

Registered Charity 1195932

**Health and Safety Policy**

This is the health and safety policy statement of The Sensory Place.

**Our health and safety policy is to:**

- prevent accidents and work-related ill health.

- manage health and safety risks at events and activities.

- follow the risk assessments and emergency procedures, including evacuation in case of fire identified by the host venues.

- provide clear instructions and information, and adequate training to ensure trustees, employees and volunteers are competent to do their work.

- provide personal protective equipment where needed.

- consult with trustees, employees and volunteers on matters affecting their health and safety.

- provide and maintain safe equipment.

- maintain safe and healthy working conditions.

- report any health and safety concerns, accidents or near misses to the host venue.

- review and revise this policy regularly.

Signed: Date: 15th June 2023

Print Name: Ann Young Review Date: June 2024

**Responsibilities for Health and Safety**

Overall responsibility for Health and Safety is Craig Henderson.

Responsibility for each individual provider will be detailed within their own Health and Safety Policy which should be referred to in conjunction with this policy.

The Sensory Place trustees will:

a) ensure a health and safety policy is produced for approval to the board of trustees and that the policy is regularly reviewed and revised as necessary, at least every year.

b) ensure suitable and sufficient risk assessments of activities TSP provide are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change of circumstances. Where TSP outsources to other providers, TSP will use the external provider’s assessments as the companies providing these assessments will be competent in their field.

c) Employees and volunteers are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.

1. ensure that adequate funding is provided from the charity’s budget to enable the charity to

be organised and run in a safe and healthy manner;

e) deal with any health and safety problems brought to them by trustees, employees, volunteers or service users.

f) ensure that the charity’s Health and Safety Policy is brought to the attention of all stakeholders.

**All employees and volunteers of the charity will act responsibly to ensure that:**

a) They are familiar with, and comply with, the Health and Safety Policy.

b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions during activities.

c) They report immediately, to the activity leader any serious or immediate danger of which they become aware.

d) There is no misuse of anything that has been provided for health and safety purposes.

e) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

f) Bring to the attention of the activity leader any accidents, near misses, dangerous equipment or situations which may occur whilst on the activity

g) Report to the Chair any problems that they feel they cannot deal with themselves;

h) Take responsibility to do what they can to take care of themselves, their colleagues and service users.

**Responsibilities of all service users**

All service users will be encouraged to follow safe working practices and observe safety rules.

All service users will:

a) Follow all instructions issued by any member of employee, volunteer or external provider in case of emergency.

b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.

c) Inform the activity leader of any situation that may affect their safety or that of other service users, employees or volunteers.

**Risk Assessment**

Risk assessments are a legal requirement, mainly under the Management of Health and Safety at Work Regulations 2006, although most health and safety legislation requires a risk assessment approach. Risk assessments must be recorded. This could be on a digital or paper risk assessment form. The risk assessment forms must be kept by TSP in a central area. Risks should be assessed periodically, following an accident, on the introduction of a new process / equipment and any change in circumstances.

**ACCIDENTS**

All accidents involving our service users, employees and volunteers will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

All accidents must be recorded using the external providers’ accident/incident and near miss forms if an external provider is delivering the activity on TSP’s behalf. If it is an accident/incident/near miss at an activity TSP delivers, TSP will record this on their own forms which will be reviewed regularly by trustees to ascertain the nature of incidents that have occurred.