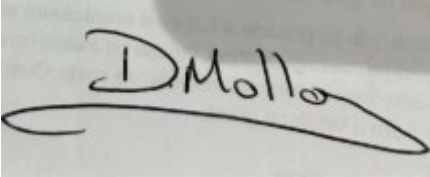
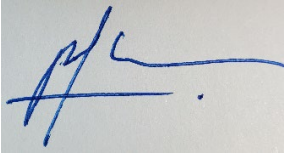




First **Star** Scholars **UK**

Health and Safety Policy

Date of Last Review	16/04/2025
Review Cycle	Annually
Date (Month/Year) of Next Review	04/2026
Date Policy was First Ratified	16/10/2024
Named Lead for Writing/Review	Emily Hollis MBE
Signed: CEO  FSSUK Board of Trustees – Chair 	Date 16/04/25

Statement of Intent

This is the health and safety statement of First Star Scholars UK Charity (the charity). We understand our legal obligations with regards to health and safety under the Health and Safety at Work etc Act 1974 and the steps we must take to manage health and safety under the Management of Health and Safety at Work Regulations 1999.

Our health and safety policy is to:

- Maintain safe and healthy work conditions.
- Prevent accidents and cases of work related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Provide personal protective equipment, as required.
- Consult with our trustees/employees/volunteers on matters affecting their health and safety.
- Provide and maintain safe equipment.
- Ensure safe handling and use of substances.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly.

Charity Buildings / Locations

The charity has an office available for use in London and also utilises other sites for the purpose of delivering the First Star Scholarship programmes, for example university lecture theatres.

Responsibilities for Health and Safety

1. Overall, and final responsibility for health and safety and day to day responsibility for ensuring that this policy is put into practice sits with Ian Wyles, National Director.
2. Responsibility for formulating this policy lies with Emily Hollis MBE, Chief Operating Officer.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
 - Ian Wyles – Safeguarding, monitoring, accident and ill health investigations, emergency procedures, consulting employees/volunteers, lone working, work stress, site/venue fire and evacuation procedures, ensuring trained first aider on programmes, carrying out risk assessments, working with vulnerable people.

- Emily Hollis MBE – Reviewing and updating policies.

Everyone who works with us must:

- Co-operate on health and safety matters.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person (as detailed above).

Venues (for example universities):

- Must have their own health and safety policy in place.
- Adhere to all charity policies and procedures.

Arrangements for Health and Safety

Health and safety law	A health and safety law leaflet is provided for all employees/volunteers. Please see Appendix 1.
First aid box	A first aid box/kit is available on all sites used by the charity and on all trips/visits/residential.
Accident record forms	A copy of our accident record form can be found under Appendix 2. This should be completed and the CEO alerted.

Risk assessment	<p>Risks are assessed, updated regularly and any action to mitigate/avoid risks is carried out.</p> <p>A master risk register is in place and reviewed by the trustees.</p> <p>We will review risk assessments when working habits and/or conditions change.</p> <p>A copy of our risk assessment and matrix template can be found under Appendix 3.</p>
Training	We will provide employees/volunteers with relevant health and safety training by way of induction.

	All venues/sites used must confirm that they have their own health and safety policies and procedures in place.
Consultation	<p>We will consult employees/volunteers routinely on health and safety matters as they arise and formally when the charity reviews health and safety.</p> <p>We adhere to the:</p> <ul style="list-style-type: none"> • Safety Representatives and Safety Committees Regulations 1977 (as amended); and • Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
Evacuation:	We will ensure that our charity office and any other building being utilised has well signed and clear escape routes, with evacuation plans in place.

Recording and Reporting

We understand that if we have more than 10 employees, we must keep an accident book under social security law. Keeping records of incidents helps us to identify patterns of accidents and injuries, so we can better assess and manage risk in our workplace. We are aware of our requirements to protect people's personal details by storing records confidentially in a secure place.

Any serious injury, once dealt with appropriately, should be reported to the CEO at the earliest opportunity.

In law, we must report certain workplace injuries, near-misses and cases of work-related disease to HSE. This duty is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR.

A RIDDOR report is only required when:

- the accident is work related, and
- it results in a reportable injury.

Further information pertaining to RIDDOR can be found here: [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
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1.0	Diarmuid Molloy	16 October 2024	New policy format approved	Annually
1.1	Diarmuid Molloy	16 April 2025	Update to roles and responsibilities	Annually

Appendix 1 – Health and Safety Law Leaflet

Health and Safety Law

What you need to know



This is a web-friendly version of the *Health and Safety Law* leaflet published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**.

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at **www.gov.uk**.

Further information

This leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm.
The information in this leaflet is available in a number of formats.

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Appendix 2 – Accident Record Form

ACCIDENT RECORD FORM

Report No

ABOUT THE PERSON WHO HAD THE ACCIDENT

1

Name

Address

City/Town Postcode Telephone

Occupation

DETAILS OF PERSON REPORTING THIS ACCIDENT

2

Name

Address

City/Town Postcode Telephone

Occupation

DETAILS OF ACCIDENT/INJURY

3

Date: DD / MM / YYYY Time: HH / MM

Where did the accident/injury take place?
.....

Say how the accident happened, give a cause if you can
.....
.....

Details of accident/injury
.....

Signed: Date: DD / MM / YYYY

EMPLOYERS USE ONLY

4

If this incident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

How was it reported?

Signed: Date: DD / MM / YYYY

Please Note: To comply with the Data Protection Act 1998 (DPA) personal details entered on accident record forms must be kept confidential.

Appendix 3 – Risk Assessment Template



Consequence	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Likelihood		

6 - 9	UNACCEPTABLE Take immediate action
3 - 4	TOLERABLE Look to improve
1 - 2	ACCEPTABLE No further action, but ensure controls are maintained

Name of Assessor		Area/Activity Being Assessed	
Date		Date of Next Review	

What is the Hazard?	Who Might be Harmed?	How Might People be Harmed?	Existing Risk Control Measures	Risk Rating (L X C = R)	Additional Controls to Further Mitigate Risk	New Risk Rating (Residual) (L X C = R)	Action/ Monitored by Whom?	Action/ Monitored by When

Signed		Position		Date	
Signed		Position		Date	