

The Harington Scheme

Health and Safety Policy

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1. Statement of Policy

Harington is a leading specialist provider. Harington prepares our students for the world of work, and this includes helping students to improve their awareness of safe working practices.

The Harington regards the health, safety and welfare at work of its students and employee as of the highest priority.

Harington will manage its work in a way that aims to eliminate where possible, or reduce to a minimum, the risks to the health and safety of our employees, volunteers, students, visitors and contractors.

Our health & safety policy is to:

- Comply with all relevant legislation, in particular The Health and Safety at Work Act 1974
- Seek continual improvement in our safety performance
- Confirm our commitment to health and safety as an integral part of work practices

Harington trustees are responsible for ensuring the implementation of this policy. Overall responsibility is delegated to the Principal/CEO, with the support of the management team.

This will be achieved by:

- Working to a system aligned with HSG 65 (Health and Safety Executive's guidance).
- Setting targets and action plans to ensure continuous improvement in our safety performance.
- Training our employees and volunteers, to achieve and maintain high standards of health and safety performance.
- Encouraging the use of new technologies and processes, where appropriate and reasonably practicable, to facilitate reduction in risk as well as the effective management of health and safety.
- Communicating openly with employees, students, volunteers, contractors and suppliers on health and safety issues.

The Health and Safety Policy is monitored by the Health and Safety Committee in conjunction with Recruitment and Progression Manager and the Board of Trustees. It is reviewed annually, or more frequently as necessary.

Jacqui Steel

Principle/ CEO

December 2025

2. Aims

Harington is committed to protecting the health, safety and well-being of all personnel engaged in Harington activities, both on and off our sites.

We are committed to promoting employee well-being and good health by providing a suitable working

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environment and implementing effective management practices.

3. Objectives

We take all reasonable steps to:

- Ensure the health and safety of Harington employees, students, volunteers and contractors.
- Protect non-employees as far as possible against risks to health or safety arising out of any of Harington's activities.
- Prevent injury and illness arising from work-related activity
- Provide a safe and healthy working environment, with adequate facilities and arrangements for welfare
- Provide safe equipment and machinery, and safe ways of working to protect employees, students and others as they come into contact with foreseeable hazards at work
- Assess the need for and issue employees, students and volunteers with Personal Protective Equipment (PPE), ensuring all storage is appropriate.
- So far as is reasonably practicable, ensure the safety and absence of risks to health in connection with the use, handling and storage of articles and substances under Guidance on the Control of Substances Hazardous to Health Regulations (COSHH).
- Provide safe ways of arriving and exiting from Harington's sites.
- Provide information, instruction, training to all employees, students and volunteers.
- To provide supervision so far as is reasonably practicable. Ensuring the health and safety at work of all employees, students and others on our sites.
- Develop safety awareness among all employees, students and volunteers and promote the values that:

❖ **Health and safety at work is everyone's responsibility**

❖ **Nothing that we do is worth injury or illness**

With these objectives we aim to continuously improve our safety performance.

4. Related policies, procedures and documentation

- Harington Code of Conduct
- Harington Data Protection Policy
- Harington Equality, Diversity and Inclusion Policy
- Harington Safeguarding, Child Protection and Vulnerable Adults and Prevent Policy

5. Delivering Health and Safety

Ensuring the health and safety of everyone at the Harington Scheme is one of the main objectives of the Trustees. Their corporate responsibility is to provide a healthy and safe working environment for all employees, students, volunteers and contractors at Harington is recognised. All reasonably practicable steps to fulfil this responsibility will be taken. This includes obtaining police checks for all employees to ensure that it is appropriate to employ them to work with vulnerable people.

6. Management of Health and Safety

6.1 Management responsibilities

The Trustees of Harington have delegated day-to-day responsibility for health and safety matters to the Principal/CEO. They have also nominated a Link Trustee (this is not a statutory requirement) to oversee the implementation of the Health and Safety Policy.

Any person in charge of employees has direct responsibility for ensuring their safe working practices. Employees supervising students have direct responsibility for ensuring the safety of those students and any volunteers in their group.

The following employee and trustee roles are responsible for health and safety compliance and competencies in the following areas: -

Job Title	Health and Safety Responsibility
Trustees	Responsibility for the health, safety and well-being of employees, students, volunteers and other persons present on the scheme premises
Link Trustee	Take the lead on the trustee board's health and safety responsibilities and act as a link between governing body and employee. Responsible for reporting to the Board on the strategic implementation of the Health and Safety Policy, procedures and practices.
Principal/CEO	Overall reasonability for site maintenance and compliance* Responsible for the strategic and operational implementation of the Health and Safety Policy, procedures and practices, including oversight of and participation in regular checks and identification of areas for improvement. Ensure regular Health and Safety reports are submitted to the relevant Committees and Board as appropriate Member of Health and Safety Health and Safety Committee Responsible for accident investigation and for ensuring reporting injuries death dangerous occurrences regulations (RIDDOR) reports are completed and records are maintained. Lead Responsibility Training Centre site maintenance and compliance* Member of Health and Safety Health and Safety Committee Fire Safety Co-ordinator Safeguarding Deputy Designated Person
Recruitment and Progression Manager	Health and Safety Coordinator Designated Safeguarding Lead Lead Responsibility employer & subcontract assessments, ensuring adequate vetting and monitoring reviews Fire Safety Co-ordinator Chair of Health and Safety Committee Review, audit and measure H&S performance including development of

	safety performance indicators Oversight of training needs, procurement of courses and monitoring of training records for regular reporting Sign off all Risk Assessments Responsible for accident investigation and for ensuring reporting injuries death dangerous occurrences regulations (RIDDOR) reports are completed and records are maintained.
Student Support and Safeguarding Manager	Safeguarding Designated Person Fire Safety Co-ordinator
Retail Operations Manager	Lead responsibility Archway Charity Shop site maintenance and compliance* Member of Health and Safety Health and Safety Committee Maintain First Aid stock and Accident Books at Archway Charity shop and Hornsey Charity shop
Harington Gardeners Operations Manager	Lead Responsibility for Harington Gardeners site maintenance and compliance* Member of Health and Safety Committee Records kept and maintained of all horticultural machinery maintenance as specified by the manufacturer e.g. annual service Maintain First Aid stock and the Accident Book at Harington the Gardeners and Vehicles
Business Manager	Lead Emergency First Aid Maintain First Aid stock – Harington Training Site Ensure the preservation of life, prevent deterioration, promote recovery of injured persons Ensure first aid boxes are regularly checked to replenish and maintain adequate stocks Ensure defibrillator is maintained to manufacturer's instructions Ensure first aiders have valid first aid certificate Member of Health and Safety Committee

*All employees above with a lead responsibility for site maintenance and compliance must as part of their role: -

- Purchase, maintenance and inspection of tools and equipment to meet regulatory requirement and satisfy industry best practice including noise and vibration,
- Ensure the implementation and monitoring of safe systems of work, including manual handling, working at height, COSHH and Dangerous Substance Explosive Atmosphere Regulations (DSEAR).
- Undertake relevant training as identified by the Health and Safety Coordinator and in agreement with line management.

6.2 Employee and student responsibilities

All employees, volunteers and students have the responsibility to co-operate with employee's to achieve a healthy and safe workplace taking reasonable care of themselves and others. No person may interfere with or misuse machinery. All individuals must wear the necessary Personal Protective Equipment (PPE) to protect their health and safety.

Whenever anyone on our sites or while engaging in Harington activities notices a health or safety issue, they must inform the person supervising immediately. Students, Education Team Volunteers, Assistant Gardeners or Shop Assistants should notify their immediate supervisor or the Manager on Duty. Shop staff and volunteers will notify their Shop Manager.

7. Policy and Procedures

Harington has developed procedures and guidance to support the delivery of the health and safety policy, and all employees are expected to use and follow them. These documents can be found in the Employee Handbook.

8. Communication

Harington regularly communicates with employees and students on matters of health and safety in a variety of ways, including personal contact, team talks and training.

Harington encourages open two-way communication and discussion with employees and students as part of our goal to seek continuous improvement in our standards of health and safety.

Opportunities for formal consultation are available at:

- Student meetings
- Assistant Gardener's meetings
- All Staff meetings & Staff Forum Meetings
- Management meetings
- Health and Safety Committee Meetings
- Trustee Board meetings

9. Risk Assessments

9.1 Completing Risk Assessments

Risk assessments must be completed where there is an element of risk or a potential hazard to students, employee or volunteers. Risk assessments must be completed for: -

1. All students
2. All individual Assistant Gardeners or Shop Assistants that are vulnerable people
3. All employees with health conditions which may put them at risk, or are vulnerable people
4. Working practices e.g. lone working, prevention of stress

5. All Harington sites (Highgate Training Site, Harington Gardeners, Archway Charity Shop, Hornsey Training Hub and Charity Shop).
6. Fire safety
7. Control of Substances Hazardous to Health
8. The prevention of disease e.g., legionella
9. All Harington Gardeners sites where gardening contacts or one-off jobs or are delivered
10. Operation of machinery and equipment where there is a risk
11. All educational visits and trips
12. All learning activities involving potential hazards e.g., gardening, cooking
13. First Aid provision – First Aid Needs Provision

All risk assessments must identify potential hazards, identify if the hazards can be removed and if not, what control measures will reduce the level of risk so that the likelihood of harm is greatly reduced.

All risk assessments must be completed by the employee responsible and **signed off by the Health & Safety Coordinator before an activity can take place**. Risk assessments should be sent a **minimum of one week** prior to the intended activity.

All employees completing risk assessments must be trained so they are competent to assess and mitigate risk and complete a risk assessment. Employees should consider the needs of young students with additional support needs and or sensory impairment or mobility problems when completing the risk assessments.

Risk assessments must be owned and understood by all employees and volunteers before they engage with an individual or activity where there is a risk assessment in place. It is the responsibility of the lead person to check that every employee and/or volunteer have seen and understood the risk assessment and all the actions are implemented to mitigate any risks.

All students at Harington have an individual Student Risk Assessment. These are reviewed as necessary to identify the support they will need in training and stored in individual Student Information folders on Harington's SharePoint.

Harington completes Fire Risk Assessments for all Harington sites including Highgate, Harington Gardeners, Highgate Charity Shop and Hornsey Hub and Charity Shop. These are reviewed annually or more frequently if necessary. Full details of the Harington's arrangements for fire safety can be found in Appendix C.

All risk assessments must be reviewed every two years and signed off by the Health and Safety Coordinator. This will be monitored by the Health and Safety Coordinator and reported on annually.

9.2 Assessing Risk at Workplace Experience Placements

Harington will ensure that work placements for students, where they are engaged in activities on an employer's premises, are operated safely, reflecting the duties as laid down under health and safety law, regulation and guidance. Employers will be supported by the training and assessment activities of Harington, and we will, where appropriate, coordinate duties and responsibilities of all parties as supported by our work practices. Harington will always take care to ensure that the respective duties and responsibilities of itself, the employers we work with, and our students are communicated and understood.

Harington will utilise two distinct processes - **Placement Assessment Form** and a **Workplace Monitoring Form** to ensure that learning takes place in a safe environment.

To discharge this duty this policy makes a commitment to:

- Review our system annually and monitor effectiveness through appropriate quality checks.
- Ensure that Harington staff that are tasked with undertaking completion of documents as outlined above, are competent to undertake their duties.
- Ensure the suitability of agreements and terms and conditions between Harington, employers, students, and where appropriate, Parents and guardians are suitable and sufficient.
- Instruct students as to their responsibilities and the requirements to operate within the procedures and systems appropriate to the programmes they undertake.
- Ensure that the safeguarding of the students represents the requirements of UK legislation as well as contractual obligations and that all parties are involved in discharging the duty.

A **Workplace Health and Safety Appraisal** Form is completed with the employer prior to placing a student, to ensure that the placement has systems and arrangements secure the health, safety and welfare of our students. On this basis employees will only place students on work experience placements that are deemed suitable and have all of the required evidence to show they are following required health and safety standards.

This includes:

- Workplace liability insurance
- Health & Safety Policy
- Risk assessments in place applicable to the health and safety of students, the activities they will undertake, and their learning environments, how the employer manages risks to the student/s and that is this identified in the risk assessment(s)

For further details see Appendix F – Harington Work Experience Arrangements

10. Health and Safety Inspections and Audits

Harington Senior Management and Trustees regularly inspect the facilities, offices, equipment, machinery and working practices. Audits are undertaken by the Health & Safety Coordinator and trained staff on a scheduled audit programme. External Audits are commissioned every three years.

These activities serve not only to verify compliance with our policy but also reinforce messages on health and safety and to seek feedback for continuous improvement.

11. Monitoring of the Health and Safety Policy

Health and Safety Committee

The Health and Safety Committee meets at least three times during the year. This provides a forum for employee to review health and safety performance, check that management and employees carry out their health and safety duties satisfactorily and that safety standards are continuously improved.

The Health and Safety Committee comprises:

- CEO/Principal

- Health and Safety Co-ordinator
- Harington Gardeners' Operations Manager
- Harington Charity Shop Operations Manager
- Business Manager

Link Trustee

The Board of Trustees appoint a link trustee responsible for health and safety. They will meet with the CEO/Principal and the Health and Safety Coordinator three times a year. They will accompany the CEO/Principal Health and Safety Coordinator on routine Health and Safety Inspections and Audits. They will report to the Board on the effectiveness of the implementation of the Health and Safety policies, procedures and practices and supporting employee with identification of areas for improvement.

12. Accidents

All employees will be expected to act responsibly, taking all reasonable steps to prevent injury to themselves and others and to contribute to the improvement of health and safety at Harington.

All employees have a duty to record any accidents, incidents or near misses at work. In the eventuality of an accident or near miss employees must 1) complete the Accident Book, 2) complete the Accident Report form Part 1 and 3) report accidents or near misses to the Health and Safety Coordinator for investigation.

Line managers are responsible for ensuring all accidents/incident and near misses are reported. Failure to do so may constitute a disciplinary action.

The Health and Safety Co-ordinator and the Principal/CEO are responsible for accident investigation and for ensuring RIDDOR reports are completed, and records are maintained.

13. Fire Safety

The Harington has carried out Fire Risk Assessments for the Harington, Harington Gardeners and Harington Shops'. These are reviewed annually or more frequently if necessary. Full details of the Harington's arrangements for fire safety can be found in Appendix C.

14. Employee and Student Induction

14.1 Students, Assistant Gardeners and Shop Assistants

Harington supports and promotes the health and safety of, as well as the well-being of students, assistant gardeners and shop assistants by developing awareness and skills and having a culture of vigilance supported by safeguarding arrangements. (See Recruitment and Selection Policy).

There is a rigorous Health and Safety Induction for all students, with continual reinforcement throughout their training, which includes checking their awareness at reviews.

On induction all students receive training and information on:

- Health and hygiene arrangements
- Slips and trips
- Personal Protective Equipment (PPE) – storage, use and maintenance
- Manual handling
- Use of electrical equipment where appropriate
- Safe operating of machinery
- Control of Substances Hazardous to Health (COSHH)
- Fire safety arrangements
- First aid arrangements
- Expected safe behaviour as specified in Harington Rules in the Student Handbook

Students are assessed to ensure understanding.

14.2 Employees

All new employees are inducted by their line manager and the Health and Safety Co-ordinator on all the above points and procedures, as well as the arrangements for health and safety at Harington.

15. Arrangements for the provision of Welfare Facilities, the use of Machinery and Safety Equipment, Manual Handling, PPE, COSHH, DSEAR and Pesticides

Provision of Welfare Facilities:

Harington ensures that the following welfare facilities are provided at all its sites – Harington Scheme, Harington Gardeners and charity shops. Specific arrangements for working at Harington Gardeners customer sites are recorded in individual site risk assessments.

Toilets & Washing Facilities

- Access to clean, hygienic toilets
- Handwashing facilities with soap, water, and drying options.
- Hot water if handling hazardous substances.
- Drinking Water
- Readily available, clean drinking water.
- Rest Areas & Shelter
- A suitable place for breaks, protected from extreme weather.
- Changing Facilities & Storage

- Secure storage for personal belongings.

Manual Handling:

Generic risk assessments for regular manual handling operations are undertaken, and employees are provided with information on safe moving and handling techniques.

Employees should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of employees, will have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Work Equipment

All work equipment will be CE/UKCA marked and conforming to National, European and/or international standards as appropriate.

The equipment will be used and maintained in accordance with the manufacturers guidelines and/or industry best practice.

All employees will receive information, instruction, training, and supervision in order to use and maintain work equipment safely.

All employees are required to report to their line manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The CEO/Principal is responsible for ensuring that all equipment is on an in an equipment/asset register and that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

Equipment use is restricted to those users who are authorised / have received specific training.

Equipment must be stored properly to prevent damage and injury.

Hazardous tools must be kept secure when not in use.

Personal Protective Equipment

The completion of a risk assessment identifies additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. **This can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, ear defenders and safety harnesses. It also includes respiratory protective equipment (RPE).** Where PPE is identified it will be provided free of charge and those to be authorised to use it provide with appropriate instruction,

information, training, and supervision in its safe use, care and storage and will use PPE provided accordingly, reporting any defects to their manager. Defective PPE will be replaced immediately.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and users clothing. Employee that require the use of PPE on an individual basis are provide with a safe location to store it and maintain a record of user checks and maintenance.

NO STUDENT OR EMPLOYEE WILL BE ALLOWED TO USE ANY MACHENERY UNLESS EITHER COMPETENT TO DO SO OR CLOSELY SUPERVISED (within sight and sound) BY A SUITABLY QUALIFIED AND COMPETENT PERSON.

Harington operates a purchasing policy when buying new equipment, where noise and vibration pose a hazard, data is collected, and suitable equipment is compared. Equipment from the bottom half of the data range is purchased, so far as is reasonably practicable and if it does not pose further health and safety risks.

All employees and students will have full instruction on the use and potential hazards when using each piece of machinery and equipment.

All horticultural machinery will have regular maintenance as specified by the manufacturer and have an annual service as appropriate. Records of this are maintained by the Harington Gardeners Manager.

NOTE: Chainsaw users must be employees with an up-to-date certificate of competence.

This Arrangement merges the requirements of both the *“Dangerous Substance, Explosive Atmosphere Regulations 2002”* (DSEAR) and *“Control of Substances Hazardous to Health Regulations 2002”* (COSHH) to form Control of Hazardous Explosive Substances (CHEDS) Where practical every attempt will be made to avoid or choose the least harmful and/or explosive substance.

Managers will ensure:

- an inventory of all hazardous and explosive substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. If required, full CHEDS risk assessments are conducted and communicated to employee exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach unauthorised persons.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment and employee/students given appropriate training for it's safe use and disposal.

16. Contractors on site

All contractors working on site will liaise with the Health and Safety Coordinator, CEO/Principal or Manager on Duty before the commencement of any work. In the absence of the Health and Safety Coordinator or CEO/Principal, another appropriate employee will be briefed to ensure contractors follow safe working practice.

A copy of the contractor's health and safety policy along with insurance details should be provided along with any method statements and risk assessments for the work to be undertaken. Where specific competence is required evidence of training records will be requested. Where a contractor does not have a health and safety policy, the Health and Safety Co-ordinator or CEO/Principal should satisfy themselves that the contractor has appropriate safe working practices.

APPENDIX A: EMPLOYEE WELLBEING POLICY

A1 Introduction

We are committed to protecting the health, safety and well-being of our employees. Harington is committed to providing a working environment and management practices which promote employee well-being and good health.

This policy will apply to everyone at Harington. Managers are responsible for implementation and Harington is responsible for providing the necessary resources.

A2 Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

A3 Policy

Harington has identified major workplace stressors and carried out risk assessments to eliminate stress or control the risks from stress. They are reviewed annually or more often as appropriate.

Harington will consult with employees to identify ways to promote well-being and good health amongst employees, and consulting on all proposed actions relating to the prevention of workplace stress.

Harington has an Employee Assistance Programme for all employees that includes access to a minimum of six counselling sessions in the year as well as other benefits.

A4 Management Responsibilities

- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Ensure management are trained to identify symptoms of stress and how to provide adequate means of support via the HSE recommended
- Ensure employees are provided with meaningful personal development opportunities. Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime/voluntary overtime to ensure that employees are not overworking. Monitor holidays to ensure that employees are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated.

- Be vigilant stress management toolkit.
- and offer additional support to employees who is experiencing stress outside work e.g., bereavement or separation.

A5 Employees

Any ideas to improve well-being at Harington or to raise concerns about stress should be raised with your line manager in appropriate meetings, or the CEO/Principal.

Employees should cooperate with well-being initiatives, including workplace surveys, as well as taking part in the risk assessment process.

A6 Health and Safety Committee

The Health and Safety Committee will oversee the monitoring of the effectiveness of this policy to promote well-being and reduce stress at Harington.

A7 Employee Assistance Programme (EAP)

Provided by Health Assured, this service offers free, confidential support 24/7 to help you and your immediate family navigate life's challenges — whether they're personal, professional, or anything in between.

To speak to someone or get started with support, simply call the confidential helpline on **0800 028 0199** at any time.

What's included:

- A 24/7 confidential helpline, staffed by qualified therapists and advisors
- Up to six structured counselling sessions, delivered by phone, video, or in person
- Support for a wide range of issues, including stress, anxiety, relationships, bereavement, financial or legal worries, housing concerns, and more
- Access for your immediate family (spouse/partner and children aged 16–24 in full-time education)

The programme is here to support your mental, emotional and practical wellbeing — and it's completely free to use.

You'll also have access to the Wisdom portal — an online wellbeing hub offering tools like breathing techniques, mini health checks, trackers, and short self-help programmes.

 Explore it at: wisdom.healthassured.org

 Organisation code: MHA311651

APPENDIX B: ARRANGEMENTS FOR FIRST AID AND ACCIDENT REPORTING

First Aid

First Aid kits are in the:

Training Centre Main Office

Harington Highgate Shop

Harington Hornsey Shop

Harington Gardeners' Office

All Harington Scheme vehicles

A portable First Aid kit, intended for off-site use, is kept in the main admin office.

Responsibility for the maintenance and replenishment of First Aid boxes:

- Training Centre Business Manager
- Harington Charity Shops Retail Operations Manager
- Harington Gardeners and vehicles Gardeners Operations Manager

Accident Books

Accident books are kept in:	Maintained by:
Harington Gardeners Office	Harington Gardeners Operations Manager
Harington Highgate Shop	Retail Operations Manager
Harington shop Hornsey	Retail Operations Manager
Highgate Training Site Reception	Recruitment & Progression Manager

Emergency Services

999 or Whittington Hospital (0207 272 3070)

Employees who achieved first aid certificate and are qualified to give first aid.

APPENDIX C: ARRANGEMENTS FOR FIRE SAFETY

Fire Risk Assessment

Responsibility: Recruitment & Progression Manager

Fire safety risk assessments have been carried out for all Harington Scheme sites. They are reviewed at least annually and following any change or incident.

Responsibility for site maintenance and compliance:

Site	Name
Overall responsibility & Highgate Training Site	CEO/Principal
Harington Gardeners	Harington Gardeners Operation Manager
Harington – Hornsey shop	Charity Shop Operations Manager
Harington - Highgate shop	Charity Shop Operations Manager

Fire extinguisher maintenance is carried out annually by Delta Tech Fire Services Ltd.

All procedures relating to petrol, chemical storage and use are compliant with statutory requirements:

Fire alarms are tested weekly.

Fire Alarm drills are carried out on a termly basis. A record of fire emergency procedure practice is maintained in the Fire Safety Logbook.

There are four Fire Emergency Plans for each of the sites 1) The Highgate Site 2) The Gardeners 3)

Harington Highgate shop 4) Harington Hornsey shop and Training Hub below.

Highgate Training Site Fire Emergency Plan

General

- On discovery of a fire, raise the alarm by pressing an alarm button. If in the classroom in the walled garden, the Shepherds Hut or Portacabin, raise the alarm by shouting “*FIRE, FIRE, FIRE*” and ensure that the alarm in the office is sounded as soon as possible
- Employees working with a group of students/assistant gardeners - get them to leave with you by the nearest available exit. Accompany them to the assembly point.
- Harington employees (not students, volunteers, customers etc.) should ensure that the area they are working in has been evacuated wherever possible.
- Occupants of the Portacabin and Walled Garden Classroom will make their way to the assembly point in the walled garden.
- Everyone else will make their way to the assembly point on the Plots.
- The Assembly Point Managers (who will be appointed by the Manager on Duty or may be the first manager to arrive at either assembly point) will ask employees to consult their registers and report if anyone from their group is missing.
- Do not return to the building for personal possessions.

Administration

- The administration officer (or in their absence, whoever is covering) will call the fire brigade, collect the employee signing register and visitors book and evacuate to the assembly point, the Manager on Duty will appoint an Assembly Point Manager and give them the learner register and employee signing in folder and visitors book to take to the assembly point.
- An employee will be despatched by the administration officer to check that the classroom in the walled garden and portacabin have been evacuated.
- The Manager on Duty will sweep the main building and toilet areas or despatch somebody else to do this, as appropriate.
- When at the Assembly point the Assembly Point Manager will check that learner, employees and any visitors on site are all accounted for and liaise with the Manager on Duty.
- The Principal/CEO or the manager on duty (not the Assembly Point Manager) will be responsible for meeting the fire brigade on their arrival and briefing /directing them to the incident.
- No person should leave the Assembly area until it has been declared safe by a person competent to make such a decision.

This procedure should be used for other emergencies requiring evacuation, unless it needs to be modified such as during a suspected gas leak, where advice may be given not to use any electrical appliances or switches. The manager on duty should take appropriate action to evacuate the premises – the assembly points remain the same.

Fire Assembly Point

Highgate Training Site: The fire assembly point for the main buildings is on the lower site between the vegetable plots and the conservation area and is marked with a sign, and the assembly point for the portacabin and walled garden is in the corner of the Walled Garden marked with a sign.

The Gardeners Fire Emergency Plan

General

- On discovery of a fire, raise the alarm by pressing an alarm button.
- Employees working with a group of students/Assistant Gardeners - get them to leave with you by the nearest available exit. Accompany them to the assembly point.
- Harington employees (not Assistant Gardeners, student nurses, volunteers, customers etc.) should ensure that the area they are working in has been evacuated wherever possible.
- The Assembly Point Manager, who will be the first employee (other than Assistant Gardener) to arrive at assembly point will check the signing in sheet and ask employees (Supervisors, Job Coaches) to report if anyone from their group is missing.
- An employee at the Assembly Point will call the Manager on Duty and report the situation. This employee could be the Assembly Point Manager if there is only one employee present. The Manager on Duty will arrange for the Fire Brigade to be called.
- Do not return to the building for personal possessions.
- The Principal/CEO or the Manager on Duty (not the Assembly Point Manager) will be responsible for meeting the fire brigade on their arrival and briefing /directing them to the incident.
- No person should leave the Assembly area until it has been declared safe by a person competent to make such a decision.

Fire Assembly Point

The Gardener's building: The fire assembly point is on the pavement outside 40 Cholmeley Park.

Harington Highgate Shop Fire Emergency Plan

General

On discovery of a fire, raise the alarm by shouting "*FIRE, FIRE, FIRE*".

- Harington Employees will get any student, volunteers and customers to leave with them by the nearest available exit and accompany them to the assembly point at the Church, 272 Archway Road.
- Any employee responsible for specific learners should remain with them and ensure they are evacuated safely.
- Harington employees (not student nurses or volunteers, customers etc.) should ensure that the Shop has been evacuated.
- The senior employee present will call the Emergency Services by dialling 999 and asking for the Fire Service to come to 270 Archway Road.
- Do not return to the building for personal possessions.
- The Shop Manager or the senior employee will be responsible for meeting the fire brigade on their arrival and briefing /directing them to the incident.
- No person should enter the emergency area until it has been declared safe by a person competent to make such a decision.
- When safe to do so, the senior employee will call the Principal/CEO or Manager on Duty to update them.

Harington Shop Hornsey and Hornsey Training Hub Fire Emergency Plan

General

- On discovery of a fire, raise the alarm by pressing an alarm button.
- Employees working with a group of students/assistant gardeners - get them to leave with you by the nearest available exit. Accompany them to the assembly point.
- Harington employees (not student nurses or volunteers, customers etc.) should ensure that the area they are working in has been evacuated wherever possible.
- The senior employee present will call the Emergency Services by dialling 999 and asking for the Fire Service to come to 42-46 High-street N8 7NX Road.
- Do not return to the building for personal possessions.
- The shop Manager or the senior employee will be responsible for meeting the fire brigade on their arrival and briefing /directing them to the incident.
- No person should enter the emergency area until it has been declared safe by a person competent to make such a decision.
- When safe to do so, the senior employee will call the Principal/CEO or Manager on Duty to update them.

This procedure should be used for other emergencies requiring evacuation unless it needs to be modified such as during a suspected gas leak. In such cases advice may be given not to use any electrical appliances or switches. The senior employee should take appropriate action to evacuate the premises – the assembly point remains the same.

APPENDIX D: HARINGTON FIRST AID AT WORK POLICY

The aim of this policy is to ensure that there are sufficient numbers of competent first aid personnel available to deal with accidents and injuries occurring at Harington and that there is provision of adequate training and equipment to ensure that the statutory requirements and needs of the organisation are met.

1. Introduction

1.1 Background

People at work can suffer injuries or fall ill, irrespective of whether the injury or illness is caused by the work that they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones.

The Health and Safety (First Aid) at Work Regulations 1981 (as amended 2009) cover the arrangements that need to be made, with the key emphasis on suitable and sufficient cover. The level of first aid cover needed should be determined by carrying out a risk assessment of the risk exposures within individual workplaces. Harington uses the self-assessment tool provided by the HSE. The arrangements do not include giving tablets or medicines to treat illness.

1.2 Definitions

First Aid

Occasions or situations where a person will need help from a medical practitioner, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.

Treatment of minor injuries which otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

First Aider

An employee who undertakes first aid duties and who holds a valid certificate of competence (e.g. first aid at work [FAW] or emergency first aid at work [EFAW]).

Appointed Person

An employee who takes charge of a situation if a serious illness/injury occurs in the unforeseen absence of a qualified First Aider and ensures that processes are in place to manage that situation.

1.3 The Legal Framework

- The Health and Safety (First Aid) Regulations 1981 (as amended 2009): The Approved Code of Practice and Guidance L74.
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2. Responsibilities

2.1 Managers and Health & Safety Coordinator

Managers are responsible for the safe undertaking of all aspects of work under their control. Where hazards and risks are identified, it is the Manager's duty to take action to prevent harm occurring and to put in place such measures as are necessary.

The Health & Safety Coordinator must ensure that employees who volunteer for first aid duties are adequately trained and understand their responsibility and level of authority. Where there are insufficient numbers of volunteers, Managers are responsible for nominating a person to undertake first aid training and associated responsibility.

Managers must ensure that all employees are notified of first aid arrangements for the workplace and that the correct signage is displayed within it. Signs should be white markings on a green background and should clearly name the First Aiders. Signs should also be placed at the location of first aid boxes within the buildings.

2.2 First Aiders

Qualified First Aiders must undertake refresher training at the required intervals to comply with current legislation and to ensure that their skills are maintained.

All First Aiders are required to provide first aid in the event of an incident, in keeping with their level of training. All details following an accident should be entered into the Accident Book. Treatment of existing conditions should be entered into the First Aid Book rather than the Accident Book.

All items used from the first aid box should be replaced by the First Aider at the earliest opportunity.

2.3 Employees

Every employee has a duty under health and safety legislation to take reasonable care of the health and safety of themselves and that of any other person who may be affected by their acts or omissions whilst at work.

Employees should also make themselves familiar with the first aid arrangements provided especially with the name and location of their nearest First Aider and first aid box.

It is everyone's responsibility to report any matters that present a serious and immediate danger or where there are shortcomings in the arrangements that have been made for health and safety. The reporting of hazardous and unsafe conditions is therefore a statutory duty of every employee.

All employees must inform the Lead first Aider if they have used any item from a first aid box.

3. Arrangements

The Health and Safety Coordinator will implement the following arrangements to ensure that employees are available to provide first aid should the need arise.

3.1 Risk Assessment

Complete a first aid needs risk assessment, to enable a decision to be made with regards to the precise ratio of first aiders to employees, volunteers and students. In assessing the first aid needs of each area of Harington, the following will be considered:

- The risk of injury and ill-health in the workplace.
- Specific risks in the workplace, e.g. working at height, hazardous substances.
- Varying levels of risk in different areas of the workplace.
- The size of individual wards or departments.
- Any accident / incident history of a department.
- The nature and distribution of the workforce.
- Inexperienced workers, students and volunteers, and those with disabilities or special health problems.
- The remoteness of any site from emergency medical services.
- The needs of travelling remote and lone workers.
- Employees working on shared or multi-occupied sites.
- Annual leave and other absences of First Aiders and appointed persons.
- Members of the public visiting the workplace.
- Any other relevant factors.

Decisions as to what constitutes a sufficient number of First Aiders will be taken based on the risk assessment completed for each department. If the assessment identifies a significant risk, then the level of first aid provision should be increased to adequately control the risk. The HSE Tool and checklists will be used.

3.2 First Aid Information

- The locations of First Aid boxes and defibrillator are to be made known to all employees, students and volunteers by way of a safety notice. The safety notice includes the names of employees able to provide First Aid at work.
- All employees, volunteers and students receive information regarding First Aid arrangements at induction.
- First Aid arrangements are to be reviewed regularly (yearly or as circumstances dictate) and, in the light of changes to working practices and employee movement.
-

3.3 First Aid equipment

There is no mandatory list of items that should be included in the first aid box, but the employee should check the contents list in the box.

Appendix E: HARINGTON LOCKDOWN PROCEDURES

1. Introduction

Lockdown procedures may be required in response to any external or internal incident which has the potential to pose a threat to the safety of employees and students.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ disturbance in the local community, with the potential to pose a risk to employees and students
- An intruder on Harington site, with the potential to pose a risk to employee and students
- A warning being received regarding a risk occurring locally, such as of air pollution/ smoke plume, gas cloud etc
- A major fire in the vicinity of one of the Harington sites
- The close proximity of a dangerous dog roaming loose.

If any employee identifies a dangerous situation which may require the lockdown procedures to be activated, then they must inform the Manager on Duty or any member of the Duty Team, immediately.

It is of vital importance that the lockdown procedures are familiar to all employees. To achieve this, a lockdown drill will be undertaken at least once a year.

2. Communication with Parents and Stakeholders

In the event of an actual lockdown, the incident or development will be communicated to parents, the Health and Safety Trustees, and other relevant stakeholders, as soon as is practicable. Parents will be given enough information about what is happening and what will happen to be reassured that their son/daughter's welfare is of paramount importance. During any lockdown Harington will keep lines of communication open with the Emergency Services.

3. Highgate Site

In the event of a lockdown event there is a chain of command, the Manager on Duty will be responsible for co-ordinating the actions required. The Manager on Duty will seek support from other managers and members of the duty team.

There are 4 buildings on the Highgate Site but due to the Wall Garden classroom being isolated, unless unavoidable, this will not be used for lockdown purposes, but students timetabled to use this building will be escorted to the Mess and Blue classroom area. This will mean that the 3 buildings used for lockdown will be:

- The office block
- The Mess and Blue classroom area
- The portacabin.

The Manager on Duty on receiving any information, either internally or externally, which leads them to activating the lockdown procedures, will alert the Duty Team and identify immediate action to move all students and

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employees from outside, including garden areas, the Herbie Hut, the Greenhouse, or the Walled Garden, to the nearest safe lockdown area.

The Manager on Duty will identify the most appropriate manager (including members of the wider management team) to be placed in each of the identified lockdown areas, ensuring either radio or phone contact can be maintained and communication regarding action provided.

The lockdown areas will be swiftly secured, and depending on the reason for the lockdown, where required students and employees will be asked to seek safety under desk areas etc, out of site of the windows.

Registers and signing in sheets will be checked via phone or radio contact, to ensure all students and employees are accounted for.

All employees, other than manager responsible for contact, and students must also switch off mobile phones to avoid alerting any intruders to where they are. The manager responsible for contact should ensure their phone is switched to silent. Radio communication will only be made where it is considered safe to do so.

Depending on the nature of the reason for the lockdown the Manager on Duty will lead on arrangements for contacting the police, where the nature of the risk was not already triggered externally/ by the police.

Employees and students will remain in the lockdown areas until the site has been confirmed safe. Where this is expected to be beyond the normal student day, the Manager on Duty will arrange for transport to be cancelled or delayed, to ensure other people are not put at risk by entering the site.

Once the site has been confirmed as safe, students and employees will be directed regarding next steps.

4. The Hornsey Training Hub

In the event of a lockdown event the teacher responsible for the student group will be responsible for co-ordinating the actions required, unless there is a member of the management team on site at this time, who will take on this responsibility. The teacher or manager will seek support from other employees including the shop manager.

The teacher/ manager on receiving any information, either internally or externally, which leads them to activating the lockdown procedures, move all students and employees from outside into the Hornsey Training Hub, and will alert the Hornsey Charity Shop Manager, who will then be instructed to close the shop.

The Hornsey Training Hub, which will include the Hornsey Charity Shop will be swiftly secured, and depending on the reason for the lockdown, where required students and employees will be asked to seek safety under desk areas etc, out of site of the windows.

The Register and signing in sheet will be checked to ensure all students and employees are accounted for.

All employees, other than teacher/manager responsible for contact, and students must also switch off mobile phones to avoid alerting any intruders to where they are. The teacher/manager responsible for contact should ensure their phone is switched to silent.

When safe to do so the teacher/ manager will inform the Manager on Duty of activation of the lockdown

procedure, providing reasons for doing so.

Depending on the nature of the reason for the lockdown the Manager on Duty will lead on arrangements for contacting the police, where the nature of the risk was not already triggered externally/ by the police, and for keeping in regular contact with the Training Hub regarding the safety of employees and students.

Employees and students will remain in the lockdown area until the site has been confirmed safe. Where this is expected to be beyond the normal student day, the Manager on Duty will arrange for transport to be cancelled or delayed, to ensure other people are not put at risk by entering the site.

Once the site has been confirmed as safe, students and employees will be directed regarding next steps.

Appendix F: HARINGTON WORK EXPERIENCE ARRANGEMENTS

Arrangement for the Appraisal and Monitoring of Employer Placements

Overview

The legal responsibility for the workplace lies with the employer at that location and will always deem them responsible for those they employ, as well as those who might be present in the workplace as learners or students and deemed to be on work-placement. They are not classed as employees by the employer for general employment purposes, though responsibility under health and safety law and related regulation determines that they are treated as such. HSE state ***'Under health and safety law, work experience students are your employees'*** - [Young people at work: Work experience - HSE](#) (Nb HSE guidance regarding health and safety and work experience is to be found at their vulnerable workers pages - [Vulnerable workers - HSE](#) . The guidance in general is focussed on young people, (under 18), and where ***The Harington Scheme*** works with students under 18, particular attention must be paid to the guidance, specifically - [Advice for work experience organisers - HSE](#)

'Young Person' guidance and the general responsibility.

Where ***The Harington Scheme*** works with students over 18 this is not the same as saying that the general inference of HSE guidance does not apply. The general overview of duties and responsibilities assigned to both the employer and work experience organiser are the same. What the guidance aims to advise is the additional duties and responsibilities on both parties where the student is under 18.

Responsibilities.

Responsibilities for work placement organisation, planning, health and safety appraisal and monitoring are as follows:

Activity/Outcome	Harington' designated role	Duties and responsibilities
Overseeing placement organisation and planning	Recruitment and Progression Manager	To ensure that each Student has a work experience placement or community activity in a safe and healthy environment To monitor and ensure the arrangements for appraisal and monitoring of employer placements are followed and are effective.
Placement organisation, appraisal and monitoring	Job Coaches Recruitment and Progression Officer	To organise, monitor and support work experience placements so they are successful and meet the needs of both the students and the employer and ensure that each Student has a work experience placement or community activity in a safe and healthy environment

Procedures for securing safe working environments for students.

The Harrington Scheme utilises a 3-stage process as follows:

1. An initial **Workplace Health and Safety Appraisal Form (HAS 01)** – this form is used at the earliest opportunity to engage in discussion with the employer to determine that they have in place suitable policies, procedures and arrangements that are suitable and sufficient to underpin a safe learning environment for the student(s). This form is completed and agreed on between the employer and 'The Harrington Scheme' responsible person(s) before work and learning commence. It is revisited every 2 years.
2. A **Workplace Health and Safety Monitoring Form (HSM 01)** – this is completed termly and is used by a representative of The Harrington Scheme to review the working arrangements for a student to ensure their relative position against that initially determined at 1. (above). It will also determine if/where necessary whether changes in working arrangements have occurred including any deviation from safe working arrangements, accidents, ill-health, or other absence have occurred.
3. A **Terms and Conditions** agreement (**T&C 01**) is shared with students and their parents/carers, clearly outlining details for the placement, a description of work experience role and responsibilities of both employer partner and student. Where a student is under 18 years old, a carer/parent signature is required.

General requirement and responsibilities.

Health and safety appraisal and monitoring are primarily records of discussion and understanding of the health and safety conditions of and work experience placement. They are not an endorsement of an employer's health and safety arrangements and at no stage, except for a copy of the employers **ECLI certificate**, should a member of staff from The Harrington Scheme collect copies of employer paperwork. Both processes above are designed to record the employer's commitment to a safe working environment so that learning for the student can take place with assurance and confidence by all parties, including the student.

The employer and The Harrington Scheme will agree and sign a **Work Experience Provider Agreement (WEPA 01)** which clearly sets out responsibilities.

The student and their parent/carer will be given a copy of **Student Work Experience Terms and Conditions (TAC01 2025)** to sign, which will give an outline of the work experience placement and states the responsibilities of the work experience provider and the student.

At all times, it will be the responsibility of a representative of The Harrington Scheme to discuss with the employer, at the appraisal stage, and/or at a monitoring visit, any concerns that have arisen, any gaps in information requested, and any deviation from contracted obligations. It will not be the responsibility of that representative to advise and guide the employer on matters of compliance against statutory and regulatory obligations.

Completion of appraisal and monitoring documentation.

Please note the following guidance on completion of the health and safety assessment documents:

1. Documents should be completed clearly and legibly
2. No sections should be left blank. All questions must be answered, if necessary, with N/A
3. You are encouraged to record where documents have been presented to you and viewed. This is a factual statement only and not an endorsement of them.

4. Records completed should be a record of conversation and employer responses.
5. The forms should clearly state who is providing the information, the employer or the employers representative.
6. All names, job roles/titles, dates and details of locations, contacts etc. must be completed in full.
7. Where possible tour and observe the working environment where the student will be placed and learn. Where not possible to visit locations, sufficient information must be provided to assure you that all arrangements will be in place including those for the welfare of the learner.
8. A summary of actions and/or discussion points should be recorded as appropriate.
9. Where actions and or noted concerns at the initial appraisal stage exist the placement must not be accepted until such satisfaction is gained
10. If subsequent monitoring deems that conditions have deviated to such an extent that the student's health and safety may be compromised the placement is to be suspended and the learner withdrawn.
11. In the case of 10. above if the student is to be reinstated, then the initial appraisal should be revisited, and if necessary, completed again or revised as appropriate.

Associated documents:

Workplace Health and Safety Appraisal Form (HAS 01)

Provider Agreement (WEPA01 2025)

Workplace Health and Safety Monitoring Form (HSM 01)

Student Work Experience Terms and Conditions (TAC01 2025)

Appendix G: Key Employee details and site addresses

Job Title	Employee
CEO/Principal (Manager on Duty on rotation)	Jacqui Steel
Harington Gardeners Operation Manager	Saman Zabihzadeh-Shahabi
Charity Shop Operations Manager	Elena Alberti
Recruitment & Progression Manager Health & safety Coordinator (Manager on Duty on rotation)	Michelle Besant
Business Manager First Aid Coordinator	Simon Tye
Job Coaches	Dee Walker Elena Tzavena Marcus Pieters-Pindelski Nat Charrington
Recruitment and Progression Officer	Arushee Suri
Student Support and Safeguarding Manager (Manager on Duty on rotation)	Barbara Erskine
Education Manager (Manager on Duty on rotation)	Louise Workman-Dent
Site Addresses	
Highgate Training Site	54 Cholmeley Park Highgate N6 5AD 0203 457 7997

Hornsey Training Hub	42 High Street London N8 7NX 0203 457 7994
Harington Gardeners Office	55a Cholmeley Park Highgate N6 5EH 0208 348 5605
Highgate Charity Shop	270 Archway Road Highgate N6 5AU 0203 457 7990
Hornsey Charity Shop	44-46 High street N8 7NX 0203 457 7993