

Health and Safety Policy

Statement of Intent

Children Heard and Seen is committed to meeting in full, so far as is reasonably practicable, the health, safety, and welfare needs of all of our staff, volunteers, and service users. We will ensure adequate control of the health and safety risks arising from our activities through providing, maintaining, and overseeing safe and healthy working conditions, equipment, and systems of work for all of our staff, volunteers, and service users. We will provide such information, training, and supervision as is needed for this purpose. The welfare of young people is central to all of our work and our policies and procedures in relation to safeguarding are outlined in our Child Protection and Safeguarding Policy, which this policy should be read in conjunction with.

Our general policy is to:

- provide adequate control of the health and safety risks arising from our activities.
- provide and maintain safe equipment.
- provide information, instruction and supervision for employees.
- ensure all employees are competent to do their tasks and provide them with adequate training.
- prevent accidents and cases of work-related ill-health.
- maintain safe and healthy working conditions.
- consult with our employees on matters affecting their health and safety; and
- review and revise this policy as necessary at regular intervals.

Signed: 

Date: 06/09/2024

Name: Sarah Burrows

Review Date: 06/09/2024

Responsibilities

Overall and final responsibility for health and safety at all events and activities organised by Children Heard and Seen lies with Sarah Burrows.

Day to day responsibility for ensuring this policy is put into practice lies with Sarah Burrows.

All members of staff and volunteers further have a duty to:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own and others' health and safety;
- use equipment correctly in accordance with training and instructions; and
- report all health and safety concerns to an appropriate person.

Arrangements

Risk Assessments

- We will complete relevant risk assessments and act to suitably manage the risks that arise.
- Responsibility for observing the decisions made in the risk assessment lies with all members of staff and volunteers.
- We will review risk assessments when working habits or conditions change.

Training

- We will give staff and volunteers a health and safety induction and provide appropriate further training where relevant.
- We will provide personal protective equipment where needed.

Premises:

- We will provide safe and healthy working conditions for all of our employees.
- We will provide adequate facilities.
- We will make sure that escape routes are well-signed and kept clear at all times.

First Aid:

- The appointed person responsible for first aid arrangements is Sarah Burrows
- They are responsible for ensuring that a suitably stocked first aid kit is provided both at our main premises and sites of mobile working.
- The contents of this will be checked regularly and replenished where necessary.

Consultation:

- We will consult with staff routinely on health and safety matters as they arise and formally when we review our health and safety policy.