

# Health & Safety Policy

## 1. Introduction and General Principles

a. The general provisions of the Health and Safety at Work etc Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe systems of work and safe premises, and also by ensuring adequate instruction, training and supervision. Employers are also bound by the Act to ensure the safety of all other persons, who, though not employees, may be affected by work activities.

b. The United Kingdom Mathematics Trust (UKMT) is committed to a clear focus on health, safety and wellbeing for all staff, volunteers, and beneficiaries. We will achieve this in the following ways:

- i. UKMT Trustees are expected to demonstrate a serious commitment to sound health and safety systems and working practices;
- ii. all our staff and volunteers are expected to share a mutual commitment to building and maintaining healthy and safe working practices;
- iii. our organisational culture is characterised by attitudes to health and safety which are proactive, responsible and based on mutual respect and regard;
- iv. legislation imposes statutory duties on the UKMT, its staff and volunteers (often in relation to specific health and safety topics, including fire safety and child protection), whilst civil law imposes a wider duty of care to protect staff, volunteers, students and other people from harm (see <http://www.hse.gov.uk/legislation/index.htm>);
- v. responsibility and accountability for the implementation of health and safety are devolved to the levels set out within this Policy and moreover staff and volunteers are trusted to find solutions to operational problems and initiate progress.

## 2. Staff health and safety

- a. UKMT staff work in a hybrid fashion between the office and working remotely from home. The office is a serviced office, called Pure Offices, which offers a manned reception desk, communal spaces, kitchens, bathrooms, showers, rentable meeting rooms, and internet connection. Office cleaning is undertaken by the Pure Offices team.
- b. UKMT's Head of Internal Operations holds specific responsibility for office team health and safety; alongside the Managing Director, and Operations Manager.

### 2.1. Arrangements for health and safety:

- a. All staff members are required to complete their Health and Safety Training, including things like Manual Handling, Fire Safety, Risk Assessment and anything as relevant to their particular role.

### 2.2. Identifying hazards:

- a. The Senior Leadership Team regularly look around the workplace to consider anything that may cause harm or could be a hazard to the staff team:
  - to ensure that no boxes or other equipment are hazardous to staff
  - to ensure work practices are safe
  - to check the general state of our office and store room
- b. UKMT has an 'accident report' log in place to record any accident or significant event. This is maintained by the Head of Internal Operations and can be found in the online UKMT Operations Manual.
- c. Any necessary maintenance or other work as identified would then be carried out by Pure Offices' cleaning, maintenance, electrical and similar contractors.

### 2.3. Vulnerable workers:

- a. Risk assessments are undertaken for workers for particular requirements, eg:
  - Expectant mothers
  - People with disabilities
- b. These assessments ensure that the employees needs are understood and things are put in place to support those needs as required.

### 2.4. Home working:

- a. All staff are provided with the relevant equipment to allow for home working. Home working 'set ups' are discussed to ensure team members have everything they need.
- b. Staff members can attend the office on any day, but all staff members attend the office on a Tuesday as a general rule. Staff are encouraged to stay in touch with their team members via chat and video meetings whilst working from home.

## 3. Responsibilities

- a. UKMT Council has oversight of the health and safety of all people involved in its activities. This includes volunteers, staff, and beneficiaries. In particular, the Council has responsibility for those people participating in the higher risk activities which take place outside schools and sometimes in unknown settings, organised and run by UKMT volunteers, such as residential camps. Council's duties include engaging with its volunteers and staff on health and safety concerns.
- b. There is a nominated Trustee who has the overview of health and safety on behalf of Council; this is currently the UKMT Chair.

- c. UKMT Council may delegate decisions relating to health and safety to UKMT Subtrusts; e.g. Council may ask BMOS to assess the competence of staff or volunteers to lead overseas residential trips.
- d. The UKMT Director has overall responsibility for all UKMT operations, but can delegate health and safety responsibilities to appropriate members of staff. The Director will ensure that appropriate training for staff and volunteers who lead visits is available, and use visit evaluation to inform training needs and future requirements.
- e. There is a nominated member of staff who oversees health and safety and who works closely with the nominated Trustee. This is currently included in the remit of a Senior Administrator. The Senior Administrator has particular responsibility for ensuring the safety of all those attending residential camps and competitions, as far as is reasonably practicable.
- f. All UKMT Volunteers are expected to fully understand their roles and responsibilities at all times. Volunteer role descriptions, training, and risk assessments for all external events are provided.
- g. Awareness of health and safety issues is particularly important for all volunteers involved in residential camps and overseas events, and specific recommendations are given below.
- h. All UKMT staff and volunteers are trusted to find solutions to operational problems and to initiate progress.
- i. Parents, guardians and carers are responsible for ensuring that UKMT is aware of any medical or dental health problems or any personal problem that could affect their child during their attendance at the UKMT event. Were a student to arrive at an event with a previously undeclared special need, the Trust reserves the right to send the student home.
- j. Parents, guardians and carers must ensure their children are collected from the designated point in a timely manner at the end of a camp, unless prior written permission has been given for the child to travel independently (or unless the attendee is over the age of 18).
- k. Parents, guardians and carers must provide full details of how they can be contacted throughout the duration of the event.
- l. All students are expected to follow the rules of any camp or event, communicated at the start of the event. Where free time is allowed during residential events and permission has been given to leave, students should always be at least in pairs who must be told to stay together. They should inform the leader where they are going and their time of return, and should carry a working mobile phone with them at all times. A designated adult at the camp should always know, at any time, where any member of the party should be, and the way in which they can be contacted.

#### **4. Residential events**

- a. UKMT will follow DfE and FCO advice for overseas events, and Outdoor Education Advisers'

Panel (OEAP) National Guidance where appropriate. UKMT must comply with Health and Safety law. It is a legal expectation that staff and volunteers must work within the requirements of UKMT policy

- b. Employees and volunteers in charge of children during a residential event have a 24 hour duty of care to make sure that the pupils are safe and healthy. There is a higher duty expected of professionals as a result of their specialised knowledge. The age of the pupils and the nature and location of the activity will help to determine the degree of supervision required. But on each occasion leaders bear considerable responsibilities. All our residential camps consist of children that we do not know well. The majority of our overseas camps also use accommodation that the organisation has not chosen and does not have experience of. Therefore UKMT volunteers at these events should be even more vigilant and conscious of their duty of care.
- c. Each event will be considered individually and a generic risk management document will be produced by the UKMT office. Risk assessments and risk management are required by law and by our insurers.
- d. All residential camps are liable to potential hazards. It is appropriate therefore that these are considered during the organisation of these events. Generic risk management documents can be prepared in advance in the office (e.g. water hazards, travel hazards). As site specific hazards will differ from place to place and group to group, the generic document produced by the office should be re-visited by the leader and/or deputy leader on arrival at location to check that there is no major issue that should be included, based on common sense. This does not necessarily need to be written down. If there are significant issues in the opinion of the leader, then they should take appropriate steps to overcome these – this might include arranging alternative accommodation or making other travel arrangements. The office should be informed as soon as is practical. The health and safety of our young people is of paramount importance, and if there are hazards that cannot be overcome at an overseas event, UKMT Council will support the leader's decision in coming straight home.

## 5. Actions

- a. UKMT Council will ensure that:
  - i. leaders should have attended previous UKMT residential camps and overseas trips before becoming a leader themselves;
  - ii. the number of adults in attendance at each event will depend on the number, gender, and needs of the participants, and the location of the camp, and the minimum ratio of adults to students will be specified on the risk assessment. It may be that where only two adults travel, the deputy leader also takes on the role of primary pastoral carer.
- b. There is a 24 hour duty of care on residential trips, and there should always be at least two staff or responsible adults available who are alcohol-free. The number required will relate to the size and location of the camp and this will be highlighted on the risk management document for each event.

- c. On overseas trips one member of staff should ideally be first aid trained and carry a first aid box. The risk management document will give details of how to contact emergency services in that country. At UK camps, the leader and deputy leader should know what the first aid provision is at the location, and how to contact the emergency services from that location. Staff should not give treatment beyond elementary first aid, except in an emergency.
- d. All staff and volunteers at UK residential events will be DBS checked. Any visitors who are not will always be accompanied by a DBS checked UKMT person and if staying overnight, will be given accommodation in a separate area to the children. All staff and volunteers taking groups overseas must have an up to date DBS check. UKMT policy is to have checks done every three years.
- e. The UKMT Senior Administrator will:
  - i. ensure that all appropriate documentation exists for each residential or overseas event including an initial risk assessment, ensuring that it meets with UKMT Policy. They will produce and send it to the lead volunteer in advance of the event. This details specific advice regarding things such as fire safety, trip hazards, emergency procedures, and relevant local information;
  - ii. research as far as practicably possible (using internet for overseas venues) the accommodation and location of new camps or annual events which move location;
  - iii. make all travel and insurance arrangements and support trip leaders as necessary;
  - iv. organise emergency planning including the emergency contact for each trip;
  - v. obtain consent (or refusal of parents, guardians or carers), and provide full details of the visit beforehand so that consent can be on a fully informed basis;
  - vi. ensure that all appropriate DBS disclosures are in place;
  - vii. review policies and systems annually and suggest appropriate amendments to UKMT Director and Council;
  - viii. ensure that monitoring and evaluation of each event takes place, and is then communicated to the relevant Executive Committee, raising any incidents or potential concerns with the nominated health and safety Trustee.
- f. The Leader of a camp will ensure that:
  - i. where appropriate, information in the risk assessment is communicated to all participants and implemented as necessary;
  - ii. the risk assessment is revisited on arrival at the location and any additional concerns are raised with participants, event organisers, and the UKMT office as appropriate.

- g. If no-one collects a child at the end of an event (unless prior arrangements made as above), a member of the leadership team will remain with them until a designated person arrives. They should attempt to contact the parent, guardian or carer to ascertain what is happening. If they cannot make contact after 30 minutes they should contact the UKMT Senior Administrator who may have additional contact details.

## 6. Emergencies

- a. There must be sufficient adults to ensure the event can continue, or appropriate measures can be put in place in emergencies, for example, if an adult has to accompany a child to hospital.
- b. UKMT Council, staff, and volunteers, in particular, leaders and deputy leaders of residential events, and emergency contacts in the UK, should be aware of their responsibilities during an emergency. Volunteers or staff attending a residential event, or nominated as a UK emergency contact, will be provided with a critical incident checklist for each event. A critical incident is an incident where any member of a group has either suffered a life threatening injury or fatality, is at serious risk, or has gone missing for a significant and unacceptable period, or which overwhelms the coping mechanisms of the visit leadership.

## 7. Related Policies

- a. [UKMT Safeguarding Policy](#)

## Appendix: Further Information

- a. Health and Safety Executive <http://www.hse.gov.uk/index.htm>
- b. Health and Safety at Work etc Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm>
- c. [Check your fire safety responsibilities under Section 156 of the Building Safety Act 2022 \(accessible\) - GOV.UK Updated 25 October 2023.](#)
- d. Information about Employers' Liability (Compulsory Insurance) Act 1969 <http://www.hse.gov.uk/pubns/hse40.htm>
- e. Contact us <https://www.ukmt.org.uk/about-us/contact-us/>