health and Safety Policy.	A copy of the Portsmouth Guildhall and City of Westminster College (or other partner as applicable) Health and Safety Policy will be given to all staff.
To record all accidents in the workplace.	A secure digital record will be kept of all accidents in the workplace and reported to the Health and Safety Executive in line with their published guidance (RIDDOR).

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